

I hereby give notice of a meeting of Spooner Row, Sutton and Wattlefield Community Council and summon members to attend.

The meeting will be held on Thursday February 3rd at 7:30pm

This meeting will be held at Spooner Row Village Hall.

Members of the public and press are welcome to join.

Dawn Clarke
 Clerk to the Community Council
 January 27th 2022

AGENDA

1.	To consider accepting apologies for absence.
2.	To receive declarations of interest on items on the agenda and consider any requests for dispensations.
3.	To confirm the minutes of the meeting held on Thursday January 13 th 2022
4.	Opportunity for Public participation.
Planning – Cllr Martyn Lemon Lead	
5.	To consider responding to planning applications: 2021/2793: 6 School Lane Spooner Row NR18 9JP (By delegation to the Clerk) 2021/0187 Deed of Variation of the Section 106 Agreement from 2018/1622 to remove the need to provide affordable housing. Land At Chapel Road And Bunwell Road Spooner Row Norfolk - Any applications arriving after the agenda has been published.
Finance – Cllr Stephen Ward, RFO	
6.	To consider approving the following payments: - Cllr Ward for Clerk's Microsoft O365 license: £11.28 - Cllr Ward for RFO's Microsoft O365 license: £4.56 - Cllr Ward for top-up payment to Number People: £5.00 - NPTS for Chair's Training Course: £36.00
7.	Auditor of accounts – re-appoint Mr Robin Goreham as internal auditor.
Ongoing Items	
8.	School Liaison. ML
9.	Playing Field Update. BM
10.	Review of the letter regarding Holy Trinity Church. SH/RF
11.	Proposal to remove moles from the Playing Field. ML/RF
Projects	
12.	Queen's Platinum Jubilee Event – Provisional Budget. SW
13.	Queen's Platinum Jubilee Event – 2 nd June 2022. SW/SH/ML - Beacon. - Augmented Reality Beacon Trail. - Toilet Hire. - Food Provision.

14.	To review and adopt: SH/DC/JH a. Terms of Reference Playing Field Lead b. Terms of Reference Clerk c. Code of Conduct
Communication	
15.	Correspondence and Clerks Report. DC a. Post box. b. Signal Box. c. Any mail arriving after the agenda has been published.
Meeting Closure	
16.	Matters for next meeting and any emergency items.
17.	To confirm date and venue for the next meeting; Thursday March 3 rd 7:30pm in Spooner Row Village Hall.

This meeting may be filmed, recorded or photographed by the public; however, anyone who wishes to do so are asked to inform the Clerk and ensure it is done in a non-disruptive and public manner.

Spooner Row Community Council Minutes

Thursday 13th of January, 7:30pm, 2022, Spooner Row Village Hall.

Present:

Sue Hewitson	SH Chairman
Julian Halls	JH Vice Chair
Stephen Ward	SW RFO
Bernard Mansell	BM
Martyn Lemon	ML
Robert Foster	RF
Dawn Clarke	DC Parish Clerk to the Community Council

1.	To consider accepting apologies for absence. None. The Chair welcomed all and acknowledged the resignation of Councillor Graeme Turrell. Councillor Julian Halls read the following statement: 'I wish to re-affirm my commitment to comply with all council policies and procedures, which I do this already. I want to put it on record as well that I will no longer engage with Robert on any level unless as part of a council wide request to do so. For example newsletter articles or matters that we need to respond to as councillors in relation to full council matters and I also undertake to not respond to anonymous posts on the message board in my capacity as a Community Councillor unless to not do so is in clear breach of Nolan principles or Council Policy or is an Emergency. This non engagement relates to email traffic, posts and otherwise'	
2.	To receive declarations of interest on items on the agenda and consider any requests for dispensations. ML is Chair of Governors for Spooner Row Primary School with no pecuniary interest. JH to step aside from taking part in planning matters because he is on the South Norfolk planning committee as a District Councillor.	
3.	To confirm the minutes of the meeting held on Thursday 25th November 2021. The Minutes were accepted unanimously. Councillor Foster queried why deferred items were not carried forward from November's Council Meeting to the January Agenda. The clerk reminded all that they should respond with items to the agenda when emailed and the supporting documents should be present in SharePoint. If an item is missed, the councillor should tell the clerk at the earliest opportunity and not wait until the meeting to raise the item.	

4.	Opportunity for Public participation.	
	None in attendance.	
Planning – Cllr Martyn Lemon Lead		
5.	To consider responding to planning applications: a. 2021/2764 Land Opposite Turnpike Farm London Road Sutton Norfolk b. 2021/2744 Gurney Reeve Station Road Spooner Row NR18 9SR c. 2021/2613 Wharfedale House Bunwell Road Spooner Row NR18 9LH (By delegation to the Clerk) d. Any planning item that arrives after the publishing of the Agenda.	
	a. The owners of Turnpike Farm have been in touch with ML, who made no comment to the owner. The relocation of the entrance to the plot and build were discussed. The design was noted to reflect current thinking. No objection.	DC
	b. Removal of 'lean to' and extension to the workshop. No objection.	DC
	c. No objection lodged at the time by the clerk.	
	d. None.	
Finance – Cllr Stephen Ward, RFO		
6.	To consider approving the following payments: a. Salaries for January 2022 & Q3 Reconciliation: £480.31 b. Cllr Ward for Clerk's Microsoft O365 license: £11.28 c. Cllr Ward for RFO's Microsoft O365 license: £4.56 d. Cllr Ward for top-up payment to Number People: £5.00 e. Village Hall Hire (Oct & Nov 21): £32.50	
	Salary reflected expenses, uplift in pay rate, training and additional hours over Quarter 3. Small monthly payments (phone and licence) were discussed, the payment schedule will be kept as is. Proposed ML, Seconded JH, Agreed.	
7.	Presentation of the FY21/22 Q3 Financial Statement. SW detailed account movements and explained any variations. We are within budget for the year, except for training. The scrutineer (ML) noted he has checked the calculations.	
8.	To Set the Budget and Precept for 2022-2023 (P) 1. To propose that the council endorses an operating budget for FY 22/23 of £9,113. This takes into account previous years and known costs and reducing over budgeted items. Proposed SW, Seconded BM, Agreed 2. To propose the council endorses the earmarking of £93,000 against the following areas: a. General Reserve of £10,000. b. Election Reserve of £5,000.	

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SH.

	c. Queen's Platinum Jubilee Reserve of £15,000. d. Land Purchase Reserve of £35,000. e. 5-a-side Football Pitch Fencing Reserve of £20,000. f. Medium Scale Project Reserve of £8,000. Proposed SW, Seconded SH, Agreed 3. To propose that the council endorses a reduction in the Annual Budget for Projects, collected through the precept to £1,500; with no further precept levy for Major Projects until a major project is delivered. Proposed SW, Seconded JH, For 4, Against 2, Carried. 4. To propose the council endorses the setting of the annual precept for FY22/23 at £34.60. Proposed SW, Seconded JH, For 4, Against 2, Carried. 2021 precept was £69 and the rate of £34.68 for 2022. There is no legislation only guidance. Wymondham precept is around £100. RF brought up the possibility of the need to resurface the carpark. Potential projects were discussed but until a solid proposal was agreed then the budget was agreed to be sufficient. It was agreed that the council will consider a loan if it was required to complete a project. SW will explain to the parish via the website our intentions to reduce the precept and that the precept may need to increase to cover future projects. The precept form was signed.	SW
Ongoing Items		
9.	Update on the Jubilee Celebrations /SH	
	A virtual meeting was held with ML/SW/ SH and BB from the School. It was agreed that a celebratory event spread over 2 days. Using the community Council's play area (Playing Field), Village Hall and the Meadow. It is agreed to be a not for profit event. Tickets may be charged for but no profit made. (Food for example) Thursday 2nd June (Co-ordinated by SW) – Ticketed event - Beacon lighting 21:00 (dusk), Music, Food, bar – Adult focused, but not exclusive to adults. A trailer is being investigated as a stage. LG will support with some children's rides and supply a generator. Friday 3rd June Fete Event (co-ordinated by HW) – Village Hall & Meadow. Tea party & Games. BM asked to co-ordinate sponsorship with MT. BB would be the school interface and provide school made decorations & will use parent mail to inform about the events for the local parents.	BM

SH

	All events would be open to a wider audience. It was decided that monies were to be spent on children from or linked to the parish. Including those on the Northside of Sawyers Lane he fall outside the official boundary, but who are considered in the community. Toilets would be required, and insurance needs to be checked. Organisation will be a 3 way split with the Hall, School and Community Council. The fete will generate some revenue. CC will have a stand to publicise itself. ML has looked at other events, most seem to be scheduled for the Saturday but there is a lack of information. SW encouraged proposals for funding as soon as possible. A risk to loss due to the time specific items if the event is cancelled due to unavoidable circumstances was noted. (item 15 was discussed at this point)	
10.	Update on School /SH /ML	
	There has been a response by PJ regarding the lease. ET is waiting for their solicitors. PJ is waiting for a quote regarding the fence cost from the council to pass on numbers to the council. SH to return to PJ. SW will continue to invoice until the new lease is signed.	Enrich Trust SH
11.	To discuss activation of the guarantee for the goal nets /JH	
	JH has written to Harrods to understand the scope of the guarantee. The nets were purchased April 24th, 2021. The average life of a set of nets is unknown and they are out all the time. Holes appeared quickly after purchase. RF to liase with the Clerk and supply purchase documents and photos. Clerk to write to Harrods and ask if this wear is normal or is covered by the guarantee. Future purchases: to take wear and tear into account/life of the item. RF suggests purchasing a new set in spring and using the current set after repair as a back up.	DC RF
12.	To consider the letter to be sent regarding Holy Trinity Church /DC/RF	
	The Church has finally cut the hedges, the letter is to acknowledge the work that has been done and to highlight the work remaining. The trees require work. There is work needed to the ditch to enable the drainage of the road. SW asked for the letter to be shortened and focused. JH suggested environmental health may be a more appropriate route to address the state of the trees. SH will adjust the letter.	SH
Projects		
13.	To consider adopting Terms of Reference for the/JH/SH (P) - Highways Lead - Communications Lead - Clerk	

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SH

	JH raised this because he is concerned that there have been Communications or Highways issues that the council has not been informed of prior to happening. The idea is not to amend the agreed communications policy but to introduce a method to return concerns to the council of policy breaches. Para 6 would allow the council an ability to address an issue and return it to council. This is to make an addition to the Highways / Communications job description. The documents and SharePoint and policy documents did not match. It was agreed look again at the proposal, the first 3 paragraphs were about the operations. 3 paragraphs were about conduct. JH to return with discipline policy update and job description update.	JH
14.	To consider adopting amended Policy Documents/Clerk/JH (P) a. Communications Policy b. Complaints Process	
	Deferred	
15.	To discuss tree planting for the Queens celebrations /JH	
	ML passed on the 'Plant a tree for the Jubilee' information to JH. Tree planting could happen during the year and not on the date of the celebration. This is something we wish to consider. JH wishes to identify areas where planting could take place with native trees including fruit trees. SW suggested we put a metal ring around or a plaque to mark the trees. JH has been tasked to research and return with a proposal. SW asked if it is possible to plant an avenue – RF to approach Highways and ask about suitability of any verges in the parish. Proposed SH, Seconded BM, agreed.	JH RF
16.	To consider hiring a Mole Catcher for the Playing Field /RF (P)	
	There is a long history of moles on the playing field, it is infested now, time is short before the mole breeding season starts, this is now urgent. ML and RF have also spoken to a mole catchers and got quotes. Both have the correct certification. There are very significant differences in the method of work. Both quotes per session of catching. One offers a continual service with a one off charge. RF/ML to return to each and ask for a Safe Method Statement. Fencing off some areas will be needed with one. Due to the value another quote is required. RF to approach Abate in Morley for a 3rd quote. RF asked for Grass Cutting dates. ML has a contractor due to attend to give a quote for the drainage work. SW awaiting bills for asphalt and hedge invoices – it was suggested a chasing letter be sent and thanking if no invoice is coming. Decided not to pursue.	ML/ RF RF ML ML ML

17.	To discuss requesting a projector screen in the Village Hall /RF	
	SW states that we rent the room as is, it is not appropriate to ask for the screen. The notice board covers the wall area that was used in the past. Proposal to ask the council to provide a screen was not carried.	
Communication		
18.	Correspondence /DC a. Wymondham TC Town Plan requesting comments. b. MOP by email. Heritage. c. MOP by email. Complaint. d. Signal box removal. e. Any item received after the publishing of the agenda.	
	a. it was felt there was no impact, respond with 'no objection' b. Robert will take the items, Clerk to respond and supply contact details. c. Clerk needed to withdraw this item. d. Signal box is scheduled to be removed on Friday 18 February. This is during half term. The Carpark will need to be cleared, and the entrance of the carpark will need to be secured to prevent parking overnight. SA agreed to do any remedial work to the grass and requested our contractor's contact details. Communications lead to share the story and inform the community.	DC DC ML/DC RF
Meeting Closure		
19.	Matters for next meeting and any emergency items.	
	The meeting date in June is a bank holiday. It was agreed to move the meeting to 9 th of June 2022 Meeting closed at 21:47	DC
20.	To confirm date and venue for the next meeting; Thursday 3 February 7:30pm in Spooner Row Village Hall.	

Signed:



Dated:

3 Feb 2022

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From: Cllr Robert Foster <rgf@spoonerrow.cc>
Sent: 26 January 2022 16:54
To: 'MARTYN LEMON'
Cc: The Clerk; Sue Hewitson; Stephen Ward; Bernard Mansell; Cllr Julian Halls
Subject: RE: Quotation for Spooner Row Community Council - Moles

Hello Martin

Thanks for this but I am somewhat confused by this email, as it does not match the scenario you sprung on me at our last meeting. Please excuse the pun.

I thought this lady of yours was going to be using some sort of specialised cardboard style trap, as the word "disposable" was mentioned at the meeting but in her email (and I agree with you, this email isn't a method statement) she references using putange traps. This is exactly the same type of trap that Vic at Ace would be using, although he is also using a terrier at night. No mention of dogs by Louise.

It's just I am having difficulty in understanding why, when both contractors are using the same style trap, your Lady Mole Catcher is charging £1,800 and my recommendation was charging £400.

If this had been made clear in the meeting I could have moved forward with this project and had Vic starting in January ahead of the breeding season starting in Feb.

Am I missing something here?

Regards
Robert

PS. Dawn please upload this email exchange onto Sharepoint for our next meeting.



From: MARTYN LEMON [mailto:mrtytlemon@aol.com]
Sent: 24 January 2022 20:28
To: Robert Foster <rgf@spoonerrow.cc>
Subject: Fwd: Quotation for Spooner Row Community Council

Sent from my iPad

Begin forwarded message:

From: Louise Chapman <louise@ladymolecatcher.co.uk>
Date: 17 January 2022 at 14:18:03 GMT
To: mrtynlemon@aol.com
Cc: Sue Hewitson <sue.restoration@yahoo.co.uk> 1
Subject: Re: Quotation for Spooner Row Community Council

Hello Martyn,

Thank you for your reply.

I confirm the method statement to deal with the moles at Spooner Row playing field will be as follows:

Trapping session on whole of area using Putange traps which will sit beneath the ground and will not show.

Further visits to carry out further trapping sessions to be assessed weekly until the area is clear, estimated to be over a 4 week period.

If you have any further questions, please let me know.

With best wishes

Louise

Louise Chapman BA (Hons) PGCE
The Union Building
51-59 Rose Lane
Norwich NR1 1BY
t: 01603 259945
m: 07876 141153
e: louise@ladymolecatcher.co.uk
w: www.ladymolecatcher.co.uk



On 14 Jan 2022, at 08:48, mrtynlemon@aol.com wrote:

Hi Louise,

Thanks for meeting up with me yesterday.

In line with our standing orders we need to obtain a further quotation.
However I expect this to be expediated very soon in view of your comments.

In the meantime can you supply me with a method statement that I can pass to Council for their information.

I will get back to you as soon as a decision is made.

Regards

Clr Martyn Lemon

-----Original Message-----

From: Louise Chapman <louise@ladymolecatcher.co.uk>

Sent: 13 January 2022 17:12

To: mrtynlemon@aol.com

Subject: Re: Quotation for Spooner Row Community Council

Hello Martyn,

Thank you for inviting me to look at the moles on the playing field at Spooner Row.

I confirm the cost to clear the field in it's current state will be £1,800 payable in full when we start the trapping session. We could begin at earliest next Thursday 20th January. It will take a few weeks. Thereafter I would suggest an annual contract to control the situation to prevent it becoming as it is now. The cost for the annual contract would be £1,800 payable at the start of the contract which would begin when the field has been cleared, estimated 4-6 weeks. There is no VAT.

As I mentioned when we met, the traps which will be used will be covert; unable to be seen by any public, children or dog walkers who use the field. This mitigates interference and sabotage which inevitably occur when trapping public areas.

This quotation is valid for 28 days.

Moles will begin breeding again in February when 1 becomes 5.

Please let me know if you wish to proceed and we will begin trapping before the breeding period commences.

With best wishes

Louise

Sent from my iPhone

On 13 Jan 2022, at 15:31, Louise Chapman
<louise@ladymolecatcher.co.uk> wrote:

Sent from my iPhone



fast efficient competitive

Hawkfield House
20 Chapel Road
Morley St Botolph
Wymondham
Norfolk NR18 9TF
Tel: 01953 603390
Fax: 0844 779 0368
Email: sales@abateltd.co.uk
Website: www.abateltd.co.uk

2019/20 British Pest Management Awards Small Company of the Year

28th January 2022

Dawn Clark
C/O Spooner Row Playing Field
Spooner Row

Dear Dawn

Pest Control Job Quote for Moles

Many thanks for asking Abate to provide you with a quote for some mole control at the playing field centre, on a job basis.

We have a good understanding of what you will require from our years of experience treating various council and school grounds. Usually, the biggest problems we encounter are access issues and to ensure the safety of others. This generally makes the job longer to treat always ensuring site safety.

We would only set traps in the ground and would assess and manage the problems found.

Abate Pest Management Overview

Abate is an independent privately owned pest management company specialising in pest control matters whether they are proactive or reactive throughout our industry sector. We offer a very personal service which is specifically tailored to your needs and requirements.

We have vast knowledge and experience in this industry and feel we are best placed to advise on all matters relating to pests and are here to support and protect your grounds from damage and provide a structured programme of visits carried out by our experienced staff.

Unfortunately, Moles are a creature which will encroach other mole territory very swiftly which can be just a matter of hours, days or weeks and is very difficult to predict when a new infestation may arise.

By going onto a service contract, you are covered all year around for mole activity at a fixed quarterly price which may work out more beneficial for you at a later date, as we do not charge for any additional trapping or follow up visits that may be required to clear new activity found or reported.

It is when we offer regular servicing when the costs can be reduced overall, with a more efficient service in place than paying out each time for ad hoc job work / treatment programmes.

Contd./...



Registered in England No. 3753133
Reg Office: Hawkfield House, Chapel Road, Morley St Botolph, NR18 9TF
VAT Registration No 786 6173 82



Our Guarantee

The reason we can offer such a strong guarantee is not only because we are hugely experienced in our field, but we look at the root cause of any problems rather than just treat the showing symptoms.

I hope you agree that using Abate Limited would fully manage your pest control matters at your grounds, offering a cost-effective solution to your current problems you are encountering and hope to hear from you in due course.

Why Abate?

We are full time, experienced pest controllers and Abate has been operating for over twenty-two years, which means that we have covered every eventuality and know our industry inside out. We currently service and maintain many similar sites / layouts and know the processes you would require / expect from us. All Abate service staff including myself are DBS enhanced checked and it is a company policy that all service and survey staff are.

We can provide environmental documentation of any waste being removed / transferred from your sites showing full compliance and due diligence.

We cover every form of pest control needed – there is nothing we cannot do.

We are one of the best qualified firms operating in the pest control arena, as demonstrated by the fact we have been awarded:

Internationally recognised BPMA Small Pest Control Company of the Year 2019/2020

ISO 9001

ISO 14001

OHSAS 18001

CEPA – BS EN 16636:2015

CHAS

SAFE CONTRACTOR

BPCA

PAS 91

Treatment of Moles

We can tailor pest control to your needs and, at most premises we service, they are covered for various pests such as rats, mice, wasps, ants, fleas, flies etc. We can also supply and service electronic fly units in locations which need control from fly ingress, fly screen doors and windows and timber preservation to name but a few.

Due to our team of staff and proximity of your site to our technicians, you know that one of our team are never far away to help should there be an emergency.

Costs to offer Pest Control cover

The costs to carry out a three-treatment trapping programme over a few weeks would cost £225 + VAT in total. This is to set the traps, make safe, cordon off an area, and check on the traps over this period / time frame.

Contd./...



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- 3 -

We must stress we cannot guarantee eradication of the moles and can only reduce numbers by catching what is currently active in the locations you are looking to protect and cover. Moles from further away will in time find these vacant runs and take over what has been left behind from other moles caught.

We invoice for the work at the beginning of the treatment / programme and offer 30-day payment terms from the date of invoice.

Hopefully, this will help, and I trust I have covered all your requirements and agree that using Abate Limited would fully manage your pest control matters at these premises, offering a cost-effective solution and hope to hear from you in due course.

Trusting the above is acceptable, I look forward to hearing from you soon.

Should you require any further details or advice please do not hesitate to contact me at head office.

Yours sincerely

JON BLAKE
Senior Surveyor



Registered in England No. 3753133
Reg Office: Hawkfield House, Chapel Road, Morley St Botolph, NR18 9TF
VAT Registration No 786 6173 82



From: Service - Abate Ltd <service@abateltd.co.uk>
Sent: 01 February 2022 15:30
To: clerk@spoonerrow.cc
Cc: Service - Abate Ltd
Subject: Moles



Good afternoon.

I have just had a message passed to me regarding mole traps we use on various jobs / sites.

We generally use the traditional scissor traps which we have used for many years and find these the most effective overall from all our experience.

Regarding costs, due to the years we have been in this industry we have encountered traps being stolen or tampered with which is very frustrating for us all.

In fact only this week we have encountered 5 traps which have been stolen from a parish field and sadly the world we are in now.

I have to ensure we cover matters such as mentioned above which is quite possibly why we are more expensive than some other firms.

I trust this may help answer a few questions for your parish meeting moving forward.

Many thanks.

Best regards

Jon Blake
Abate Pest Management Limited
01953 603390

British Pest Management Awards 2019/20 – Small Company of the Year



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Spooner Row, Sutton & Wattlefield

Community Council

Where community matters

Proposed Meeting Date: 3rd February 2022

Agenda Item:

Title: Queen's Platinum Jubilee Event – Provisional Budget

Proposer: Cllr SMR Ward

Seconded: Cllr

Timing: Priority (At next meeting) as this is a key activity to support the Queen's Platinum Jubilee celebrations on Thursday 2nd June 2022.

Key Themes: [Grow Community Spirit]

Proposal 1

The Council agrees to set the Queen's Platinum Jubilee budget as follows:

- **Evening Event £10,000**
 - Jubilee Beacon (Incl. AR Trail) £1,500
 - Provision of Entertainment £3,500
 - Provision of Food £3,000 (Approximately 300 meals)
 - Support Services £2,000
- **Children & OAP Street Party £5,000**
 - Memorabilia for Children £2,250 (150 Children at £15.00)
 - Provision of food £1,500
 - Entertainment £1,500

Background. At the Council's October 2021 meeting it was agreed that the Council would plan to deliver a Queen's Platinum Jubilee Celebration event; a two-part focus was agreed with a kid's street party followed and an adult event centred upon the lighting of the Queen's Platinum Jubilee Beacon. To support this activity a provisional budget needs to be agreed to allow initial bookings to be made for core elements of the programme of events and to place deposits to secure key services like bands, food vendors and the purchase of memorabilia.

At the Community Council Meeting on 13th January 2022 the Community Council agreed to earmark £15,000.00 for the Queen's Platinum Jubilee celebrations over the Bank Holiday weekend of 2-5th June 2022. Initial scoping activity has further defined likely expenditure, details of which can be viewed at the following link:

[Queens Platinum Jubilee 2022 Event Planner](#)

All expenditure will still have to be agreed to at full Council meeting before being fully committed to, however the allocation of budgets allows planning to be undertaken. To enable efficiency and an expedient approach to securing services for the events it would be wise to put in place a mechanism for deposits to be paid to secure services between the February and March 2022 Council meetings. Noting the that by our next meeting on

3rd March 2022 this will only be 13 weeks (65 Working Days) from the event date of 2nd June 2022.

Proposal 2

The Council agrees to pre-authorise the RFO to make payments for deposits up to 25% of the allocated budgets for each area in consultation with the overall event lead Cllr Martyn Lemon and the Chairs endorsement.

Note: Payments would still be required to be authorised by 2 people (The RFO and either Cllr Foster or Cllr Hewitson).

Expenditure - Maximum Total Cost: £15.000.00 Annual Budget Required for Maintenance: £0.00

Tree for Queens jubilee

Proposal is that we plant some trees in commemoration of the Queen's jubilee

Where

- The playing field
 - o May I suggest one in the hedge line next to the road near the chicane , one in the wooded corner and perhaps say a willow (goat willow grows to 10 metres) in the area of the field where water always gathers slightly set into the field (3)
- The new public space in Sutton (say 2)
- The village hall field (say 1 or 2)
- Some wider verges with Highways approval Locations might be difficult it want to build paths and gas main locations not at all clear
- Wattlefield (1)
- Do we need to consider the setting up of a community orchard ??

The specifics of location need debate and links to how many we might need but clearly need to be at the margins of the areas of the areas locations chosen

Type

The principle that they be native trees , the woodland trust lists 31, and say bare rooted to save cost but approx. 2 metres tall to begin with and not of a type which might be attacked by tree diseases or has some in-bred resistance

How high do we want them ?

How and when

By use of a team with an ongoing commitment to water for approx. 3 months on a regular basis although delivery is not so time critical as other matters

To be paid for by the Community council with some part funding from Govt sources? Do we need to set a budget??

Guarding and signage

Some metal round guarding with commemoration plaques which will require installing and maintaining . Basic heavy weight metal guards start at £70 plus VAT although can get 5 for £90 but look like adapted fence wire

Commemorative and memorial signs (signs of the times) from on-line playgrounds www.sott.co.uk
E mail sent.

Discussion

Summary of Meeting with Spooner Row Village Hall Committee

Queens Jubilee Event

We were invited to speak at the start of the monthly meeting. In attendance were the committee (which included Councillors Halls and Hewitson.) Councillor Foster was also present.

Councillor Ward and I spoke about the various ideas that we had put forward, and invited comments and suggestion from the Committee.

Councillor Ward explained the financial aspects of holding such an event.

The Chair Mr Mal Andrews offered a PA system.

There was no immediate response to our intentions, but we are hopeful that the Village Hall would join in on the activities. I have since been advised that the Village Fete would not form part of the Event, but the committee would organise a children's party. Details to follow later.

Martyn Lemon

Event Project Lead



Spooner Row, Sutton & Wattlefield

Community Council

Where community matters

Proposed Meeting Date: 3rd February 2022

Agenda Item:

Title: **Queen's Platinum Jubilee Beacon**

Proposer: Clr SMR Ward

Seconded: Clr



Timing: Priority (At next meeting) as this is the key activity to support the Queen's Platinum Jubilee celebrations on Thursday 2nd June 2022; therefore no further event coordination or publicity can take place until this endorsed.

Key Themes: [Grow Community Spirit]

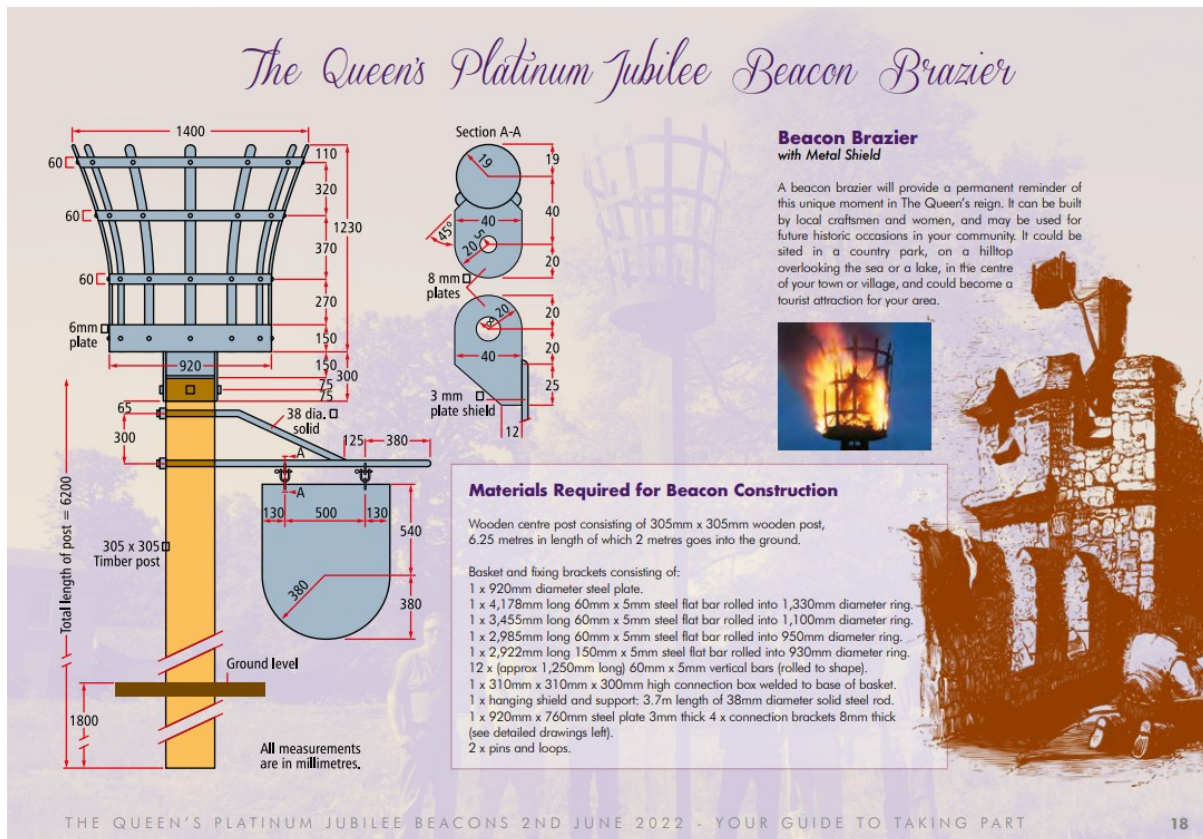
Background. At the Council's October 2021 meeting it was agreed that the Council would plan to deliver a Queen's Platinum Jubilee Celebration event, with one of the key elements being the erection and lighting of a Jubilee Beacon.

The Jubilee Beacons are one of the official events of the Platinum Jubilee in 2022 as part of an extended bank holiday, from Thursday 2nd to Sunday 5th June. The Jubilee Beacons will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate this historic milestone. The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service.

This will be the first time a British monarch has marked a Platinum Jubilee, 70 years as Sovereign. In September 2015, The Queen overtook Queen Victoria as the longest reigning monarch.

Royal History. There is a long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons. A beacon chain, once used as a tool for communication, has now become a symbol of unity across towns, borders, countries and continents and is often the central point of focus for any outdoor gathering or celebration. In 1897, beacons were lit to celebrate Queen Victoria's Diamond Jubilee. In 1977, 2002 and 2012, beacons commemorated the Silver, Golden and Diamond Jubilees of The Queen, and in 2016 Her Majesty's 90th birthday.

The following graphic is the official specification for a fixed Jubilee Beacon which can be reused at events for many years to come.



Proposal 1

The Council agrees to allow Gurney Reeve & Co to manufacture and donate the metal Beacon Brazier at no cost to the Council.

Background. The following four quotes were obtained for the manufacture of the Beacon Brazier:

1. Standley Steel: Welded brazier basket for £1,022.04 incl. VAT.
2. Standley Steel - Riveted £1,638.84 incl. VAT.
3. Artist Blacksmith, Nigel Barnett at Gt Fransham Forge for between £2,500-£3,000.
4. Gurney Reeves offered to supply the materials and manufacture the brazier basket for free.

Proposal 2

The Council agrees to purchase the Oak mounting post from the Frank Aldridge Sawmill at Snetterton, at a cost of £810.00 incl. VAT.

Background. The following four quotes were obtained for the milling and supply of the 6.2m x 305mm square wooden mounting post for the Beacon Brazier:

1. David Dye Timber, Nr Hempnall - Oak post £1,116.00 incl. VAT.
2. David Dye Timber, Nr Hempnall - Larch post £870.00 incl. VAT.
3. M J Elliot Sawmill, Mundford - Oak Post £1,248.00 incl. VAT.
4. Frank Aldridge & Sons, Snetterton - Oak Post £810.00 incl. VAT.

Proposal 3

The Council agrees to an installation budget of £150.00 incl. VAT.

Background. The Oak post will have to be secured in a 2.5m deep hole on the playing field. Assuming we can find support from someone in the community to excavate the hole and assist with lifting the post in to place with an excavator then the only additional cost to erect the beacon are likely to be as follows:

1. 1-Ton bag of gravel to bed the post in to allow water to drain from base therefore preventing rot - £60.00 incl. VAT.
2. Concrete to secure the post in place. Remaining gravel plus Council owned sand in bags located on the playing field, plus 2 bags of cement - £40.00 Incl. VAT.
3. Possible purchase of 4-8 large Zinc Plated Galvanized Hex Head Coach wood screws - £40.00 incl. VAT.

Expenditure - Maximum Total Cost: £810.00 Annual Budget Required for Maintenance: £20.00



Spooner Row, Sutton & Wattlefield
Community Council
Where community matters



Proposed Meeting Date: 3rd February 2022

Agenda Item:

Title: **Queen's Platinum Jubilee Beacon Event – Augmented Reality Beacon Trail**

Proposer: Clr SMR Ward

Seconded: Clr

Timing: Routine (Within 2 meetings) as the deadline for applying is by 7th April 2022

Key Themes: [Grow Community Spirit]

Background. At the Council's October 2021 meeting it was agreed that the Council would plan to deliver a Queen's Platinum Jubilee Celebration event, with one of the key elements being the erection and lighting of a Jubilee Beacon. To support this activity through the promotion of the wider Platinum Jubilee celebrations and the event on the Spooner Row Playing Field, on the evening of Thursday 2nd June 2022, there is the opportunity to purchase an Augmented Reality (AR) Queen's Platinum Jubilee Beacon Trail.

Proposal 1

The Council agrees to purchase the Queen's Platinum Jubilee Beacon Trail package from High Street Safari at a total cost of £499.00 incl. VAT.

Background. The following page from the official guide to taking part in the Queen's Platinum Jubilee Beacon provides full details of the AR package:



THE QUEEN'S PLATINUM JUBILEE BEACON TRAIL

5TH MAY - 2ND JUNE 2022

If your location is lighting a beacon anywhere in the world we also encourage you to take part in this specially designed augmented reality trail that will create buzz and awareness in the four-week run up to the lighting on the 2nd of June. The Queen's Platinum Jubilee Beacon Trail will take families on a free, whistlestop tour of Her Majesty's 70 years of service.

Families and friends in locations taking part will be able to visit seven venues around their village, town or city centre, learning about a different decade in The Queen's reign at each one. Players will learn about The Queen's part in modern history as well as engaging in a fun story with characters like Sir Barnaby Beacon. Along the trail they'll meet him and his friends from Buckingham Palace, and they'll be able to see and interact with them in augmented reality.



An example trail vinyl - actual printed vinyls may vary

How It Works for Players

To take part is very simple, players don't need to download an app or even register beforehand.

Step 1
Players go online to find the trail map and visit the venues in their location, in any order.

Step 2
When they visit a venue they simply find the window vinyl and scan its unique QR code.

Step 3
A digital stamp will automatically pop up on their phone's browser and tell them about that decade in The Queen's reign.

Step 4
Players can then choose to see the character in AR. This means that the character will appear life-sized in the player's environment, leading to perfect selfie opportunities and yelps of joy from children!

Step 5
Once players have collected all seven of the digital stamps, they will be given information about where and when their local beacon will be lit, and encouraged to share this with their friends and family.

How It Works for Hosts

What We Do:

- Provide all the window vinyl artworks with QR codes
- Set up your trail on the collection platform and create your digital map
- Show your trail on a central bespoke website

What You Do:

- Run a large scale marketing campaign
- Give you a Marketing Toolkit, specially developed for the trail
- Send you a final report on user analytics

What You Do:

- Decide where you want to put up the seven trail vinyls within your area
- Give us the list so we can create your map
- Promote the event locally using the Marketing Toolkit

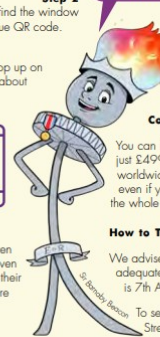
Cost

You can bring the trail to your location for four weeks for just £499, which includes the full artwork pack (delivered worldwide) and all digital setup and assets. This means that even if you also need to purchase one of the gas beacons, the whole event would cost under £1,000.

How to Take Part

We advise hosts to sign up as soon as possible to give adequate pre-marketing time but the deadline for applications is 7th April 2022.

To see more or to sign up as a host, please visit High Street Safari's website highstreetsafari.com/jubilee or contact the project director, Stephen Blackwell, at info@highstreetsafari.com



In addition to increasing our community's historical knowledge of the Queen's reign, the package provides an opportunity to encourage families to get out and about within our community, possibly discovering new walks (Footpaths) and other more local historical events. The following image contains suggested locations for the 7 digital stamps/QR Codes, along with an example of one of the AR characters:



More detail, including a video of a trail in action, can be accessed at:

[The Queen's Platinum Jubilee Beacon Trail – High Street Safari](#)

Expenditure - Maximum Total Cost: £499.00 Annual Budget Required for Maintenance: £0.00



Spooner Row, Sutton & Wattlefield

Community Council

Where community matters

Proposed Meeting Date: 3rd February 2022

Agenda Item:

Title: Queen's Platinum Jubilee Beacon Event – Toilet Hire

Proposer: Cllr SMR Ward

Seconded: Cllr

Timing: Priority (At next meeting) as this is a key activity to support the Queen's Platinum Jubilee celebrations on Thursday 2nd June 2022; provisional bookings need to be made to secure the service.

Key Themes: [Grow Community Spirit]

Background. At the Council's October 2021 meeting it was agreed that the Council would plan to deliver a Queen's Platinum Jubilee Celebration event, with one of the key elements being the erection and lighting of a Jubilee Beacon. To support this activity and the other events on the Spooner Row Playing Field on the evening of Thursday 2nd June 2022, toilet facilities are required.

Proposal 1

The Council agrees to hire a 4 cabin toilet from Broadland Toilet Hire at a cost of £432.00 incl. VAT.

Background. The following four quotes were obtained for the manufacture of the Beacon Brazier:

1. Toilet+ Wymondham - 4 x Chem £340+VAT.



2. Toilet+ Wymondham - 2+1 Luxury Cabin £595+VAT.



3. Toilet+ Wymondham - 3+1 Luxury Cabin £695+VAT.



4. Broadland Toilet Hire - 3 Cabins £360 incl VAT.
5. Broadland Toilet Hire - 4 Cabins £432 incl VAT



Expenditure - Maximum Total Cost: £432.00 Annual Budget Required for Maintenance: £0.00

Clerk Key Performance indicators

To prepare a **draft** agenda for consideration of the council at least 10 working days before the meeting is due to be held in conjunction with the Chair and others

To Call for written submissions from councillors.

To produce a **final** agenda at least 5 working days prior to the next meeting for the community council in conjunction with the Chair (late planning notifications, correspondence, and financial matters from the RFO may be added after that time)

To **display** the summons as required by law on the notice boards and inform the councillors as required.

To produce a **draft** set of minutes in 5 working days post the meeting in conjunction with Chair and others. Items which require further explanation should normally be linked to a formal proposal that the proposer should post or arrange to be posted on the one drive under documents. This proposal will also have to be placed on the one drive or if considered necessary by the Clerk notified to councillors by e mail. It is for the proposer to carry out this action and any non-supported proposal can accordingly be removed from the agenda after discussion with the Chair.

To agree a **final** set of draft minutes with the Chair 5 working days before the next Community Council meeting. To print and present these at the council meeting.

To scan signed final draft and pass/display for publishing as required by law.

To handle all correspondence received on behalf of the Community Council and pass to all councillors, subject to application of an element of discretion. In the event of any doubt the matter to be discussed with the Chair who will make the final decision.

In liaison with the Chair decide what is to be included on the agenda which may include matters not received in the post or by electronic means. Scan to include these in the reading for meetings as needed

Arrange with others for Agendas and minutes to be published and posted as required by law.

To action items agreed for the clerk at council meetings and report back to council..

To act with delegated authority when planning issues may require a no opposition response.

To deal with any Emergency matters as soon as possible in relation to Community council actions, on property owned by the Community Council and anything which might have arisen out of or as a consequence an agreed action in the Community Council e.g., Grass cutting

To monitor and note any advice received from NALC and PTS and District /Government that requires action, either immediately or at the next meeting of the

Community council. Where there is any doubt refer the matter to the Chair for a decision. If this requires revision of standard procedures bring this matter to the attention of the Council and prepare for consideration by the Council

Attend any online support and face to face training as approved by the Council within an agreed budget and bring to the Council's attention any training that is considered essential which might fall outside normal budgetary constraints, for Council approval.

To report back and implement with Council's approval, any matters raised or advised which need to be actioned or to be incorporated within standard procedures as a consequence of this training.

To develop working relationships with neighbouring and county Parish Clerks and attend networking meetings.

To review all standard procedures and agree with council any proposed amendments at an appropriate time interval, referring to NALC guidance.

To maintain an up-to-date list of councillors' names and contact details.

To maintain an up-to-date list of meeting dates and publish as appropriate. To book the venue.

To retain agreed sets of final minutes, signed by the Chair in a paper form once agreed by the council as well as post on the one drive.

To retain and fill the Accident book.

To follow the complaints procedure.

To research and advise on projects.

To submit hours worked and maintain mileage records.

If for any reason the time deadlines cannot be met, e.g., illness or household emergency the Chair should be advised as soon as possible so alternative arrangements can be made, or the normal timelines waived, delayed, or postponed as agreed with a quorate number of councillors. This last action is the responsibility of the Chair.

2.2.22

See the text in red of the attachment (as a proposal) which includes the new para 11 we never incorporated , for some reason and 12,13, 14 and 15 sanctions

The bits after on declaration of interests are unchanged

Spooner Row Community Council

Code of Conduct

1. You are a member or co-opted member of Spooner Row Community Council and hence you shall have regard to the following principles:
 - selflessness
 - integrity
 - objectivity
 - accountability
 - openness
 - honesty, and
 - leadership
2. Accordingly, when acting in your capacity as a member or co-opted member:
3. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
4. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

5. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit and in accord with Financial regulations .
6. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office. See below at 15
7. You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.
8. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the section below (from Registering & Declaring Interests, clause 1).
9. You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
10. You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

Proposal

11. You must allow other councillors who have been authorised to lead on specific matters by the Council to undertake their task without undue interference.

Any concerns on how a task is being delivered are to be addressed to the lead Councillor in the first instance and if not resolved then the issue must be resolved in full Council.

You must not act on any matter on behalf of the whole Council without specific authorisation to do so. To not seek authorisation risks bringing the Council into disrepute and causing unnecessary confusion.

12. You must be a team player and seek approval of any proposals, for others to engage or act upon, with the whole council, or in an emergency, where time critical, the Chair or vice Chair, informing the proper officers of the council as soon as practically possible

13. Show a high level of integrity, accountability, and punctuality

14. Where necessary engage with others in respect to conflict resolution

15. Sanction:-

- Demonstrable and wilful actions or breaches of any Policy, or disregard to this code by Councillors if upheld, could result with the matter being brought before full council for internal consideration where sanctions could be applied.
- Such sanctions if applied are entirely at the discretion of the council
- If the councillor or councillors feel that their action was justifiable, it will be for the councillor or councillors concerned to justify their action, or demonstrate that it was a simple error or misunderstanding to full council.
- The council reserves the right to pass this matter to the Monitoring officer or not as the case maybe.
- It is the right of the councillor concerned to appeal to the Monitoring officer if they feel they have been unfairly or harshly dealt with.
- The council after due consideration may decide to impose no sanction whatsoever.
- This procedure will not normally take place in open council.

Registering and declaring pecuniary and non-pecuniary interests

1. You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.
2. In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.
3. If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a *sensitive interest*.
4. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the

restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

5. A *sensitive interest* is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

6. Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.