

Minutes - May Council held on 14th May 2019 at Colkirk Village Hall at 7.30pm

PRESENT: Cllrs Colin Barron, Charles Joice (in the chair), Jeanette Paul and Michael Stamford were present.

The clerk Charles Brindley was in attendance. Six members of the public were present. County Cllr Kiddle-Morris was present for part of the meeting.

- 19/035 DECLARATION OF ACCEPTANCE OF OFFICE: All newly elected members of the council signed their declaration of acceptance of office and these were witnessed by the Proper Officer
- 19/036 ELECTION OF A CHAIRMAN: Cllr Joice was nominated by Cllr Barron and seconded by Cllr Paul. There being no other nominations, it was **AGREED that Cllr Joice would be the chairman for the year 2019/20 and he duly signed his declaration of acceptance of office**
- 19/037 APOLOGIES FOR ABSENCE: Apologies for absence were received and accepted from Cllrs Loades(prior commitment), Mulford(holiday) and Smith(holiday). Apologies for absence were received from District Cllr Carter. County Cllr Kiddle-Morris advised that he would be late arriving.
- 19/038 ELECTION OF A VICE CHAIRMAN: Cllr Mulford was nominated by Cllr Paul and seconded by Cllr Stamford. There being no other nominations and Cllr Mulford having previously advised the clerk that he would accept any office, it was **AGREED that Cllr Mulford would be the vice-chairman for the year 2019/20.**
- 19/039 STANDING ORDERS: The clerk advised that standing orders were out of date and needed a complete review to bring in line with current legislation. It was **AGREED that a revised set of standing orders would be brought forward to the next meeting for consideration**
- 19/040 CONFIRMATION OF RFO FOR 2019/20: It was proposed by Cllr Barron and seconded by Cllr Stamford that Charles Brindley should be confirmed as RFO for 2019/20 and this was **AGREED unanimously.**
- 19/041 MEETING DATES FOR THE YEAR 2019/20: It was agreed that the dates for ordinary meetings of the council should be July 16th, September 10th, November 12th, January 14th 2020, March 10th 2020 and May12th 2020
- 19/042 TRUSTEES OF THE COLKIRK PARISH CHARITY: It was **CONFIRMED that the current trustees of the charity would serve for the forthcoming year**
- 19/043 DECLARATIONS OF INTEREST: Cllr Stamford declared a personal interest in application no 3PL/2017/1354 as a neighbour of the site.

At this point, the chairman took the opportunity to welcome Cllr Paul to the council

- 19/044 MINUTES OF MEETING DATED 12 MARCH 2019: as previously circulated, draft minutes were considered. By resolution proposed by Cllr Barron and seconded by Cllr Paul, it was unanimously **AGREED that the minutes were a true record and were duly signed by the chairman**
- 19/045 COUNTY AND DISTRICT COUNCILLOR REPORTS: Cllr Kiddle-Morris advised that NCC had returned to a cabinet system of governance effective from its annual meeting. He also confirmed that a governance review had been instigated by the Boundary Commission to address the unbalanced ward sizes by population as a result of recent developments in areas around the county.

- 19/046 ANNUAL ACCOUNTS 2017/18: The annual accounts were presented and considered. It was **AGREED unanimously, by resolution proposed by Cllr Barron and seconded by Cllr Paul, that the accounts as presented were a true record of the council's financial performance during the year ended 31 March 2019 and the chairman and RFO were authorised to sign accordingly**
- 19/047 ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2019 The council considered its responses to section 1 of the Annual Return and agreed its replies. Having authorised the signature of the annual accounts, the council similarly agreed to the information contained in section 2. It was therefore **AGREED unanimously to authorise the chairman and the clerk/RFO to sign sections 1 and 2 of the Annual Return on the council's behalf**. The report of the internal auditor contained in the Annual Internal Audit Report 2018/19 was circulated and the report was **NOTED**. It was **AGREED to set the dates for public inspection of the accounts from 17th June to 26th July inclusive**. Finally, the council **DECLARED itself exempt from external audit in accordance with Section 9 of the Local Audit (Smaller Authorities) Regulations 2015**
- 19/048 DOG WASTE BIN RELOCATION TO HALL LANE: Members were updated by the clerk that NCC Highways have given permission for the dog waste bin currently not being used at the playing field pedestrian entrance to be relocated onto the 30mph repeater sign post at the bottom of Hall Lane. The report was **NOTED**.
- 19/049 MATTERS RELATED TO THE PLAYING FIELD: The council considered a request from Colkirk FC for hire fees for use of the playing field and it was **AGREED, by resolution proposed by Cllr Paul and seconded by Cllr Barron, that the fee for the 2019/20 season would remain at £150 payable in two instalments as in previous years**. The chairman agreed that he would arrange to meet Cllr Loades with the clerk to review the pavilion and what maintenance is needed.
- 19/050 PLANNING: The Council **AGREED to make the following comments to current planning applications:**
 3PL/2019/0367 Land to side and rear of Oakridge, Market Hill - no further comments to objection on the grounds of overdevelopment and highways safety
 3PL/2017/1354 Land at Whissonsett Rd - amended plans - continued objection as originally submitted with emphasis on the unsatisfactory attempts to address highways concerns by locating the site entrance on an even worse location and unsatisfactory provisions for pedestrians
 The council **NOTED the following decisions:**
 3PL/2018/1218 The Lilacs, School Rd - approved
 3PL/2019/0034 The Cottage, Crown Rd - approved
 3PL/2018/1441 Development site at 2 Whissonsett Rd - refused
- 19/051 BANK SIGNATORIES: It was **AGREED unanimously that Cllr Paul would become a signatory on the bank accounts**.
- 19/052 FINANCE:
 The Council **NOTED the following receipts in March and April**
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| Allotment rent 2019 season Various | £ 20.00 |
| Interest - March | £ 2.21 |
| Breckland Council - Precept/ 1st part 2018/19 | £ 4480.00 |
| Bank balances were reported at 26 April 2019 as: | |
| Business Premium Account | £ 4427.24 |
| Community Account | £ 9244.81 |
| Reconciliation with the cash book was confirmed against a cash book balance at 26 April 2019 of £ 13682.05 | |

19/053 ACCOUNTS FOR PAYMENT: By resolution proposed by Cllr Joice and seconded by Cllr Paul, the following payments were unanimously **APPROVED for payment**

D/D	E-On Streetlight electricity Jan-Mar 2019	£ 132.75
100879	CGM Grounds maintenance contract 03-04/19	£ 736.50
100880	ANGLIAN WATER - playing field water supply 01-04/19	£ 13.19
100881	ZURICH MUNICIPAL - annual insurance premium 2019/20	£ 834.00
100882	COMMUNITY HEARTBEAT - replacement pads for defibrillator	£ 45.60
100883	NORFOLK ALC - Annual subscription 2019/20	£ 149.57
100884	C BRINDLEY - Clerk's salary Apr 19-May 19	£ 426.92
100885	HMRC - Income Tax 04-05/19	£ 2.60

19/054 K AND M LIGHTING SERVICES - The council considered a proposal from K and M Lighting Services to extend its contract for streetlight maintenance for a further period. It was **AGREED unanimously to take out a 3 year contract with the supplier at a cost of £140.45 per annum for the maintenance of street lights.**

19/055 NCC RESTRICTED BYWAY PROPOSAL: It was **AGREED to comment that the route is used by motorised vehicles to access adjacent fields by local farmers and this would have to be permitted if the route is upgraded.**

19/056 NORFOLK ALC: The correspondence was **NOTED**

19/057 FAKENHAM TOWN COUNCIL: It was **AGREED that the council would have its name added to the letter to NNDC re the Raynham Hall open air concerts**

19/058 SEAFARERS UK: It was **AGREED that there wasn't a suitable location in the parish**

19/059 CLERKS AND COUNCILS DIRECT MAY 2019: Receipt of the magazine was **NOTED**

19/060 ITEMS FOR FUTURE MEETINGS AND REPORTS: Maintenance of the war memorial, opening event for the gym equipment

19/061 DATE OF NEXT MEETING: Tuesday 16th July 2019

There being no further advertised business, the Chairman closed meeting at 21.03

Signed as a true record

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Date

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