

# MARLINGFORD & COLTON PARISH COUNCIL MINUTES

Colton Village Hall 12<sup>th</sup> October 2021 at 7pm

Paul Hammerton PH  
 Steve Clark SC  
 John Morse JM  
 Caroline Agate CA  
 David Woods DW

Maria Hutson MH Parish Clerk

<b>1.</b>	To receive any apologies.	
	Carol Farrow, Liz Plater sent apologies which were accepted	
<b>2.</b>	To receive any declaration(s) of interests of items on this agenda not recorded elsewhere.	
	None received	
<b>3.</b>	To accept and sign the minutes of the meeting held on 14 <sup>th</sup> September 2021	
	JM proposed and SC seconded the minutes as an accurate record of the meeting. CA agreed as the other member present at the meeting in attendance tonight.	
<b>4.</b>	Items raised by members of the public present	
	John Bailey from Marlingford Village Hall had contacted PH as the Hall appears to have no postcode and they wish to apply for Broadband. MH to look into this with SN Council to find out the method for applying for a postcode.	MH to contact SN council
<b>5.</b>	Matters arising from the minutes of the last meeting	
	<ul style="list-style-type: none"> <li>• PH thanked JM for standing in for the last 2 meetings. PH proposed JM become Vice Chairman, SC seconded and JM was unanimously voted in.</li> <li>• Covid Plaque – after email correspondence amongst Councillors MH has emailed Norfolk ALC with the required paperwork for the presentation.</li> <li>• SC and JM to get together to move the SAM 2 and download the data from the Colton machine. PH to speak with Julian Blackmore to take over the moving and downloading of the Marlingford SAM 2 with CA.</li> </ul>	SC and JM/PH and CA – move SAM 2 and download date
<b>6.</b>	Any time limited correspondence	
	a) SNC & BDC – Gambling Policy b) CEE Bill	
	a) For information only b) For information only	
<b>7.</b>	Financial matters	
	a) Payments <ul style="list-style-type: none"> <li>• HMRC £237.30</li> </ul>	

	<ul style="list-style-type: none"> <li>• Clerk's salary and expenses £56.20</li> <li>• Justin Ritchie, grass cutting and recycling centre invoice</li> </ul> <p>b) Receipts</p> <ul style="list-style-type: none"> <li>• Interest - £0.20</li> <li>• Wayleaver - £60.48</li> </ul> <p>c) Financial summary d) Signatories – update</p>	
	<p>a) Have not received Justin's invoice but will pay the outstanding grass cutting in full for the year once received as the last cut will be undertaken by November.</p> <p>PH proposed payments authorised, JM seconded and all agreement. PH to authorise</p> <p>d) MH has been struggling to speak with Barclays, on hold for half hour+. Will continue to try and speak with them.</p>	PH to authorise payments
<b>8.</b>	Discussion around setting of the precept, budgets and contributions	
	<p>MH gave a brief overview of outstanding payments and income for the year. Contributions to Colton PCC, Marlingford PCC, Grapevine and Community Car Scheme. Accounts received from the Church and Grapevine. However, accounts have not received from Community Car Scheme. MH to invite representative from scheme to present accounts and discuss usage figures at the next PC meeting</p> <p>MH to prepare report detailing expecting expenditure for 2021/22 including over and underspend against budget headings for discussion at November meeting</p>	<p>MH to invite David Ditton to the November meeting</p> <p>MH to prepare and circulate report</p>
<b>9.</b>	Emergency response plan for the Parish	
	<p>MH distributed template for a Community Plan which would need editing to be bespoke for the Parish MH to speak with SN regarding more information on complying this and any data consent forms that may need signing by volunteers that sign up.</p> <p>MH to also speak with SN about the location of sand bags if needed in the future</p> <p>PH to email James Alston regarding being involved in the plan and what resources he has that may be used in an emergency .</p>	<p>MH to put something in Grapevine asking for volunteers</p> <p>MH to get more information from SN regarding sand bag location</p> <p>PH to contact James Alston</p>
<b>10.</b>	Colton Village Hall Lease – update from PH	
	PH has been unable to speak with Mr Scales on a number of occasions he has dropped by. PH to now write to him. The lease expires on 28th April 2022.	PH to write to Mr Scales
<b>11.</b>	Food hub presentation – update from JM	
	JM has attended a couple of meetings regarding the food hub and the new vertical farm. The road network	MH to circulate minutes.

	and likely network was also discussed. JM gave an overview of the meetings.	
<b>12.</b>	Updating of Noticeboards	
	The noticeboards in Colton and Marlingford need updating. It was decided that they will display the most recent agenda/minutes. A list of Councillor contacts including Clerk, County Councillor and Police will also be displayed. There will also be a list of upcoming meetings dates, local transport and mobile library times/dates. Any other information added as and when and refreshed regularly.	MH to update Councillor list MH to update transport and mobile library information.
<b>13.</b>	Meeting dates and venue for 2022	
	Meetings confirmed for 2022. MH to confirm with village halls and distribute copies for the noticeboards	MH to contact village halls.
<b>14.</b>	Updating of policies – Standing Orders	
	SC proposed and JM seconded amendments based in NALC model Standing Orders. All agreed with these version.	MH to publicise on website
<b>15.</b>	Marlingford amenity area – update on progress	
	PH to get in touch with group and see where they are. To include on the agenda for November	
<b>16.</b>	Clerk's annual leave and appraisal	
	MH to take 2 weeks annual leave over Christmas (20 <sup>th</sup> December to 2 <sup>nd</sup> January) PH and JM to do MH's appraisal on 3 <sup>rd</sup> November, 8pm via zoom	MH to send zoom invites
<b>17.</b>	To invite submissions for any items for inclusion on the next agenda	
	AOB – JM updated that windfarms have been delayed for 12 months There have been phone cable thefts in both Colton and Marlingford. MH to contact Openreach as putting vulnerable residents at risk.  <u>November Agenda</u> Budget AOB as a standing item Appointment of PC rep for Fuel Allotment in Colton Community police – crime and speeding Highways as a standing item	MH to contact Openreach
<b>18.</b>	To confirm that the next Parish Council Meeting to be held on 9 <sup>th</sup> November, Marlingford Village Hall, 7pm	
	Meeting closed at 20:40	