

MARLINGFORD & COLTON PARISH COUNCIL MINUTES

Colton Village Hall 13th July 2021 at 7pm

David Woods DW
 Steve Clark SC
 Carol Farrow CF
 John Morse JM
 Caroline Agate CA

Maria Hutson MH Parish Clerk
 Margaret Dewsbury MD
 1 members of the public

1.	To receive any apologies.	
	Paul Hammerton, Liz Plater JM welcomed everyone to the meeting. In the absence of PH it was agreed by all that JM would chair the meeting.	
2.	To accept and sign the minutes of the meeting held on 8 th June 2021	
	DW proposed CF seconded and all in agreement	MH to get PH to sign the minutes
3.	Items raised by members of the public present	
	MD had submitted a report prior to the meeting updating on District and County Council matters. There was discussion around the Broadband problems in the parish. CF mentioned the poor broadband on Bawburgh Road, Marlingford. It was suggested that information on the roll out be included in Grapevine.	MH to include information in Grapevine article.
4.	To receive any declaration(s) of interests of items on this agenda not recorded elsewhere.	
	None	
5.	Matters arising from the minutes of the last meeting	
	There has been no change in the status of the footpath complaint and no work has been undertaken. It was suggested by MD to contact Frances Salway, Footpaths officer at Norfolk CC	MH to email Footpaths Officer
6.	Any time limited correspondence a) Armed Forces Covenant b) Experience – Norfolk County Council c) Parish Partnership Scheme d) Learnay e) Norfolk County Council Highway Rangers	
	a) It was agreed this was not applicable at this time b) For Information only c) Spoke about funding and will be an agenda item for September. Discussed the need for speed calming and the best way to highlight this through SAM data and communication with the police d) Requested link to Learnay on Parish website which was agreed	Add Parish Partnership Scheme to September Agenda

	e) Parish Council has a Norfolk County Council account so will wait to hear about forthcoming visit. Councillors asked to keep in mind any highways jobs that arise.	
7.	<p>Financial matters</p> <p>a) Payments</p> <ul style="list-style-type: none"> • HMRC - £56.20 • Clerk's salary and expenses - £243.43 • Justin Ritchie Grass cutting invoice, quarter 1 - £293.75 • David Bracey – Playground Inspection - £150 <p>b) Receipts</p> <ul style="list-style-type: none"> • Interest – 17p <p>c) Financial summary</p> <p>d) Signatories - update</p>	
	<p>a) JM propose SC seconded all in agreement</p> <p>d) CF has had letter regarding needing to provide additional ID. MH to ask LP if she has had similar letter. MH to speak with bank if needed.</p>	<p>a) MH to ask PH to authorise</p> <p>d) MH to contact LP</p>
8.	<p>Planning Applications</p> <ul style="list-style-type: none"> • 2021/1126 Two storey rear extension and alterations to dwelling, erection of cartshed style garage and associated works Malthouse Farm The Street Colton NR9 5AB (south-norfolk.gov.uk) • 2021/1127 Two storey rear extension and alterations to dwelling, erection of cartshed style garage and associated works Malthouse Farm The Street Colton NR9 5AB (south-norfolk.gov.uk) 	
	No objections – MH to lodge comments on Planning Portal	MH to lodge comments on Planning Portal
9.	<p>Small Villages Clusters</p> <p>Proposed sites in Colton are not seen as viable by Small Village Clusters (SVC) report. Site in Marlingford has previously been seen as acceptable by Parish Council but with strict planning conditions. CPRE response was discussed by JM. The following response was suggested;</p> <p>“Marlingford and Colton Parish Council welcome rejection of sites 424SL, 474 and 475. The lack of facilities/transport makes the parish unsuitable for significant development. This would likely apply if further sites were proposed.</p> <p>Please note that the PC previously supported 425 subject to strict conditions, but to accept the problems associated with access.”</p> <p>The response went to a vote; SC, LP, JM and CA all voted in favour of this response.</p>	
10.	Tree preservation order	MH to submit response to SVC

	MH has contacted the tree officer who was due to meet Cath on site to look at the tree. This was cancelled last minute and not been rearranged at the moment as not deemed urgent. It will be dealt with in due course.	MH to ask when we can expect it to be visited
11.	Play areas	
	Safety inspection report has been received. The main issue that was raised was the swing at Colton which the PC were already aware of and that has already been decommissioned. No other issues were flagged for immediate action. Justin is looking into what needs to be done to fix the swing. PH has not yet been able to speak with Mr Scales but is going to do as soon as he is able to. There is no current update on Marlingford Play Area expansion	PH to speak with Mr Scales
12.	FEP update	
	JM attended a meeting representing the PC. Generally, everyone is happy with the FEP now JM reported. The main issue remains access. Light pollution was also mentioned and there was discussion about doing a survey. Likely to more of an issue for the Ringland area due to the geography of the area. Discussed that it is important that the Councillor(s) continues to represent the parish at the meetings and lobby for a more suitable access route.	
13.	Equinor	
	They have acknowledged receiving the questionnaire that JM sent. Network meeting on 22 nd July that JM hopes to be able to attend.	MH to register JM's attendance at the webinar
14.	Asset list	
	Following the recent audit it was recommended that Councillors take responsibility for Council assets such as bins and benches. CP & CA to look those in Marlingford and SC to look at the assets in Colton. It is planned this will become an annual inspection each summer.	To report back at the September meeting, MH to add to agenda.
15.	Bespoke training for councillors and areas of interest	
	MH presented quotes for bespoke Councillor training from NPTS and NALC. Both were considered and it was decided that the NPTS was more suitable. A decision needs to be made as to which modules to include in the course and some dates put forward. The course will be held virtually PH has suggested that Councillors lead on an area(s) of interest within the parish. The following areas were assigned; Planning- DW Play Areas – SC Speed Awareness – CF, CA FEP – LP Equinor and others – JM Conservation Area - PH Finance – JM (see item 17)	
16.	Speed Awareness	

	This was covered under 6.3. CF and CA will have initial discussions on how to address this. MH to include information in Grapevine encouraging parishioners to become Community Speed watch volunteers.	MH to include in Grapevine
17.	Updating of parish council's policies <ul style="list-style-type: none"> • Financial Regulations • Statement of Internal Control 	
	Financial Regulations discussed and explained. JM proposed the PC adopt this pol CF second. All in agreement. This will now be reviewed annually in May going Statement of Internal Control, SC Proposed and DW seconded. All in agreement adopt this statement. On reviewing this documents MH has highlighted the need to have a Councillor check the accounts quarterly. JM agreed to do this quarterly. JM to look over accounts quarterly	
18.	Parish Clerk Annual leave	
	MH to take annual leave for 2 weeks, week commencing 16 th August. MH to look into contract and wording around annual leave entitlement	MH to look into contract and Annual Leave entitlement
19.	To invite submissions for any items for inclusion on the next agenda	
	Western Link update	
20.	To confirm that the next Parish Council Meeting to be held on 14th September, Marlingford Village Hall, 7pm	
	Meeting Closed at 20:52	