

MARLINGFORD & COLTON PARISH COUNCIL MEETING MINUTES

Colton Village Hall 16th May 2023, 7pm

John Morse JM (Chairman)
Paul Hammerton PH
Deborah Perfect DP
Maria Hutson MH Parish Clerk

Margaret Dewsbury, District and County Councillor

1. To elect the chairman – chairman to sign the declaration of acceptance of office
John Morse was elected unopposed; and signed the declaration of office
2. To elect the vice-chairman
Paul Hammerton was elected unopposed
3. To consider accepting apologies for absence
Apologies accepted from David Woods – away
4. To receive declarations of interest on items on the agenda and consider any requests for dispensations
None received
5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant
It was agreed to grant an extension for David Woods to complete his acceptance of office prior to the June meeting
6. To agree the minutes of the Parish Council meeting held on 11 April 2023
PH proposed the minutes were accurate, seconded by JM
7. Open forum for Public Participation: an opportunity to hear from the public
MD gave some posters regarding dog fouling to display in the parish.
8. To consider adopting the LGA (amended) Code of Conduct
The LGA (amended) Code of Conduct was adopted
9. To consider the process for the co-option of councillors for the vacancies arising from the election process
The vacancies will continue to be advertised
10. Matters arising from the minutes of the last meeting
PH held a meeting regarding the Marlingford Conservation Area. An additional area of land was identified as PC land and opened up. Some other tasks such as branch removal was identified which will be undertaken.
11. Any time limited correspondence
Email received from group in Barnham Broom regarding Climate change emergency. This was discussed and the email will be acknowledged.
12. To receive reports on the Coronation celebrations
Reports were noted from Marlingford and Colton Village Halls and payments of £100 to each hall to be made

13. Planning

- a) 2023/1198 | Installation of dormer window to front roof and part re-cover with zinc cladding, timber cladding to external walls with addition of porch and other minor alterations | Fivefarthing Church Lane Colton Norfolk NR9 5DE (southnorfolkandbroadland.gov.uk)
There were no objections, **Parish Council to support**
- b) Any received after the publication of the agenda
None
- c) To hear of any planning decisions made by South Norfolk Council
Poaches Rest, Norwich Road, Colton – approved with conditions

14. Financial matters

- a) To consider the Internal Auditor's report for year ending 31 March 2023
The report was noted
- b) To agree the accounts for year ending 31 March 2023
These had been circulated and were agreed.
- c) To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form
FFF It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could decide to exempt itself from External Audit. This was considered and it was agreed to exempt from external audit and to authorise the Clerk and Chairman to sign the form
- d) To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Clerk and Chairman to sign
The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf
- e) To consider and approve the Accounting Statements 2022/23 and to authorise the Chairman to sign.
The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.
- f) To authorise payments for May 2023
These were noted and JM to authorise
List payments

Clerk Salary and Expenses	£349.10
HMRC – overdue 22/23 payments	£0.60
Norfolk Pension Fund, May 23	£98.46
Sonya Blythe, Internal Audit	£45.00
BHIB Insurance Premium	£380.41
Colton Village Hall – Coronation Grant	£100.00
Marlingford Village Hall – Coronation Grant	£100.00

- g) To note payments made since the last meeting
None that were not approved at the April meeting
- h) To note receipts received
 - J Morse - Colton Amenity Fundraising £621.90
 - H Moore - Colton Amenity Fundraising £759.00
 - SNC – 50% precept £5,450.00
- i) To discuss and renew the renewal of the Council's insurance
It was agreed to renew the insurance with BHIB at a cost of £380.41
- j) To note the financial summary

This was noted

k) Banking update

MH updated that ID must now be submitted to Unity Bank along with 6 months of bank statements, business plan (annual budget), standing orders, recent minutes and a letter on headed paper. A cheque for £500 was also written as this is needed as a deposit.

15. To discuss options for the development of Colton Amenity Area

The questionnaires have been analysed and the findings were discussed.

Sovereign, NGF and Action Play and Leisure have submitted quotes for the development of the amenity area which were considered. Funding is available through CiL monies and the money raised by Elona.

PH proposed that we accept the quote from Action Play and Leisure, all in agreement. JM to contact Dean at Action Play and Leisure.

16. To receive a report on the Footpaths

Report from DP was noted. Signage needs improving/replacing.

MH to look at replacement finger posts

17. To receive an update on the Defib machines.

The Defib machines are currently registered on the webnos system. This links to the ambulance service database but not yet on the BHF's "The Circuit". MH has spoken with The Community Heartbeat Trust who are undertaking the task of putting all defibs but this will take 18 – 24 months. **It was agreed that MH would manually add them to the public system.**

18. To receive an update on discussions regarding the Community Car Scheme

JM has met with David Ditton who runs the Community Car Scheme. JM has offered help with his accounts. It has been suggested that he applies for a grant for the Car Scheme when the applications open in the autumn.

19. To consider the issue of dog fouling

Signage has been received from MD. An article will be put in the Grapevine highlighting the need to clear up after dogs.

20. To consider the training needs for the forthcoming year.

Information on forthcoming training courses was circulated. DP would like to attend the Councillor trainer, MH to liaise with her to get her booked on a course.

MH to find out more about training for play equipment inspections

21. Any other urgent business to be noted

JM circulated the slides from the recent town and parish council meeting he attended.

MH to contact Justin Ritchie for an update on the work he has undertaken in the amenity areas.

22. To invite submissions for any items for inclusion on the next agenda

Recruitment of Councillors

Grant application form

23. To confirm that the next Parish Council Meeting will be held on 13th June, Venue tbc, 7pm

Colton in June, Marlingford Cricket Club

Meeting closed at 20:45