

MARLINGFORD & COLTON PARISH COUNCIL MEETING MINUTES

Colton Village Hall 12th September 2023, 7pm

John Morse JM (Chairman)
David Woods DW
Deborah Perfect DP
Maria Hutson MH Parish Clerk
1 member of the public
Margaret Dewsbury

1. To consider accepting apologies for absence
Paul Hammerton sent his apologies which were accepted
2. To receive declarations of interest on items on the agenda and consider any requests for dispensations
None
3. To agree the minutes of the Parish Council meeting held on 11th July 2023
DW proposed, DP seconded, agreed a true record.
4. Open forum for Public Participation: an opportunity to hear from the public
 - Question raised regarding moving the 30mph on Norwich Road, Colton back towards Colton Road. **Clerk to contact the Highway Engineer**
 - Question over additional road signage to assist delivery drivers/postal staff – this is private land and a sign could be added by resident/land owner
5. Matters arising from the minutes of the last meeting
Clerk to contact highways again regarding pot holes
Clerk to circulate grants application again
6. Any time limited correspondence – for information only
 - a. NPF update
Norfolk Playing Field have emailed regarding that the association is currently struggling with membership and may have to fold. **Clerk to contact and state that the PC can provide a rep able to be involved in a steering group.**
 - b. D-Day anniversary
Information received regarding the D-Day celebrations in June 2024 which was noted.
7. Planning
 - a) Any received after the publication of the agenda
None received
 - b) To hear of any planning decisions made by South Norfolk Council
None
8. Financial matters
 - a) To authorise payments for September 2023

Clerk Salary	337.85
Clerk Pension	98.46
Justin Ritchie, Amenity area	941.25
SNC, dog waste bins	743.22

JM proposed and DP seconded payments

JM to authorise

- b) To note payments made since the last meeting

Clerk Salary	337.85
Clerk Pension	98.46
Justin Ritchie, Amenity area	443.75

- c) To note receipts received

None

- d) To note the financial summary and first quarter accounts

These were noted

- e) Initial budget planning discussions

An initial discussion did not highlight any new areas for budget expenditure. **Clerk to draft an initial budget**

9. To receive the consultation on South Norfolk Public Spaces Protection Order - Vehicle Related Anti-social Behaviour

Parish Council are in favour of the policy. **Clerk to email SNC**

10. To receive an update on footpath issues include footpath signage.

Some of the signage has been replaced, DP continue to monitor.

11. Discussion on grass cutting and maintenance contract

After some discussion the following specification was drawn up for the grass cutting and maintenance contract;

Grass cutting of Marlingford and Colton amenity areas, approx.18 cuts (price per cut)

Annual trim of trees in both amenity areas

Twice yearly hedge trim of both play areas

Annual hedge cut and cut of grass verge on Mill Road, Marlingford

Annual cut of Marlingford meadow (Conservation area)

Twice yearly cut at Colton recycling centre

Please also quote for ad hoc glass removal at Recycling centre

As per the financial regulations 3 quotes will be sought

The need for a tree survey was discussed, the clerk will look to get a quote

The weekly checklist of the play areas by Councillors to be circulated by the clerk

12. Consideration of the annual recycling centre adopter forms

JM proposed and DP seconded the completion of the paperwork. **Clerk to complete and submit**

13. To review the following policies;

- Statement of Internal Control
- Financial regulations
- Risk assessment
- Complaints Policy

It was proposed by JM and seconded by DP that the Statement of Internal Control, Financial Regulations and Complaints policies were all updated. **Clerk to post on the website**

Risk assessment to be reviewed further at a later date

14. Any other urgent business to be noted
None

15. To invite submissions for any items for inclusion on the next agenda
Annual asset inspection review
Grant application review
Policing update

16. To confirm that the next Parish Council Meeting will be held on 10th October, Marlingford
Cricket Club, 7pm

Meeting closed at 20:23