

# Minutes - March Council held on 15th May 2018 at Colkirk Village Hall at 7.03pm

PRESENT: Cllrs Colin Barron, Charles Joice (in the chair), Nick Loades, Steve Mulford, Bernard Smith, Michael Stamford and John Whiteside were present.

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

- 18/040 ELECTION OF A CHAIRMAN: Cllr Joice was nominated by Cllr Barron and seconded by Cllr Whiteside. There being no other nominations, it was **AGREED that Cllr Joice would be the chairman for the year 2018/19 and he duly signed his declaration of acceptance of office**
- 18/041 APOLOGIES FOR ABSENCE: Apologies for absence were received from District Cllr Carter. County Cllr Kiddle-Morris advised that he would be late arriving.
- 18/042 ELECTION OF A VICE CHAIRMAN: Cllr Mulford was nominated by Cllr Whiteside and seconded by Cllr Loades. There being no other nominations, it was **AGREED that Cllr Mulford would be the vice-chairman for the year 2018/19.**
- 18/043 STANDING ORDERS: The clerk advised that standing orders had been updated in July 2017 but would need amendments to reflect the soon to be introduced GDPR regulations. When proposed amendments were forthcoming, these would be brought forward for consideration. In the meantime, it was **AGREED to adopt the revision agreed in July 2017 as standing orders for the year 2018/19**
- 18/044 CONFIRMATION OF RFO FOR 2018/19: It was proposed by Cllr Stamford and seconded by Cllr Whiteside that Charles Brindley should be confirmed as RFO for 2018/19 and this was **AGREED unanimously.**
- 18/045 MEETING DATES FOR THE YEAR 2018/19: It was agreed that the dates for ordinary meetings of the council should be July 17th, September 11th, November 13th, January 15th 2019, March 12th 2019 and May 14th 2019
- 18/046 DECLARATIONS OF INTEREST: There were no declarations of interest
- 18/047 MINUTES OF MEETINGS DATED 13 MARCH 2018: as previously circulated, draft minutes were considered. By resolution proposed by Cllr Barron and seconded by Cllr Whiteside, it was unanimously **AGREED that the minutes were a true record and were duly signed by the chairman**
- 18/048 COUNTY AND DISTRICT COUNCILLOR REPORTS: Cllr Kiddle-Morris advised that NCC outturns for 2017/18 were in order with the exception of Adult Social Care. The budget for 2018/19 looked fine at this time and longer term financial plans looked achievable as the government support grant reduced to zero in 2020/21.  
The issue of gritting of Market Hill and snow clearance in the village was raised. Cllr Kiddle-Morris advised that he would further discuss the gritting issue with highways and would investigate putting in place a local contract for snow clearance in the village as this appeared not to have been done when the previous contract expired.
- 18/049 ANNUAL ACCOUNTS 2017/18: The annual accounts were presented and considered. The RFO highlighted that although the general reserve was low at the year end, an unusually high amount of VAT had been paid in the year and this reclaim had now been received bringing the reserve back to its planned level. It was **AGREED unanimously, by resolution proposed by Cllr Whiteside and seconded by Cllr Mulford, that the accounts as presented were a true record of the council's financial performance during the year ended 31 March 2018 and the chairman and RFO were authorised to sign accordingly**

- 18/050 ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2018: The council considered its responses to section 1 of the Annual Return and agreed to the proposed responses by the clerk. Having authorised the signature of the annual accounts, the council similarly agreed to the information contained in section 2. It was therefore **AGREED, by resolution proposed by Cllr Mulford and seconded by Cllr Stamford, 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 2017/18 was circulated and the report was **NOTED.** It was **AGREED to set the dates for public inspection of the accounts from 4th June to 13th July inclusive.** Finally, the appointment of PFK Littlejohn as its external auditor for a 5 year period was **NOTED**
- 18/051 MATTERS RELATING TO HIGHWAYS: The clerk reported on the use of the SAM2 sign on Dereham Rd and Market Hill. The 85th percentile speeds on Dereham Rd and Market Hill were 29.3MPH and 30.5mph respectively. Whilst there were a small element of speeders (above 35mph), it was considered that the police would not be interested in taking any enforcement action. The clerk also advised that he had received a response from North Norfolk DC re the sign on Market Hill that needs attention. The report was **NOTED.** Further issues were raised and these will all be followed up.
- 18/052 OUTDOOR GYM EQUIPMENT: The clerk advised that the installation was now complete and the post installation inspection had shown one fault - a missing rivet on one of the instruction plates on one piece of equipment. The clerk and Cllr Mulford had subsequently inspected the installation and identified 4 very small areas of rust. These were photographed and sent to the contractor who has now committed to rectify all faults asap. With this in mind, the council **AGREED to authorise payment of the invoice in accordance with the contract**
- 18/053 MATTERS RELATED TO THE PLAYING FIELD: It was **AGREED to install a Broxap E-Slimline litter bin in place of the current dog waste bin at the footpath entrance to the playing field, this bin to be used for both litter and dog waste.** The issue of providing household waste bins for the use of the pavilion will be further investigated. The council considered a request from Colkirk FC for hire fees for use of the playing field and it was **AGREED that the fee for the 2018/19 season would remain at £150 payable in two instalments as in previous years**
- 18/054 PLANNING: The Council **NOTED that the following responses had been made to recent planning applications:**  
 3PL/2018/0225 Sol, Whissonsett Rd - objection on the grounds of overdevelopment and highways safety  
 3PL/2018/0409 Opposite the Firs, Common End - objection on the grounds of outside the development boundary for the village, highways safety on a national speed limit road and development on agricultural land which could set a precedent for further development on that land  
 3PL/2018/0412 Topiary Cottage, Dereham Rd - no comment  
 The council **NOTED the following decisions:**  
 3PL/2018/0128 Two Ways, Gormans Lane - refused  
 3PL/2018/0225 Sol, Whissonsett Rd - refused

18/055 FINANCE:

The Council **NOTED the following receipts in March and April**

Allotment rent 2018 season Various	£ 25.00
Interest - March	£ 2.21
Transfer - Colkirk Playing Field Accounts	£ 3788.17
Breckland Council - Precept/LCTS Grant 1st part 2018/19	£ 4049.00
Fakenham Yoga - (in error should go to Colkirk VHC)	£ 74.25
HMRC - VAT refund	£ 5781.91

Bank balances were reported at 27 April 2018 as:

Business Premium Account	£ 4428.40
Community Account	£ 24656.51

Reconciliation with the cash book was confirmed against a cash book balance at 27 April 2018 of £ 29084.91

18/056 ACCOUNTS FOR PAYMENT: By resolution proposed by Cllr Joice and seconded by Cllr Mulford, the following payments were unanimously **APPROVED for payment**

D/D	E-On Streetlight electricity Jan-Mar 2018	£ 98.78
100834	CGM Grounds maintenance contract 03-04/18	£ 596.30
100835	HAGS-SMP Outdoor gym equipment contract	£ 11352.00
100836	NORFOLK ALC Annual subscriptions 2018/19	£ 146.78
100837	ANGLIAN WATER Playing field water 01/18 - 04/18	£ 13.18
100838	ZURICH MUNICIPAL Annual insurance renewal 2018/19	£ 823.70
100839	COLKIRK VHM COMMITTEE transfer of hire fee from Fakenham Yoga	£ 74.25
100840	COLKIRK VHM COMMITTEE Refund of VAT 2017/18	£ 1316.22
100841	C BRINDLEY Clerk's salary Apr 18-May 18	£ 408.26

18/057 CLERK'S SALARY 2018/19: The council **AGREED to increase the clerk's salary by 2% in line with the nationally agreed pay scales to £208.21 per month**

18/058 NCC NORFOLK ACCESS IMPROVEMENT PLAN 2018 - 2028: It was **AGREED to make no comment**

18/059 BRECKLAND COUNCIL - EHT&C: The correspondence was **NOTED**

18/060 CLERKS AND COUNCILS DIRECT MAY 2018: Receipt of the magazine was **NOTED**

18/061 ITEMS FOR FUTURE MEETINGS AND REPORTS: No items were put forward

18/062 DATE OF NEXT MEETING: Tuesday 17th July 2018

*There being no further advertised business, the Chairman closed meeting at 20.06*

*Signed as a true record*

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*Date*

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