

COLKIRK PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF COLKIRK PARISH COUNCIL HELD ON TUESDAY 7th MAY 2024 AT 6.45 PM IN THE VILLAGE HALL

Present: Councillors Charles Joice (Chairman), Nick Ezra, Jeanette Paul, Nick Loades,
Michael Stamford, Peter Dyble, Jocelyn Humfrey.
Maxine Hayes, Parish Clerk
1 member of the public

24/010 Election of Chairman.

It was PROPOSED by Cllr N Loades and SECONDED by Cllr N Ezra and unanimously approved to elect Cllr Charles Joice as Chairman for the forthcoming year.

24/011 Election of Vice Chairman

It was PROPOSED by Cllr J Paul and SECONDED by Cllr P Dyble and unanimously approved to elect Cllr N Ezra as Vice Chairman for the forthcoming year.

24/012 Apologies for Absence

None

24/013 Declarations of Interest

None.

24/014 To approve minutes of last meeting.

It was PROPOSED (NE) SECONDED (PD) and unanimously agreed to approve the minutes of the meeting held on 26th March 2024 as a correct record and they were signed by the Chairman.

24/015 To receive reports and Correspondence.

Reports had been given at the Annual Parish Meeting from Cllrs M Kiddle-Morris and Cllr R Hunter-Clarke. These will be attached to the minutes.

24/016 Public Participation

No questions from the public.

24/017 Finance

24/017/1 Accounts paid April & May 2024.

It was PROPOSED(JP) SECONDED(NE) and UNANIMOUSLY agreed to approve the following payments:

April May 2024			
Date	Supplier	Description	
4.4.24	K & M Lighting	Street Lighting maintenance	£ 204.90
15.4.24	Contracts and Salaries	Salaries and HMRC	£ 764.40
15.4.24	Administration	Office costs, expenses, Stationery	£ 29.26
18.4.24	N Power	Street Lighting power	£ 107.25

23.4.24	WAVE (Anglian Water)	Water playing field	£ 16.47
15.5.24	Administration	Office costs, expenses, Stationery	£ 47.24
15.5.24	TTSR	Grounds maintenance	£ 1,246.63
15.5.24	N Smith	Internal Audit	£ 80.00
15.5.24	Zurich Insurance	Annual premium	£ 932.35
15.5.24	Zurich Insurance	Annual premium hall	£ 689.41
			£ 4,117.91
Income	Breckland DC 1/2 year precept		£ 6,500.00
	Breckland recycling payment		£ 258.17
	HMRC VAT reclaim		£ 954.95
			£ 7,713.12

24/017/2 To receive clerk's financial report, reconciliation, and balances. Unanimously approved.

24/017/3 To discuss and approve Internal Auditors Report

Approved.

24/017/4 To Approve Annual Governance Statement for the financial year 2023/24

It was PROPOSED (NE) SECONDED (JH) and unanimously approved.

24/017/5 To Approve Annual Accounting Statement for the Financial Year 2023/24

It was PROPOSED (NL) SECONDED (PD) and unanimously approved.

24/017/6 To Approve Certificate of Exemption for Financial Year 2023/24

It was PROPOSED (JP) SECONDED (PD) and unanimously approved.

24/018 Correspondence & Clerks Report

End of year accounts – completed. Internal auditors report circulated. With a couple of minor adjustments the accounts had been signed off.

VAT village hall

After further discussions with the internal auditor he confirmed that unfortunately the Parish Council are unable to help with the reclaiming of VAT on behalf of the hall committee even though the Parish Council own the hall.

Village Hall Management Agreement

The Clerk had contacted the legal advisors for Norfolk Parish Training and Support and they quoted £750 plus VAT to offer legal advice on the revisions to the agreement.

She had also spoken to ACRE (Action with Rural Communities) about advising the Council on the revisions and they had referred her to Community Action Norfolk who would be calling her back.

Once further details had been received the Council would meet to discuss the options.

Insurance – due for renewal 1st June – approval to make the payment.

Defibrillator box – work to sealing the door would take place.

Recycling credit received from Breckland £258.17. This was lower than in previous years.

Playing field – replacement combination padlock had been installed

Allotments Fallen Tree – Has been inspected, made safe and would be removed

Request for speed limits – Nothing further to report from the County Councillor. Highways would be asked if the signs could be cleaned and cleared of foliage to make them more visible.

Dog bin near Church – It was reported that this had a broken lid and it was agreed it would be checked and repaired.

Correspondence

- Notification on Breckland Ward Boundary review consultation – closes 15th July
- Breckland planning weekly lists
- Norfolk PTS newsletter and updates
- Breckland DC – Notification of Local Plan Preferred Options consultation open until 15th July

Breckland Decisions

Dereham Leisure centre – installation of Solar PV Roof

Rural England Prosperity Fund – allocation of £563,861 for grants

Wayleave agreement with UKPN at Kittle Close Car Park, Watton

24/019 Planning

3PL/2024/0313/HOU – 27 Dereham Road – Demolition of conservatory proposed 1st floor extension and replacement conservatory to the rear with alterations. – **The Parish Council had no comments.**

Councillor Hunter-Clarke had agreed to chase the outstanding enforcements cases in Colkirk to get an update.

24/020 Policies and Procedures review

Following a review of the Policies and Procedures it was agreed to approve the following policies and procedures.

Standing Orders - approved

Code of Conduct - approved

Financial Regulations - approved
GDPR Policy – to be deferred and carried forward to the July meeting
Complaints Policy - approved
Equality and Diversity Policy - approved
Planning Policy- approved.

24/021 Items for Discussion

24/021/1 **Play Area** – The first meeting of the working group had taken place and attended by Cllrs N Ezra, J Paul, P Dyble & the Clerk. One resident had joined the group. It had been agreed that the Parish Council would require full funding for the project as there was only £6000 in reserves. Before funding could be applied for a plan with costings would have to be designed.

As the equipment was now over 15 years old and out of warranty, apart from the large swing set which was upgraded under warranty last year, all the remaining equipment would need to be renewed in the next few years.

It was agreed to include the school in looking at various different options and designs and to get feedback on the children's favourite design.

The Council would be seeking the views of residents and would like more people to join the working group to help with the consultations to get a wider range of views.

The Clerk would include details on the website, notice board and put an article in the next issue of the newsletter.

24/021/2 Notice Board

It was agreed that as the notice board was beyond repair costs for a replacement board would be brought to the July meeting for approval. The board would be moved to replace the Byelaws sign on the Campyngland. The Council would look for grant funding towards the cost.

24/021/3 War Memorial

The War memorial had been cleaned and it was agreed that the grass area required clearing. It was suggested that a double height kerb should be installed around the memorial to protect it from lorries cutting the corner and driving over it. There was clear evidence from tyre marks that this was happening. The Clerk would report this to highways and ask for this request to be considered.

24/021/4 Village Hall Management Committee Lease

This had been discussed under Clerks report earlier in the meeting.

24/021/5 Date of Next meeting

Tuesday 9th July 6.30pm Village Hall

Signed.....

Dated.....