

MARLINGFORD & COLTON PARISH COUNCIL

Minutes of the meeting held via Zoom on 10th November 2020

Present

Paul Hammerton PH (Vice-chair, Chaired meeting)
 David Woods DW
 Liz Plater LP
 Carol Farrow CF

Maria Hutson MHu Parish Clerk
 Margaret Dewsbury
 2 members of the public

Minutes

1.	To receive any apologies.	
	Julian Blackmore, Steve Clark,	
2.	Items raised by members of the public present	
	No items were raised.	
3.	To receive any declaration(s) of interests of items on this agenda not recorded elsewhere.	
	None received	
4.	To accept and sign the minutes of the meeting held on 13th October 2020	
	LP proposed the minutes DW seconded and agreed by all	
5.	Matters arising from the minutes of the last meeting	
	None	
6.	Any time limited correspondence	
	Norwich Western Link/A47 Tuddenahm to Easton – minutes from October meeting had been circulated by MH prior to the meeting. It was noted that there is currently no M&C representative attending. It was considered it important to have a voice at these meetings. LP happy to attend.	MH to request that LP is able to attend next meeting and agenda sent to her.
7.	Financial matters	
	1) Payments <ul style="list-style-type: none"> • HMRC £70.20 • Clerk's salary and expenses, £293.55 • Ribbonsdale Nurseries, £1314 • SNDC, dog waste bins, £525.12 • Community Car Scheme, £109,59 • Justin Ritchie, tyres at Marlingford play area £85 	
	2) Receipts None	
	3) Financial summary 4) 2021/22 Budget	
	The payments were agreed by all and will be authorised by PH	

	There was some discussion around the proposed budget and precept setting. Due to JB not being present this will be deferred to December	MH to set actual 2019/20 spend and current spend against budgets
8.	Colton Amenity area signage	
	<p>There had been some confusion regarding what signage was needed and further investigations revealed that the general amenity sign although not broken has out of date contact details on. These are to be updated with MH' details. There was also an issue raised regarding safeguarding contacts on the sign. MH has consulted with Norfolk County Council and they have suggested just social services and the police be named on the board.</p> <p>The signs will cost £58 (walker sign) and £68 (general information board). It is hoped these can be set against CIL monies.</p>	MH to work with Mike Amiss on final proof and circulate for approval.
9.	Maintenance and grass cutting of Marlingford and Colton play areas	
	MH has approached Justin Richie, Ribbonsdale Nurseries and FT Grounds Maintenance for quotes. MH met onsite with FT Grounds Maintenance last week and discussed different options for maintaining the meadow in Marlingford. Has asked all companies for one and three year quotes. MH to present a report at December meeting.	MH to circulate report prior to December meeting.
10.	Updating of parish council's policies <ul style="list-style-type: none"> • Risk Assessment - general (November 2020) • Risk Assessment – SAM 2 (November 2020) • Statement of Internal Control (December 2020) • Data Protection Registration (December 2020) 	
	<p>CF proposed and LP seconded the "Risk Assessment – SAM 2" and agreed by all.</p> <p>It was decided to defer the "Risk Assessment – General" to December when it will be considered in more detail. Statement of Internal Control and Data Protection Registration to be deferred until January</p>	MH to update and circulate policy review document
11.	To invite submissions for any items for inclusion on the next agenda	
	<ul style="list-style-type: none"> • Proposed Tree Preservation Order on oak at Marlingford Meadow • Criteria for traffic calming such as those newly installed in Bawburgh • Anglian (Eastern) Regional Flood and Coastal Committee (RFCC) survey 	
12.	To confirm that the next meeting Parish Council Meeting to be held on 8th December via Zoom	

The meeting closed at 19:55