

COLKIRK PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 24th MAY 2022 AT 6.45PM IN THE VILLAGE HALL

Present: Councillors Charles Joice (Chairman), Steve Mulford, Jeanette Paul,
Bernard Smith, Colin Barron.
County Councillor Mark Kiddle-Morris
District Councillor Robert Hambridge
Maxine Hayes, Parish Clerk
0 members of the public.

22/022 To elect a chairman for the ensuing year

Councillor Joice was nominated as Chairman. There were no further nominations. It was PROPOSED (SM) SECONDED (NL) and unanimously approved to nominate Councillor Joice as Chairman for the ensuing year.

22/023 To Elect a Vice Chairman for the ensuing year

Councillor Mulford was nominated as Vice Chairman. There were no further nominations. Councillor Mulford agreed to take on the role for the ensuing year but informed the Council that he would not be standing at the elections in 2023. He had been on the Parish Council for 22 years. If anyone would like to stand as Vice Chairman, he could support them for the year. No one else wished to stand. It was PROPOSED (CJ) SECONDED (NL) and UNANIMOUSLY approved Councillor Mulford as Vice Chairman.

22/024 Apologies for Absence

Apologies were received from Councillors M Stamford & B Smith.

22/025 Declarations of Interest

Cllr Loades declared an interest in agenda item 12.2

22/026 To confirm trustees of Colkirk Parish Charity

It was PROPOSED (JP) SECONDED (SM) and unanimously approved to confirm the trustees Clive Nelson, Bernard Smith & Jeanette Paul.

22/027 To approve minutes of last meeting

It was PROPOSED (JP) SECONDED (MS) and unanimously agreed to approve the minutes of the meeting held on 8 March 2022 as a correct record and were signed by the Chairman.

22/028 To receive reports

Councillor Kiddle-Morris asked the Parish Council to promote the Norfolk County Council cost of living scheme. The scheme would help people who are struggling to pay for food, energy and water bills, and other essentials. It was agreed to include details on the notice board. Residents with queries could contact him for further details.

22/029 Public Participation

No questions.

22/030 Finance

22/030/1 To approve payments made April/May 2022.

It was PROPOSED SECONDED and UNANIMOUSLY agreed to approve the following payments.

Accounts Paid April/May 2022

Norfolk Parish Training and Support	Annual Subscription	£110.00
Clerks Expenses Office Costs April		£34.37
N Power Electricity Street Lighting Jan – March 2022		£72.61
		£75.77
		£84.75
Colkirk Parish Hall Management Committee VAT		£161.57
Clerks Salary April		£220.65
Anglian Water (WAVE)		£10.87
Westcotec Key for SAM unit		£6.00
Clerks Salary May		£220.65
Clerks Expenses Office Costs May		£56.47
TTSR Grounds Maintenance 3 months		£1015.80
Starlight Theatrical (hire of PA system for Jubilee)		£90.00
Fakenham Garden Centre Gift Vouchers		£20.00
Gallagher Insurance renewal Parish Hall		£820.10
Gallagher Insurance renewal general		£417.02
N C Smith Internal Audit		£70.00

22/030/2 The Clerk had circulated the financial report, bank balances and reconciliation to 25th February 2022. These were approved by the Council.

22/030/3 This item would be discussed under Agenda items 22032/7 – 9

22/030/4 The Clerk had circulated details of the lighting maintenance contract which was due for renewal. It was PROPOSED (NL) SECONDED (SM) and UNANIMOUSLY agreed to approve renewal of the lighting maintenance contract for 3 years with K & M Lighting Services.

22/030/5 The Council were informed that a TENS licence was not required by the Jubilee Committee for the Platinum celebration day. It was PROPOSED (JP) SECONDED (CJ) and UNANIMOUSLY approved to pay the PA hire fee of £90 to Starlight Theatrical and donate the £20 which was previously approved for the TENS licence to purchase garden centre vouchers as gifts for the Jubilee competitions.

22/030/6 The Clerk had circulated the details of the insurance renewal for the Parish Hall and general insurance. The Council had signed a 3-year agreement with Gallagher insurance and the payments were approved.

It was agreed that an up-to-date valuation of the hall may be required and the Clerk agreed to check when it was last done.

The Clerk reported that the internal audit had taken place and the end of year accounts were ready for approval. These had been circulated to all councillors prior to the meeting.

22/030/7 To consider and approve Annual Governance Statement for the financial year 2021/22.

It was PROPOSED (CJ) SECONDED (SM) and unanimously agreed to approve the Annual Governance statement.

22/030/8 It was PROPOSED (CJ) SECONDED (SM) and unanimously agreed to approve the Annual Accounting Statement – Certificate of Exemption.

22/030/9 To receive and approve the Internal Auditors report. This had been circulated

prior to the meeting. It was PROPOSED (CJ) SECONDED (SM) and unanimously agreed approve the Internal Auditors report and action the recommendations.

22/031 Correspondence and Clerks Report

The Clerk reported that the work to the trees on the Campyngland would be completed this week. The Clerk was asked to contact T Braybrook and ask if whilst he was working in Colkirk if he could grind out the stumps of the old cherry trees near the War Memorial.

The Clerk reminded the Council that the following dates were booked for Colkirk to have the SAM unit.

1 July – 20 August and 13 November – 3 December

Correspondence had been circulated and actioned.

Correspondence

- Breckland District Council weekly planning applications and decisions
- TTSR Notice of increase in fuel costs but company will honour the contract price.
- Norwich Western Link Project update
- Copies of Risk Assessment and Insurance for Queens Platinum Jubilee Celebrations
- Colkirk Parish Hall Committee updated version of the Hire Terms and Conditions
- Norfolk PTS notification of forthcoming training
- Playsafety notice of inspection

22/032 Planning

22/032/1 Applications – no new applications.

3PL/2022/0132/VAR Variation of condition no 22 - planning permission (3PL/2021/1265/VAR) to vary wording to enable works to continue up to slab level across all plots, in advance of this condition being discharged. Land off Whisonsett Road. Approved by Breckland District Council.

Councillors Joice & Paul had attended the planning development committee meetings on the 12th April & 10th May to object to the variation of conditions.

Councillor Joice expressed his concerns that the application had been railroaded through planning without any consideration being given to the fact that the highways authority had still not approved a scheme. No consideration was given to Nutrient Neutrality which had already stopped development in and around Fakenham for the next 18 months. Councillor Paul informed the meeting that at the planning development committee meeting held on 10th May this had been discussed and it was stated that Breckland District Council would be adding conditions to any development if approved.

He asked Councillor Kiddle-Morris to make the Parish Council views known and to look into why it had been approved when it falls within the catchment area of Nutrient Neutrality regulations and there was still no approved highways scheme.

22/033 Items for Discussion

22/033/1 Queens Platinum Celebrations – This had all been arranged by the Jubilee Committee and details had been circulated. The Clerk had received the Risk Assessment and checked details of insurance cover.

- 22/033/2 Hedges School Road – Councillor Paul had received complaints about the overgrown hedges in School Road. It was agreed that this was a very narrow footpath which increased the issues. The Council agreed to have a site meeting/village walk after the Jubilee Celebrations to look at the problem of the hedges.
- 22/033/3 Trees Campyngland – the work should be completed this week.
- 22/033/4 Allotments – the Clerk raised the issue of cockerels still not being put away causing a noise nuisance to nearby residents. There had also been several instances of chickens escaping. It was agreed to visit the allotments when the site meeting/village walk was arranged to look at how these problems might be resolved.
- The Council had received a request to make the vacant allotment into a managed wildlife area. The plot holder would hedge the site with an entry gate& divide it up with internal hedges into 3 or 4 hedged paddocks, 2 of which would be made into small wildflower meadows and one into a rough orchard. The last would be just a rough grass and hedge paddock where the shed is currently located. He would install a bee bank and compost area & probably replace the shed. He would install nest boxes including a little owl box and run the entire plot for wildlife.
- It was PROPOSED (JP) SECONDED (CJ) and UNANIMOUSLY approved to allow this plot to become a managed wildlife area.
- The Clerk would draw up the paperwork.
- 22/033/5 The Crown Public House Community Asset. Councillors thought that at one time the Crown had been registered but it was currently showing as not being registered on the Breckland District Council website.
- Councillor Kiddle-Morris said that it could have been removed by previous or current owners as they have to agree to have it registered.
- The Clerk agreed to check with Breckland District Council why it was not currently registered and report back to the Council.
- 22/033/6 The Clerk reported that the Council had received an anonymous donation towards a tree for the Jubilee Commemoration. Councillor Kiddle-Morris informed the meeting that he did not have any more free trees available. It was agreed to delay a decision on the purchase of a tree and add this to the next agenda for further discussion. It was agreed to look at a possible location when the councillors met for the site meeting/village walk.
- 22/033/7 It was agreed to look at the Parish Hall Management Committee request to improve the car park at the site meeting/village walk.
- Councillor Kiddle-Morris informed the meeting that there was money in the budget for repairs/improvement to the track leading to the church and parish hall. He may also have some funding available in his councillor budget to add to this. He informed the meeting that this was classed as a County Council Byway which meant that it came under the responsibility of the County Council.
- It was agreed to purchase a bag of cement to repair the post in the children's play area.
- It was agreed to look at the request for a No Dog sign at the end of the footpath near the War Memorial.

22/033/8

Date of Next Meeting Tuesday 27th September 2022 at 6.30pm.

Signed.....Dated.....