

Minutes - May Council held on 25th May 2021

at Colkirk Village Hall at 7.54pm

PRESENT: Cllrs Colin Barron, Charles Joice (in the chair), Jeanette Paul, Bernard Smith and Michael Stamford were present.

The clerk Charles Brindley was in attendance. County Cllr Kiddle-Morris was present.

- 21/018 ELECTION OF A CHAIRMAN: Cllr Joice was nominated by Cllr Paul and seconded by Cllr Barron. There being no other nominations, it was **AGREED that Cllr Joice would be the chairman for the year 2021/22 and he duly signed his declaration of acceptance of office**
- 21/019 APOLOGIES FOR ABSENCE: Apologies for absence were received and accepted from Cllrs Loades(prior commitment), and Mulford(holiday). Apologies for absence were received from District Cllr Carter.
- 21/020 ELECTION OF A VICE CHAIRMAN: Cllr Mulford was nominated by Cllr Paul and seconded by Cllr Smith. There being no other nominations and Cllr Mulford having previously advised the clerk that he would accept any office, it was **AGREED that Cllr Mulford would be the vice-chairman for the year 2021/22.**
- 21/021 STANDING ORDERS: The clerk advised that standing orders were updated in 2019 and no further changes were needed. He confirmed that the practice of distributing agendas and papers electronically as had been the practise during the pandemic was already covered in these orders. It was **AGREED that the current standing orders, Colkirk Parish Council 2019, should be adopted for the coming council year.**
- 21/022 CONFIRMATION OF RFO FOR 2020/21: It was proposed by Cllr Barron and seconded by Cllr Stamford that Charles Brindley should be confirmed as RFO for 2021/22 and this was **AGREED unanimously.**
- 21/023 TRUSTEES OF THE COLKIRK PARISH CHARITY: It was **CONFIRMED that the current trustees, Bernard Smith, Jeanette Paul and Clive Nelson, of the charity would serve for the forthcoming year**
- 21/024 DECLARATIONS OF INTEREST: There were no declarations of interest.
- 21/025 MINUTES OF MEETING DATED 9 MARCH 2021: as previously circulated, draft minutes were considered. By resolution proposed by Cllr Paul and seconded by Cllr Barron, it was unanimously **AGREED that the minutes were a true record and were duly signed by the chairman**
- 21/026 COUNTY AND DISTRICT COUNCILLOR REPORTS: Cllr Kiddle-Morris advised that NCC had held its AGM at the Norfolk Showground. The political breakdown of the council following elections is Conservatives - 58, Labour - 11. Liberal Democrats - 8, Greens - 3, Independents - 3. One of the priorities for the new council will be the Western Link and a special meeting to discuss is scheduled to take place on 7th June
- 21/027 ANNUAL ACCOUNTS 2020/21: The annual accounts were presented and considered. It was **AGREED unanimously, by resolution proposed by Cllr Barron and seconded by Cllr Stamford, that the accounts as presented were a true record of the council's financial performance during the year ended 31 March 2021 and the chairman and RFO were authorised to sign accordingly**
- 21/028 ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2021 The council considered its responses to section 1 of the Annual Return and agreed its replies. Having authorised the signature of the annual accounts, the council similarly agreed to the information contained in section 2. It was therefore **AGREED unanimously to authorise the chairman and the clerk/RFO to sign sections 1 and 2 of the Annual Return on the council's behalf.** The report of the internal auditor contained in the Annual Internal Audit Report 2020/21 was circulated and the report was **NOTED.** It was **AGREED to set the dates for public inspection of the accounts from 7th June to 16th July inclusive.** Finally, the council **DECLARED itself exempt from external audit in accordance with Section 9 of the Local Audit (Smaller Authorities) Regulations 2015**

- 21/029 PLAY AREA REPAIRS: The council considered a report brought forward by the clerk and **AGREED to authorise expenditure of £ 712.54 to repair the balance beam with funds coming from ear marked reserves and the current budget**
- 21/030 SAM2 RESULTS: The council considered the recent monitoring of Whissonsett Rd and School Rd and **NOTED that there was nothing of concern to forward to the police**
- 21/031 REPORT RE MEETING WITH COLKIRK FC: The council considered a report from the clerk regarding a meeting that he had held with Colkirk FC. The clerk also advised that the club had already prepared a grant application for submission to the Football Foundation for improvements to facilities and this was being vetted by Norfolk FA at this time. The council **AGREED (i) to note the contents of the reported the update (ii) to support the continued use of the playing field by Colkirk FC and (iii) to establish a steering group to manage the project with the football club.** As not all members were present, it was **AGREED that the council would nominate its members to the steering group at the next meeting in July**
- 21/032 REQUEST FROM BRECKLAND BRIDGE FOR USE OF CAR PARK LAND AT WHISSONSETT RD: The council considered the letter from Breckland Bridge and **AGREED to discuss this further with the developers when they attend the council's next meeting in July**
- 21/033 PLANNING: The council **NOTED the following decisions:**
 3PL/2020/1303/F Part of Former Lilac Nursery Site - approved
 3PL/2021/0001/D Land to side and rear of Oakridge, Market Hill - approved
 3PL/2021/0182/HOU 13 Conference Way - approved
 3PL/2021/0265/HOU Meadow Cottage adj Pond, Oxwick Lane - approved
 3pl/2021/0365/O White Cottage, Church Rd - approved
- 21/034 FINANCE:
 The Council **NOTED the following receipts in February, March and April**
 Allotment rent 2021 season Various £ 100.00
 Interest - March £ 0.11
 Breckland Council - Precept/ 1st part 2021/22 £ 4892.50
 HMRC VAT Refund 2020/21 £ 1487.39
 Bank balances were reported at 27 April 2021 as:
 Business Premium Account £ 4447.46
 Community Account £ 10018.95
 Reconciliation with the cash book was confirmed against a cash book balance at 27 April 2021 of £ 14466.41
- 21/035 ACCOUNTS FOR PAYMENT: By resolution proposed by Cllr Joice and seconded by Cllr Paul, the following payments were unanimously **APPROVED for payment**
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| D/D | E-On Streetlight electricity Jan-Mar 2021 | £ 138.61 |
| D/D | ANGLIAN WATER Water supply at playing field 01-03/21 | £ 0.00 |
| 100949 | CGM Grounds maintenance contract 03-05/21 | £ 866.47 |
| 100950 | NORFOLK ALC Annual subs 2021/22 | £ 149.06 |
| 100951 | COLKIRK VILLAGE HALL MC Grant towards insurance/VAT refund | £ 985.88 |
| 100952 | CAME AND COMPANY Annual insurance renewal 2021/22 | £ 390.34 |
| 100953 | NORFOLK PFA Annual subscription 2021/22 | £ 20.00 |
| 100954 | C BRINDLEY - Clerk's salary Apr 21-May 21 | £ 441.30 |
- 21/036 ITEMS FOR FUTURE MEETINGS AND REPORTS: Hedges on School Rd, nominations for steering group
- 21/037 DATE OF NEXT MEETING: Tuesday 13th July 2021

There being no further advertised business, the Chairman closed meeting at 20.54

Signed as a true record

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Date

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