

MARLINGFORD & COLTON PARISH COUNCIL
Minutes of the meeting held via Zoom on 9th June 2020

Present

Julian Blackmore JB Chairman
Paul Hammerton PH
David Woods DW
Liz Plater LP
Carol Farrow CF

Maria Hutson MHu Parish Clerk

Item	Minute	Action
1	To receive any apologies.	
	Steve Clark, Martin Hemming	
2	Items raised by members of the public.	
	None received	
3	To receive any declaration(s) of interests of items on this agenda not recorded elsewhere.	
	None	
4	To accept and sign the minutes of the meeting held on 12th May 2020	
	JB proposed and LP seconded as an accurate record of the meeting.	
5	Matters arising from the minutes of the last meeting	
	Defib inspections – Steve Clark will be undertaking this for Colton. There was further discussion on replacement of machines longer term. It was agreed that the PC will continue to be responsible for replacing batteries and pads, but it was felt that when the units themselves need replacement it would be more appropriate that funds should be raised by donations from the community	MHu to revise inspection form and arrange login for reporting faults. Will investigate how other parishes replace machines
6	Any time limited correspondence	
	A request was received to promote a Norfolk walks website on the parish website. It was agreed to add this and also include it in the grapevine along with promoting the footpaths in the villages	MHu to add to website and grapevine
7	Financial matters	
	- Payments	

	<ul style="list-style-type: none"> ○ HMRC - £54.60 ○ Maria Hutson salary and expenses - £230.70 ○ BHIB Insurance - £344.44 <p>JB proposed and PH seconded to authorising</p> <ul style="list-style-type: none"> - Receipts <ul style="list-style-type: none"> ○ Interest, £2.31 - Financial summary – was circulated, no queries - VAT return – submitted last week for 2018/19 and 2019/20 for £1258.44. - Accounts have been passed to internal auditor. JB to arrange Payment. - Banking arrangements – MHu been in contact with Barclays Bank and arranged for the community account to have a “working balance” of £3,000 per day which should allow for all payments to be authorised each month following the parish council meeting. 	
8	Financial Regulations	
	Changes need to be made in respect to now using online banking. LP proposed the changes and CF seconded	MHu to update financial regulations and publish on website
9	Standing Orders	
	Changes needed in respect to virtual meetings and also regarding rules of debate. JB proposed the changes and DW seconded	MHu to update Standing Orders and publish on website
10	Report from Cllr Dewsbury	
	Report was sent to all councillors. There were no comments	
11	Any road safety issues	
	None raised	
12	Possible quarrying and transfer between the site and the FEZ	
	There has been increased movement of lorries between Mast Field and the FEZ 8:30am – 6pm, 6 days a week. This has not been as noticeable in recent days but concerns were raised as this was not in the original documentation. The material is being used for road surfaces. Honingham Thorpe Farms have confirmed that this will not be continuing as tractors will now be deployed harvesting and planting.	JB to look into rules around quarrying and obtain further details of exact work being undertaken

13	Proposed move of Harford Park & Ride Car Boot Sales to Costessey Park & Ride	
	Correspondence had been received that it was proposed to move the Car Boot from Harford to Costessey Park and Ride. However, Norfolk County Council have subsequently confirmed that this did not progress past initial discussions. If the proposal is raised again Norfolk County Council will approach the Parish Council to consult with them.	
14	To invite submissions for any items for inclusion on the next agenda	
	<ul style="list-style-type: none"> • Asset list • Accessibility of website 	
17	To confirm that the next meeting of the Parish Council to be held on Tuesday 14th July via Zoom	
	The meeting closed at 7:46pm	