

# MARLINGFORD & COLTON PARISH COUNCIL

Minutes

9<sup>th</sup> February 2021 at 7pm via Zoom

## Present

Julian Blackmore JB (Chairman)  
Paul Hammerton PH  
David Woods DW  
Liz Plater LP  
Carol Farrow CF  
Steve Clark SC

Maria Hutson MHu Parish Clerk  
Margaret Dewsbury  
3 member of the public

1	To receive any apologies.	
	Martin Hemming JB has spoken with MH who has decided that he will step down as a councillor.	MHu to contact SNDC and put article in Grapevine.
2.	Items raised by members of the public present	
	Raised under item 6, Bonfires in Colton  MoP from Marlingford raised that he had to have his septic tank emptied 5 times in 2 weeks as waterbacking up. He is now worried about sanitation and keeping family safe. He has spoken with the Council Flood officer at SNDC who has been helpful. He has also had 2 drainage engineers come out and is being told the problem is due to the high water table. His neighbour and himself are the only people having problem. He is no closer to a solution and could the problem be linked to a blocked drainage ditch or culvert? JH and PH to arrange to visit the property this week with their local knowledge of the drainage system.	JH and PH to visit the site
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 12 <sup>th</sup> January 2021	
	SC proposed, LP seconded. Agreed by all	
5.	Matters arising from the minutes of the last meeting	
	None	
6.	Any time limited correspondence 1. GNLP - 2. Flooding in Colton 3. Bonfires in Colton	

	<p>4. Norfolk Citizens Advice 5. Eastern Play Services 6. RCEF funding</p>	
	<p>1. GNLP – PH stated that some areas of potential development that he expected to see in this have not been included including an area in Marlingford. MHu to look into this and if connected to SND village clusters.</p> <p>2. Email received from resident highlighting continued flooding in Colton. SC stated that the flooding remains from prior to Christmas, the pond has extended about 40m across the road and is about a foot deep in places. Unclear reason for pond neighbouring the road to flood onto the road. MD to look into this further at a county level.</p> <p>3. Email received from resident, Dr J Wildon, whose husband was in attendance at the meeting regarding bonfires in Colton with possible toxic fumes. MH reported it to SNDC and they were going to look into it. MHu will encourage Dr Wildon to report it to SNDC as well and ensure she has details on who to contact to report it and keep PC informed.</p>	<p>MHu to circulate previous submission. MHu to check why Marlingford area not included.</p> <p>MHu to ensure MOP has SNDC details</p>
<p>7.</p>	<p>Financial matters</p> <p>a) Payments</p> <ul style="list-style-type: none"> <li>• HMRC</li> <li>• Clerk's salary and expenses</li> <li>• Justin Ritchie – Colton Play Area</li> </ul> <p>b) Receipts</p> <ul style="list-style-type: none"> <li>• None received</li> </ul> <p>c) Financial summary</p> <p>d) Appointment of auditor</p> <p>e) Banking arrangements</p>	
	<p>Payments – SC propose LP Second. Agreed by all. PH to authorise</p> <p>Auditor – JB will no longer be chair in May and has suggested he may be able to undertake the audit after this time. MHu to check if this is allowed. If this is not possible local clerk, Sonya Blythe, is able to undertake internal audit at a cost of £45.</p> <p>Banking – MHu has summarised the possible bank accounts that the PC would be eligible to apply for. Queries around the charges for accounts held with Unity. MH to look into charges further and speak with other clerks who use Unity. It was also noted that another councillor will need to be able to authorise online payments once JB steps down.</p>	<p>PH to authorise</p> <p>MHu to check requirements regarding auditors.</p> <p>MHu to clarify charges and services of Unity. MHu to look into process of adding an additional person to authorise online payments.</p>

<b>8.</b>	Planning	
	None received.	
<b>9.</b>	Marlingford Play Area update Colton Amenity Area update	
	<p>Marlingford, Play Area – MoP Justin reported that he had spoken to 7 households with around 13 children in total who would support an improved play area for older children. The area is well used and residents' grandchildren when they are able. He said that Bawburgh had used BIFFA money towards play area improvements in the past and Little Melton is currently having work on a skate park.</p> <p>Marlingford, TPO – Request for tree to be considered for a TPO submitted on 12<sup>th</sup> January. Under current restrictions site visit are for essential activities only so this will be dealt with when safe to do so.</p> <p>Colton has now been cleaned and looks really good now. Justin has reported that the swing seats are in very poor condition. MHu shared photos of them. SC stated they are no longer fit for purpose and DW asked if they are safe. SC, DW and JB to assess their safety and produce a risk assessment them. MHu to get some quotes for replacements</p>	<p>MHu and Justin to look into possible sources of funding including CIL. An estimate of costs to be obtained too and reported back to council.</p> <p>SC, DW and JB to risk assess MHu to get quotes for replacements.</p>
<b>10.</b>	Traffic Calming - update	
	MHu has spoken at length with Bawburgh councillor who campaigned for speed calming measures' within his parish. Of key importance is to have a log of speeders past the proposed area. He also confirmed the importance of having a community speed watch. A minimum of 3 people per session is required to operate this. MHu to promote Community Speed Watch in a summer editions of Grapevine when it is safe to undertake this. JB to examine speed data to find volume of speeders.	MHu to promote Speed Watch in a summer editon.
<b>11.</b>	Website	
	MH presented report from Steve Jackman. Local IT consultant, to help develop a new Parish Council website using WIX. Proposal included the free version and is further discounted with NPTS discount Ph proposed CF seconded All agreed for new website	MHu to speak with Steve Jackman regarding commencing work.
<b>12.</b>	Updating of parish council's policies <ul style="list-style-type: none"> <li>Policy Regarding Consultation on Planning Applications.</li> </ul>	
	Updated policy included paragraph on lights and light pollution. DW proposed, SC seconded policy and agreed by all.	MHu to update policy.

<b>13.</b>	To invite submissions for any items for inclusion on the next agenda	
	Parish meeting and who to be invited.	
<b>14.</b>	To confirm that the next meeting Parish Council Meeting to be held on 9 <sup>th</sup> March via Zoom	
	Meeting closed at 20:29	