

COLKIRK PARISH COUNCIL

MINUTES OF A MEETING OF COLKIRK PARISH COUNCIL HELD ON WEDNESDAY 14 JANUARY 2026 AT 7.30 PM IN THE VILLAGE HALL

Present: Councillors Charles Joice (Chairman), Nick Ezra, Michael Stamford, Jeanette Paul, Jocelyn Humfrey, Nick Loades, Peter Dyble.
Maxine Hayes, Parish Clerk
County Councillor Mark Kiddle-Morris
0 members of the public

26/001 Apologies for Absence

No apologies.

26/002 Declarations of Interest

None.

26/003 To approve minutes.

It was PROPOSED (NE) SECONDED (JP) and unanimously agreed to approve the minutes of the meeting held on 12th November 2025 as a correct record and were signed by the Chairman.

26/004 To receive Reports.

County Council – Councillor Kiddle-Morris had circulated a report to members and outlined the process for local government reorganisation and the forthcoming elections. He reported the budget increase of 4.99%.

The Clerk had been approached by a resident of Dereham Road about the poor condition of the car park and pavements outside their houses. The grit bin had been broken for some time and was never filled.

This was not a Parish Council asset and the County Councillor advised that this would not be filled by the County Council if this was on housing association land. He advised that they approach the housing association and if they would not take responsibility to take it higher to the Chief Executive and the Housing Ombudsman. The Parish Hall had raised concerns about the tiles on the hall roof and Councillor Joice agreed to meet with the contractor who had done the roof repairs 8 years ago and seek their advice. He would report back to the Council.

District Council – No report.

26/005 Public Participation

No members of the public were present.

26/006 Finance

26/006/1 It was PROPOSED(PD) SECONDED(NE) and unanimously agreed to approve the invoices and expenses for payment.

	Accounts paid	Colkirk PC	
December	Supplier	Description	
11.12.25	Contracts and Administration	Clerks Salary, office costs, admin - December January	£ 848.30
19.12.25	N Power	Street Lighting power	£ 134.48

31.12.25	Unity Trust Bank	Service charges	£ 6.00
January			
15.1.26	Norton (reimb MH)	anti virus annual fee	£ 34.99
15.1.26	Microsoft 365 (reimb MH)	annual licence	£ 84.99
15.1.26	Colkirk village Hall	Hire costs	£ 60.00
15.1.26	N Power	Street Lighting power	£ 143.70
15.1.26	N Loades reimb	Adhesive dog sign	£8.00
Income			
Dec/Jan	Allotment rents		£ 85.60

26/006/2 The budget information was distributed to all councillors. Before deciding on hiring a new contractor for churchyard maintenance, the Council agreed to ask the current contractor if they would consider continuing until the end of this year. This would give the Council time to seek additional quotes. If the current contractor declines, the Council will accept the existing quote of £2,520 for one year's work. The Council also plans to invite tenders for next year. It was proposed (NE), seconded (PD), and unanimously approved to set a precept of £15,500.

26/006/3 The clerks financial report was unanimously approved.

26/007 Correspondence & Clerks Report

The Clerk gave a verbal report to the meeting about the new requirement for all councillors to have a gov.uk email. Norfolk ALC would be administering the email addresses, and they would all need to be in place and in use by the end of March. The Dog sign had been replaced on the Campyngland.

- Breckland DC – Details of local government reorganisation, Cabinet decision to support Norfolk & Suffolk combined county authority
- North Norfolk Local Plan – 2024 – 2040 Notice of adoption of plan
- Breckland DC – Following local government reorganisation Breckland DC offering for Parishes to take over Breckland owned land for the benefit of the parish as community asset. Workshops to be held 29 & 30th January at Thetford & Dereham
- Acknowledgement of report to Norfolk CC asking for Market Hill to be salted and included in the gritting programme
- A resident has requested that Market Hill be added to the gritting schedule. This matter has been followed up by both the Clerk and the County Councillor, and efforts will continue to recommend for its inclusion on the designated gritting routes.

26/008 Planning

PL/2025/1605/FMIN – Proposal for the installation of a subsurface septic tank and drainage field to service the existing temporary dwelling at Ambleside Farm, Whissonsett Road, Oxwick. The Clerk was requested to verify the details of this application and distribute them to the Council.

26/009 Items for Discussion

26/009/1 Play area – Councillor N Ezra noted that four similar quotes for play equipment had been received, all close in price. Resident feedback will be collected at the Summer Gala and Business Fair, with further discussion scheduled at the March meeting.

26/009/2 Allotments – Potential Water Supply

The Clerk asked allotment holders about installing water in December rent reminders, but none had expressed an interest so far. Closing dates for comments was 31st January.

26/009/3 Kiosk & Defibrillator

The kiosk must be painted and cleaned before installing the new defibrillator. Councillor Ezra volunteered to handle this.

26/009/4 To approve policies

It was PROPOSED SECONDED and UNANIMOUSLY approved to adopt the draft IT Policy and the Internal Controls Policy.

The Clerk would check whether any further policies were required to comply with the new Assertion 10 Regulations and if so, would present draft policies to the March meeting for approval.

26/009/5 Website Statistics

Councillor Dyble presented statistics for the past year. These were noted and he was thanked for all his hard work on the website.

26/010 Date of next meeting Wednesday 11th March 2026 at 7.30pm

26/011 RESOLUTION: to move into a closed session, on the ground of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2)

Discussion on quotes for the play area were deferred until March.

Signed.....

Dated.....