

MARLINGFORD & COLTON PARISH COUNCIL MEETING MINUTES

Colton Village Hall 14th June 2022 at 7pm

John Morse JM
 Paul Hammerton PH
 Carol Farrow CF
 David Woods DW
 Steve Clark SC
 Maria Hutson MH Parish Clerk

Margaret Dewsbury MD District and County Councillor
 PC Natasha Indans NI Beat Manager
 1 member of the public, Joyce Smith

1.	To receive any apologies.	
	Liz Plater – Away and accepted	
2.	To receive any declaration(s) of interests of items on this agenda not recorded elsewhere.	
	None received.	
3.	To accept and sign the minutes of the meeting held on 17 th May 2022	
	DW proposed and SC seconded. All in agreement.	
4.	Items raised by members of the public present	
	Joyce Smith brought up that Barnham Broom has a comprehensive newsletter that she circulated. She was sad about the lack of community in Marlingford.	
	PC Natasha Indans – Has been in neighbourhood/engagement role for about 3 months. She would like to be a point of contact, assisting with any issues and be a visible presence.	MH to ensure all Cllrs have PC Indans contact details.
5.	Matters arising from the minutes of the last meeting	
	None that are not covered later in the agenda	
6.	Any time limited correspondence	
	a) Planning Norfolk County Council	
	a) For information only	
7.	Planning	
	a) <u>2022/0870 Replacement of flat roof to pitched to rear The Old Smithy Mill Road Marlingford Norfolk NR9 5HL (south-norfolk.gov.uk)</u>	
	b) Received after publication after agenda - <u>2022/1072 Rear extension and internal alterations Birkbeck The Street Colton Norfolk NR9 5AB (south-norfolk.gov.uk)</u>	
	a) No objections	
	b) No objections	MH to log comments on the planning portal
8.	Financial matters	

	<p>a) To consider the Internal Auditor's report for year ending 31 March 2022</p> <p>b) To agree the accounts for year ending 31 March 2022</p> <p>c) To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form</p> <p>d) To consider the assertions on, and complete, the Annual Governance Statement 2021/22 and to authorise the Clerk and Chairman to sign</p> <p>e) To consider and approve the Accounting Statements 2021/22 and to authorise the Chairman to sign.</p> <p>f) To note receipts and payments made since the last meeting</p> <ul style="list-style-type: none"> • Pension <p>g) To agree invoices for payment</p> <ul style="list-style-type: none"> • HMRC • Clerk's salary and expenses • Sonya Blyth, audit • Repayment of SNC jubilee grant <p>h) Financial summary</p>	
	<p>a) CF proposed SC seconded all in agreement. Asset list to be updated during the summer and the value of assets reviewed.</p> <p>b) PH proposed, CF seconded and all in agreement</p> <p>c) PH proposed, CF seconded and all in agreement</p> <p>d) PH proposed, CF seconded and all in agreement</p> <p>e) PH proposed, CF seconded and all in agreement</p> <p>f) –</p> <p>g) SC proposed and JM seconded, all in agreement. JM to authorise</p>	JM to authorise payments
9.	Honingham Thorpe Development – Update	
	<p>Letter sent to GNLP and response received saying that a development can be applied for outside of the scope of the GNLP.</p> <p>JM suggested to find out the views of the neighbouring parishes.</p>	MH to contact neighbouring Parishes; Barford, Easton, Barnham Broom, Honingham
10.	Highways - update on current issues including speeding	
	<p>Discussion around speeding in the villages. Barford Road, Marlingford is an area where there are particular issues. It was agreed that CA will take over moving the Marlingford SAM 2 with CF and co-ordinate the rotation of the machines.</p> <p>PC Indans will look into suitable places for doing speed checks.</p>	<p>CA to liaise with PH to collect battery and other SAM 2 equipment and show her how to use it.</p> <p>JM to send SAM 2 data to PC Indans</p>

11.	Councillor updates (to hear reports from Councillors on any parish activity they've undertaken since the last meeting) – for information only	
	JM gave a report on the following activities; Easton Parish Council Meeting Norfolk Playing Fields AGM Beat the Bills Webinar Also noted that there will a summer BBQ at Colton Village Hall on 16 th July and all invited to attend.	
12.	Colton Amenity Area lease update and proposed improvements	
	Mr Scales has appointed his solicitors at a cost of £550 plus VAT to the Parish Council. Colton Village Hall have agreed to contribute £100 towards the cost.	
13.	Grapevine and Community Car Scheme accounts and the consideration of a grant scheme	
	PH proposed that we pay the grant this financial year to Grapevine and the Parish Council ask the board what their long-term plan is for copies and printed editions. All in agreement. Community Car Scheme - £54.41 to be paid for 21/22 , Unanimously agreed to support Grant application form to be drafted for Community Car Scheme application for future years.	MH to contact board regarding future printing plans. MH to add community Car Scheme to payments for authorisation.
14.	Consideration of the regular production of a parish newsletter	
	To be produced on months there is no printed Grapevine. The July/August edition of Grapevine is due to be printed	
15.	Consideration of CPRE membership	
	JM proposed CF seconded membership, all in agreement. MH to add to payments and return forms	MH to return completed forms
16.	Consideration of renewing NPFA membership	
	Cf proposed, SC seconded, all in agreement. MH to add to payments and return forms	MH to return completed forms
17.	Consideration of a “virtual” phone number	
	Monthly cost of £10. JM proposed and JM seconded. All in agreement	MH to purchase and promote new number
18.	Consideration of PC back up	
	JM has donated an old hard drive for MH to back up documents on the PC laptop	
19.	Consideration of purchasing a parish website domain.	
	Annual cost of £90 and will raise PCs profile and ensure they continue to meet transparency code as current website difficult to find. JM proposed and JM seconded. All in agreement	MH to purchase and promote new website
20.	Review of Risk Assessments and update of Standing Orders	

	Risk assessments withdrawn, review needed later in the year. Amendment to section 18 in Standing Orders. JM proposed and JM seconded. All accepted	MH to update website
21.	Consideration of tree survey of Colton Amenity Area and Marlingford Conservation area	
	Agreed in principle. Checks of land registry needed to confirm the exact boundaries of the amenity areas and which trees fall within this.	MH to look into this.
22.	Update on footpaths	
	None at this time	
23.	Any other urgent business to be noted	
	None	
24.	To invite submissions for any items for inclusion on the next agenda	
	None	
25.	To confirm that the next Parish Council Meeting will be held on 12 th July, Marlingford Village Hall, 7pm	
	Meeting closed at 21:07	