

## COLKIRK PARISH COUNCIL

### MINUTES OF A MEETING HELD ON TUESDAY 28<sup>th</sup> MARCH 2023 AT 6.30PM IN THE VILLAGE HALL

Present: Councillors Charles Joice (Chairman), Steve Mulford, Jeanette Paul, Nick Loades, Michael Stamford, Bernard Smith.  
Maxine Hayes, Parish Clerk  
1 member of the public.

#### 23/010 Apologies for Absence

Apologies were received from District Councillor Hambidge and County Councillor Kiddle-Morris.

#### 23/011 Declarations of Interest

None.

#### 23/012 To approve minutes of last meeting.

It was PROPOSED (JP) SECONDED (BS) and unanimously agreed to approve the minutes of the meeting held on 17<sup>th</sup> January 2023 as a correct record and these were signed by the Chairman.

#### 23/013 To receive reports.

None.

#### 23/014 Public Participation

A resident attended the meeting to put forward a proposal that the wild area of the playing field which had previously been around the perimeter was reinstated. When it had been left before to grow wild it had not been managed and was full of weeds and ragwort. His proposal was that it was managed as a project by the conservation group who managed the wild area in Great Ryburgh. They would clearly mark the area with posts, keep the area maintained and plant fruit trees to develop a small community orchard. The Parish Council were presented with a plan and agreed to include this on the May agenda for further discussion.

#### 23/015 Finance

23/015/1 Accounts paid February and accounts payable March 2023.

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

February			Paid
15.02.2023	Mrs M Hayes	Clerks Salary February	£ 234.27
15.02.2023	Mrs M Hayes	Office costs, expenses	£ 12.43
15.02.2023	HMRC	PAYE, ni	£ 3.20
15.02.2023	Wensum.net	Annual fee website	£ 60.00
17.02.2023	N Power	Street Lighting energy supply	£ 51.08
			£ <b>360.98</b>
March			

13.03.2023	Mrs M Hayes	Clerks Salary March	£ 234.07
13.03.2023	Mrs M Hayes	Office costs, expenses	£ 38.28
13.03.2023	HMRC	PAYE, NI	£ 3.40
15.03.2023	Public Works Loan Board	Half year loan payment	£ 271.39
17.03.2023	N Power	Street Lighting energy supply	£ 44.84
17.03.2023	ICO	Annual registration fee	£ 35.00
11.03.2023	Royal British Legion	Poppy wreath donation chq 100985	£ 70.00
<b>Income</b>			<b>£ 696.98</b>
Allotment Rents	£ 195.00		
Interest	£ 3.04		
	£ 198.04		
<b>Balances</b>			
Current account @ 25.3.2023	£ 4,310.87		
Business Savings Account @ 25.03.2023	£2453.41		
<b>Total</b>	£ 6,764.28		

#### Approval to pay invoices below after 1st April 2023

<b>Norfolk PTS</b>	<b>Annual Subscription</b>	<b>£ 120.00</b>
<b>Tim Braybrook tree services</b>	<b>PICUS testing and report</b>	<b>£ 700.00</b>

23/015/2 To receive clerk's financial report, reconciliation, and balances. Unanimously approved.

23/015/3 Approved to appoint Mr N Smith as internal auditor for financial year 2022/23

23/015/4 Approved to appoint TTSR grounds maintenance company for the forthcoming year. The increase of £21 per annum to cover the increase in fuel costs not included in their original quote was acknowledged and approved.

23/015/5 Approved to appoint K & M Lighting to undertake the street lighting maintenance for the forthcoming year.

23/105/6 Agreed to seek 3 quotes for the Parish Council insurance for the forthcoming year. These would be presented to the May meeting for discussion and approval.

#### 23/016 Correspondence and Clerk's Report

Clerk's report and correspondence list had been circulated to all councillors.

**Elections 2023** Breckland DC had confirmed that photo id would be required to be able to vote in the May 2023 elections. Details of the election timetable and nomination paperwork are on the website and the notice board.

Deadline for receipt of Nominations – Tuesday 4 April – 4pm, 2023  
Allotments

All allotment rents had been received. Plots 20 & 20A marked out and numbering changed to mark out 4 half plots.

Plots 20A & B remain vacant. Plots 20C and D have been rented Plot 5 is coming vacant in the next few weeks and is another half plot.

All vacant plots would be marked with wooden stakes, so they are clearly visible for any potential plot holders.

A working party had been arranged for the 25<sup>th</sup> of March to cut back and clear the overgrown areas - Councillor Paul reported that the working group had managed to clear a lot of the overhanging branches and hedges and had made good progress. A further working group would be arranged in the Autumn.

### **Policies and Procedures**

Parish Council policies and procedures needed to be reviewed and updated. These would be presented at the May meeting as draft documents for approval and will be circulated after the elections to the newly formed Council.

#### **Meeting Dates 2023**

Tuesday 28 March 2023

Monday 22 May 2023 – 1<sup>st</sup> meeting after elections, Annual Parish and Annual Meeting

Tuesday 18 July 2023

Tuesday 12 September 2023

### **23/017 Planning**

#### Applications

3PL/2023/0032/F – change of use to dual use residential and dog care business.

Ranajoma, 11 Dereham Road, Colkirk – Parish Council submitted objections.

3PL/2023/0099/LB – re point chimney stack construct overall detail and install new.

Chimney pots – Gable End Hall Lane – Parish Council had no objections.

3PL/2023/0140/HOU – Construction of 4 bay cart shed and new shingle driveway.

Constructed from the existing entrance – Colkirk House, Hall Lane – Parish Council had no objections.

3PL/2023/0193/HOU – Proposed side extension and dormer insertion amended description  
Welldene, School Road – Parish Council had no objections.

#### Decisions made by Breckland DC

3PL/2023/0032/F – change of use to dual use residential and dog care business.

Ranajoma, 11 Dereham Road, Colkirk

Refused

3PL/2022/1348/HOU – Conversion and extension of garage to annex accommodation.

Single story side extension to dwelling and replacement of rear conservatory with garden room.

Approved

3PL/2023/0099/LB – re point chimney stack construct overall detail and install new.

Chimney pots – Gable End Hall Lane

Approved

Report on development land off Whissonsett Road – Highways approval and approval to build above slab level.

It was agreed that there had been a lot of issues and concerns raised with Breckland regarding the work being undertaken on the development and issues regarding the impact on the local roads. It was agreed to invite David Winch from The Land Group to the May meeting to give an update on what was happening regarding the development.

### **23/018 Items for Discussion**

018.1 **Commemorative tree** for the Queen's Platinum Jubilee – this would be planted in April on the Campyngland. A tree guard would be placed around the tree for protection and the money from the recycling income would be used to fund this. A commemorative plaque would also be placed on the area near the tree.

018.2 **Coronation 6 May 2023** – the Gala committee were organising various events for the Coronation celebrations in the village which would include a bbq. The Parish Council would be covering the insurance costs and would require a risk assessment for the insurance company to approve. Details would be circulated in the village and on social media.

018.3 **Play area** – It was agreed that the replacement posts for the 2-bay swing set would be dug out and new posts installed. The equipment would then be reinstated after it has received a safety inspection.

The Clerk was asked to order 13 bags of postcrete for collection and Councillors Joice and Loades would organise volunteers to undertake the work. It was not possible to engage contractors to undertake the work due to the very high costs quoted.

018.4 **Notice Board refurbishment**- Councillors were still trying to find a local person to help with the refurbishment of the notice board.

018.5 **Defibrillator** – The Clerk reported that it required an annual check which she was arranging.

018.6 **Trees**- The Council were still awaiting the report following the 2 trees on Campyngland identified as decaying. This would be circulated as soon as it was received.

018.7 **Elections 2023** – this had been discussed under agenda item 23/016.

018.8 **Date of Next Meeting** – Due to the statutory regulations that the meeting must be held within 14 days of the elections it was agreed to change the date to Monday 22 May 2023

Councillors Bernard Smith and Steve Mulford who were not standing in the election were thanked for their long service on the Parish Council and service to the village.

Signed.....

Dated.....