

COLKIRK PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON MONDAY 22 MAY 2023 AT 6.45PM IN THE VILLAGE HALL

Present: Councillors Charles Joice (Chairman), Jeanette Paul, Nick Loades, Michael Stamford, Nick Ezra.
Maxine Hayes, Parish Clerk
Cllr M Kiddle-Morris
2 members of the public.

23/019 Election of Chairman

It was Proposed (NL) Seconded (NE) and unanimously approved to elect Councillor C Joice as Chairman for the forthcoming year.

23/020 Election of Vice Chairman

It was PROPOSED (JP) and Seconded (CJ) and unanimously approved to elect Councillor N Ezra as Vice Chairman for the forthcoming year.

23/021 To receive Declaration of Acceptance of Office Forms

The Clerk confirmed these had been signed and received.

23/022 To receive apologies for absence.

Apologies were received from David Winch, The Land Group, who was unable to attend due to family illness.

23/023 Declarations of Interest

None.

23/024 To approve minutes of last meeting.

It was PROPOSED (JP) SECONDED (NL) and unanimously agreed to approve the minutes of the meeting held on 28th March 2023 as a correct record and these were signed by the Chairman.

23/025 David Winch – The Land Group.

It was agreed to collate any issues relating to the development at land off Whissonsett Road and forward them to David Winch.

It was reported that the Highways Authority had now approved the highways scheme for the development. Details could be found on the planning website.

One resident attending wished to make it know that he was very happy with the way in which the contractors were dealing with the work with the least amount of disruption to the neighbours.

The Clerk reported that she had received confirmation that the allotments car park would be resurfaced and reinstated by the construction company, and they were also helping with the entrance to the allotment site. This area needed to be levelled so that the entrance did not catch on the underneath of cars.

23/026 To receive reports and Correspondence.

Councillor Kiddle-Morris gave a short report to the meeting. He reported on the new leader of the Council Kay Mason- Billig who was appointed on the 9th May. He gave a report on fibre optic broadband and the decision to run some of the cables above ground.

He was asked what progress had been made on the money set aside a couple of years ago to improve the road outside the village hall and he agreed that this money was still allocated, and he would chase this matter.

The Clerk gave the following report to the meeting:

Churchyard

The Clerk had received an email about the churchyard hedge. The area to the right of the entrance gate was cut and should have been left. It was agreed to suggest that the church posted a small notice asking for this area of the hedge to be left.

Declaration of Interests form required by Breckland DC

The Clerk reminded councillors that these forms were required to be returned to the District Council within 28 days.

Allotment site meeting notes

Cllrs Paul & Loades joined the Clerk to inspect the allotments on Tuesday 16th May and several plots were identified that were very overgrown and require work. Plots 4, 6 & 1a. Plots 20 A, B were also very overgrown and the new plot holders had only just taken over and intended to work on the plot. These would be monitored. The Clerk would contact the plot holders and ask them to get the work completed within the next 4 weeks.

Cllr Loades raised a query about 2 dead trees on the boundary with the houses in Timperley Estate which needed to be removed.

Meeting Dates 2023

Tuesday 18 July 2023

Tuesday 12 September 2023

Tuesday 9th November (budget meeting)2023

All subject to change if required.

Correspondence

- Confirmation of uncontested election – 2 vacancies
- Confirmation of District Councillor elections Cllr Mitchell Thuborn had been elected.
- Playsafety notification of playground inspection June 2023
- Email from Wellington Ltd contractors – agreement to reinstate allotments car park and to help with digging out of allotment site vehicular entrance.
- Email resident issues with large pine tree- passed to Flagship who are responsible.
- Norfolk Parish Training and Support (NPTS) subscriber newsletter
- Freedom of information request regarding planning application – response sent.
- Email from resident regarding planning application for dog business and Breckland refusal – contents noted.
- Norfolk Police – notice of possible hall bookings for raves – passed to Parish Hall Committee
- Email road closure – Oxwick road 24/25 May for UK power networks
- Email resident about council tax/precept costs – referred to Breckland DC

23/027 Public Participation

A resident attended the meeting to apply to the Parish Council for co-option to fill one of the vacancies. His application was noted.

23/028 Finance

23/028/1 Accounts paid April and accounts payable May 2023.

It was PROPOSED(SM) SECONDED(NL) and UNANIMOUSLY agreed to approve the following payments:

Colkirk Parish Council			
April			
13.4.2023	Mrs M Hayes	Clerks Salary April	£ 234.27
13.4.2023	Mrs M Hayes	Office costs, expenses	£ 32.35
13.4.2023	HMRC	PAYE, ni	£ 3.20
13.4.2023	Friends of Colkirk	Reimb insurance costs Gala	£ 232.00
19.4.2023	N Power	Street Lighting	£ 48.90
3.4.2023	Norfolk PTS	Annual Subscription	£ 120.00
3.4.2023	Tim Braybrook Tree Services	PICUS report	£ 700.00
19.4.2023	M Hayes	Reimb postcrete	£ 83.20
			£ 1,453.92
May			
2.5.2023	Anglian Water	Water supply playing field	£ 9.75
18.5.2023	Mrs M Hayes	Clerks Salary May	£ 234.27
18.5.2023	Mrs M Hayes	Office costs, expenses	£ 57.17
18.5.2023	HMRC	PAYE, ni	£ 3.20
18.5.2023	Community Heartbeat	Replacement defib pads	£ 106.74
18.5.2023	Colkirk Village Hall	VAT	£ 86.26
18.5.2023	TTSR	Grounds Maintenance 1st Quarter	£ 1,078.19
22.5.2023	N Smith	Internal audit	£ 80.00
			£ 1,565.83
HMRC	VAT reclaim	£ 1,008.76	
	Allotment rent	£ 5.00	
Breckland DC	1/2 year precept	£ 6,000.00	
Balances		£ 7,013.76	

Current account @ 20.5.23	£ 4,225.13		
Business Savings Account @ 20.5.23	6453.41		
Total	£ 10,678.54		

23/028/2 To receive clerk's financial report, reconciliation, and balances. Unanimously approved.

23/028/3 To discuss and approve the internal auditors report for financial year 2022/23 and agree recommendations. – The report had been circulated and it was agreed to approve the recommendations to check the insurance cover for the village hall and discuss the payments made to contractors.

23/028/4 To approve Annual Governance Statement (AGS) for the financial year 2022/23 – It was Proposed (JP) and Seconded (NE) and unanimously agreed to approve the AGS.

23/028/5 To approve the Annual Accounting (AAC) statement for the financial year 2022/23 – It was Proposed (JP) and Seconded (NL) and unanimously agreed to approve the AAC.

23/028/6 To approve the Certificate of Exemption (CE) for Financial Year 2022/23 – It was Proposed (JP) and Seconded (NL) and unanimously agreed to approve the CE.

23/029 Planning

Notice of decisions

3AG/2022/0014/AG – Agricultural Hay barn, Land off Whissonsett Road, Oxwick – Prior approval not required.

23/030 Policies and Procedures

It was Proposed Seconded and Unanimously agreed to approve the draft Policies and Procedures which had been circulated with one amendment.

Standing Orders – To add Quorum for meetings 3 or 1/3 of the members are required.

Code of Conduct – approved.

Financial Regulations – approved.

GDPR Policy – approved.

Complaints Procedure – approved.

Equality and Diversity Policy – approved.

Planning Policy - approved

23/031 Items for Discussion

23/031/1 Co-option casual vacancies following election.

It was agreed that as the Council had received 4 applications for 2 places on the Council, they would arrange to meet all the applicants before making a decision. The decision would be ratified at the July meeting.

23/031/2 Commemorative tree Queen's Jubilee – This had been planted on the Campyngland and it was planned that the temporary guard would be replaced with a more substantial one.

23/031/3 Play Area – It was agreed that the swings would be replaced on the new posts in preparation for the inspection in June.

23/031/4 Notice Board refurbishment – The notice board would be removed and refurbished within the next few weeks.

23/031/5 Trees – It was agreed before any decision could be made about the 2 veteran beech trees which were diseased, they should be inspected by the tree officer at Breckland DC. So far, the Clerk had been unsuccessful in contacting him and she would send a formal letter asking for a meeting.

A request had been made from a resident to plant a memorial tree on the Campyngland. It was agreed to hold a site meeting to discuss this further before making a decision.

23/031/6 Website – The Clerk had circulated a report giving the various options for moving the website from its current platform which was closing down in March 2024. The design and population of the new website would be provided free of charge. It was proposed seconded and unanimously agreed to purchase a domain name from WordPress. The Clerk was asked to investigate if ColkirkPC.gov was available. If not, it was agreed to purchase ColkirkPC.uk. The Clerk would organise this and circulate the details to the Council.

23/031/7 Insurance – The Clerk reported that she was still seeking further quotes as the current provider had increased the premium by £500 from last year. She would circulate details and it was agreed to approve the payment by email.

23/031/8 Wildlife Area Playing Field – The Council had been approached to consider reinstating a wildlife area on the perimeter of the playing field. This area would be properly managed and would also include a community orchard. The area would be marked out with posts and funded by a voluntary group. It was proposed (NE) and seconded (NL) and unanimously agreed to approve.

23/031/9 Dog Bin – It was agreed to hold a site meeting to discuss an alternative location for the bin to be moved to. The original location was too close to the proposed Polish memorial site.

Signed.....

Dated.....