

# MARLINGFORD & COLTON PARISH COUNCIL MINUTES

Marlingford Village Hall 8<sup>th</sup> June 2021 at 7pm

Paul Hammerton PH (Chairman)  
 David Woods DW  
 Liz Plater LP  
 Steve Clark SC  
 Carol Farrow CF  
 John Morse JM

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

1.	To receive any apologies.	
	None	
2.	To accept and sign the minutes of the meeting held on 4 <sup>th</sup> May 2021	
	Proposed by DW seconded by SC. All in agreement.	
3.	Items raised by members of the public present	
	None MD – Compost bins being sold online and at the recycling centres Recycling centres now accepting up to 3 bags of litter from a litter pick. SN can assist if doing a big litter pick with waste collection and litter pickers etc. Adult Learning – won Times award – able to put a lot of their courses online and also help with retraining. Libraries – Businesses and intellectual centres have been extended with the nearest centre now at Wymondham.	MH to add this information to Grapevine article
4.	To receive any declaration(s) of interests of items on this agenda not recorded elsewhere.	
	None received	
5.	Matters arising from the minutes of the last meeting	
	PH emailed James Alston recently and awaiting a reply. No progress on Footpath issue – contact NCC again in 2 weeks if no updates.	MH to follow up with NCC
6.	Councillor Co-option	
	Caroline Agate has put herself forward and a brief overview was previously circulated to Councillors. PH Proposed, JM Seconded the co-option. All in agreement.	MH gave CA a number of forms to complete and return.
7.	Any time limited correspondence <ul style="list-style-type: none"> <li>a. A47 North Tuddenham to Easton</li> <li>b. Norfolk Vanguard and Norfolk Boreas Offshore Wind Farm Projects</li> <li>c. CHT – Defib and Circuit</li> </ul>	

	<p>d. South Norfolk Small villages cluster plan – consultation and webinar</p>	
	<p>a. LP attended meeting and lots of questions around access. What was previously agreed with Highways England not matching up with what is now being proposed. Discussions are ongoing.</p> <p>b. JM- no plans available at the moment. However they may be future community funding available .</p> <p>c. CHT Defib, update – No action needed</p> <p>d. SN Small Norfolk Small village cluster plan – this was discussed briefly, consultation opened yesterday. To be included in July agenda. Posters to be displayed on notice boards and details in the Grapevine. Previous submission from 2018 can be viewed here <a href="#">Greater Norwich Local Plan - New, Revised and Small Sites (oc2.uk)</a> , item 5.52</p>	<p>JM to contact Vattenfell team to raise expression of interest in regards to a play space project.</p> <p>MH to include in Grapevine and July agenda</p>
8.	<p>Financial matters</p> <p>a) Payments</p> <ul style="list-style-type: none"> <li>• HMRC - £56.20</li> <li>• Clerk’s salary and expenses – £242.71</li> <li>• Steve Jackman, website - £144</li> <li>• NPFA Subs - £20</li> <li>• Sonya Blythe, Internal audit - £45</li> <li>• Community Car Scheme - £55.41</li> </ul> <p>b) Receipts</p> <ul style="list-style-type: none"> <li>• VAT refund, 2020-21 - £349.08</li> </ul> <p>c) Financial summary</p> <p>d) Audit update – Report and recommendations.</p> <p>e) Signatories</p>	
	<p>a. LP proposed and SC seconded all in agreement</p> <p>b. No comments</p> <p>c. No comments</p> <p>d. Report from internal audit discussed briefly and will be included on next agenda. The following items were discussed for acceptance by the Council</p> <ul style="list-style-type: none"> <li>• Certificate of exemption - PH proposed, CF seconded, all in agreement</li> <li>• Annual Governance Statement - PH proposed, CF seconded, all in agreement</li> </ul>	PH to authorise payments

	<ul style="list-style-type: none"> <li>Accounting Statement 2020/21 - PH proposed, CF seconded, all in agreement</li> </ul> <p>e. Signatories – The changes to the account submitted last spring were not fully processed by the bank. Forms have been produced by Barclays to enable CF and LP to authorise online banking. DW was going to be added as a named person on the account but it was at decided not to add this time and keep things as simple as possible. Forms were signed as appropriate</p>	
<b>9.</b>	Play areas, inspections and insurance	
	<p>Inspections due to take place tomorrow and Justin Ritchie will be meeting David Bracey, Play Inspector</p> <p>SC looked at current insurance and ok at the moment but will need increasing if get additional equipment.</p> <p>The group looking to increase play provision in Marlingford had been continuing to meet and in conversation with young people.</p>	<p>Asset list to be sent round</p> <p>PH to speak with Mr Scales regarding lease 29<sup>th</sup> April 2022</p>
<b>10.</b>	Food Enterprise Zone Update	
	<p>Recent meetings attended by LP summarised that better access needs to be put in to move things forward.</p> <p>Suggestions that the NWL needs to be linked to FEZ. LP been attending meeting and stated that there is a lack to communication and joined up thinking and co-ordination.</p>	PH to speak with James Alston and report back at next meeting
<b>11.</b>	Equinor update	
	JM has coordinated response from Councillors into questionnaire to be submitted by Thursday 10 <sup>th</sup> June. JM has attended some webinars.	
<b>12.</b>	Website update	
	<p>The website is currently online but difficult to find via google etc. This will improve over time.</p> <p>Councillors' info needed asap to include on website</p> <p>Some local organisations will also be included.</p>	All – to provide photo, intro and contact details to MH asap for website.
<b>13.</b>	<p>Updating of parish council's policies</p> <ul style="list-style-type: none"> <li>Filming of Parish Council meetings</li> <li>GDPR Compliance Risk Assessment</li> </ul>	
	SC propose PH second, all in agreement to accepted policies.	
<b>14.</b>	To invite submissions for any items for inclusion on the next agenda	
	<ul style="list-style-type: none"> <li>Small Villages Clusters</li> <li>Tree preservation order</li> <li>Asset list</li> <li>Play areas</li> <li>FEP</li> </ul>	

	<ul style="list-style-type: none"> <li>• Equinor</li> <li>• Councillor training – bespoke</li> <li>• Speed Awareness</li> </ul>	
<b>15.</b>	To confirm that the next Parish Council Meeting to be held on 13 July, venue TBC, 7pm	
	Meeting closed at 8:53pm	MH to contact Colton VH and return to alternate monthly meetings