

W&S MARLINGFORD & COLTON ANNUAL PARISH COUNCIL MEETING

Colton Village Hall, 14th May 2024 at 8pm

Minutes

John Morse	JM	Chairman
David Woods	DW	
Debbie Perfect	DP	
Mark Pfeiffer	MP	
Maria Hutson	MH	Parish Clerk

Margaret Dewsbury, District and County Councillor
3 members of the public.

1. To elect the chairman – chairman to sign the declaration of acceptance of office
John Morse was elected unopposed; and signed the declaration of office
2. To elect the vice-chairman
Mark Peiffer was elected unopposed
3. To consider accepting apologies for absence
None
4. To receive declarations of interest on items on the agenda and consider any requests for dispensations
None
Clerk reminded Councillors to update their Register of Interests form with SNC if there are any changes.
5. To consider planning arrangements to the Clerk
It was agreed that the following delegation would remain: To submit planning comments in accordance with the planning policy.
6. To consider financial delegation Arrangements to the Clerk
It was agreed that the following delegation would remain: To incur expenditure, subject to a limit of £500 and consultation with the Chairman, in cases of extreme risk to the delivery of services.
7. To nominate a Member to Inspect the Cash Book
It was agreed that Mark Peiffer will undertake this role. MH to meet with him to give him an overview of Parish Council finances
8. To consider Co-opting a Councillor
None at this time
9. To agree the minutes of the Parish Council meeting held on 12th March 2024
DP propose and JM seconded that they were an accurate
10. Open forum for Public Participation: an opportunity to hear from the public
Margaret Dewsbury gave a report of the activities of SNC and NCC at the preceding Annual Parish Meeting
11. Matters arising from the minutes of the last meeting

None

12. Any time limited correspondence – for information only
Harrisons Civils – septic tank installation in relation to Nutrient Neutrality.
This has been noted.
13. To receive a Highways update
Norwich Western Link – a licence is required from Natural England and it has been held up due to new policies that have been implemented. Possible mitigation steps are being taken
Run off catch tank has now been installed on the A47 to reduce/stop future flooding
14. Consideration of revised Standing Orders
JM proposed to adopted the revised Standing Orders, seconded by MP and agreed by all
15. Consideration of revised financial regulations
Awaiting revised financial regulations from Norfolk PTS, defer item to July meeting
16. Planning
 - a) [2024/1040 | Phase two of Food Enterprise Park \(South Norfolk\) | Food Hub Site \(Phase 2\), Land North Of Church Lane Easton Norfolk \(southnorfolkandbroadland.gov.uk\)](#)

JM has met with James Alston which was very productive. Plans were shared of a proposed new access route to the site. These plans should reduce traffic issues for the parish. It was agreed by all to support the application subject to there being sufficient mitigation put in place to reduce traffic flow through the villages.
Clerk to submit comments
 - b) Any received after the publication of the agenda
None
 - c) To note delegated responses to;
 - i) [2024/0778 | Retention of converted shipping container & conversion of existing outbuilding. Short-term letting of main house | Manor Barn Norwich Road Colton Norfolk NR9 5BZ \(southnorfolkandbroadland.gov.uk\)](#)
Neutral stance submitted
 - ii) [2024/0885 | Retention of 1 additional caravan on existing plot to make a total of 3 caravans of which no more than one will be a mobile home and a visiting space for a touring caravan | Mobile Home West Of Cobweb Cottage Norwich Road Colton Norfolk NR9 5BX \(southnorfolkandbroadland.gov.uk\)](#)
Objection submitted
 - iii) [2024/1006 | Demolish existing rear conservatory. Erection of new garden room to rear | Waterfields Bawburgh Road Marlingford Norfolk NR9 5AG \(southnorfolkandbroadland.gov.uk\)](#)
Support submitted
 - d) To hear of any planning decisions made by South Norfolk Council
None
17. Financial matters
 - a) To consider the Internal Auditor's report for year ending 31 March 2024
This was received and reviewed. Email addresses and the reserves policy will be discussed later in the year.
 - b) To agree the accounts for year ending 31 March 2024
These had been circulated and were agreed.

- c) To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form
It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could decide to exempt itself from External Audit. This was considered and it was agreed to exempt from external audit and to authorise the Clerk and Chairman to sign the form.
- d) To consider the assertions on, and complete, the Annual Governance Statement 2023/24 and to authorise the Clerk and Chairman to sign
The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.
- e) To consider and approve the Accounting Statements 2023/24 and to authorise the Chairman to sign.
The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.
- f) To authorise payments for May 2024
JM proposed and MP seconded to pay the following payments, all in agreement
Clerk Salary and Expenses, £356.47
Norfolk Pension Fund, May 24, £102.93
Sonya Blythe, Internal Audit, £100
BHIB Insurance Premium, £416.72
- g) To note payments made since the last meeting
NPTS, £121.40
The Community Heartbeat Trust, £393.00
Norfolk Pension Fund, March, £104.88
ICO, subscription, £35.00
Maria Hutson, Clerk salary and expenses, £354.52
HRMC, PAYE month 1, £3.80
Norfolk Pension Fund, April 24, £102.93
CAN, Play area inspection training, £120.00
These were noted
- h) To note receipts received
HMRC Vat refund, £1,635.21
South Norfolk Council, precept, £6,070.00
These were noted
- i) To discuss and renew the renewal of the Council's insurance
It was agreed to renew the insurance with BHIB at a cost of £416.72
- j) To note the financial summary
This was noted
- k) To receive a banking update
It was agreed to close down the Barclays account and fully move over to Unity Trust. The clerk will move over the money and begin the process

18. To receive an update on footpath issues

DP updated that a signage has been put up near Bickerston Cottage deterring walkers along this path. Norfolk CC have been made aware however they are still up. Norfolk CC have again been contacted. A fingerpost has also gone missing near the Barking Buck which has been reported.

19. To receive an update on the Deliberators

MH and JM have met with Mandy, the landlady at The Marlingford Bell. The machine on the building was discussed and the Parish Council's involvement regarding it's upkeep. Mandy to contact MH if any concerns

The Colton defib has had the battery and pads replaced

DP is now checking these machines monthly and logging this with Community Heartbeat Trust.

After discussion with Mandy at the Bell it was suggested that a basic defib/emergency first aid course be held and also help raise awareness of the machines. This could also be used to kickstart funding towards replacement machines. MH to look at potential courses and funding. JM to speak with Sarah Smith to see if she is able to run a session or can signpost to someone that can.

20. Any other urgent business to be noted

JM and MP will be attending playarea inspection training on 16th May

21. To invite submissions for any items for inclusion on the next agenda

Hornsea community liaison team will be attending the July meeting. Any questions that would like to be answered to MH by 1st June.

22. To confirm that the next Parish Council Meeting will be held on 9th July, 7pm, venue tbc

Meeting closed 21:14