

Minutes - November Council held on 16th January 2018 at Colkirk Village Hall at 7.30pm

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

The clerk Charles Brindley was in attendance. One member of the public was present. District Cllr Trevor Carter and County Cllr Kiddle-Morris was present for part of the meeting.

- 18/001 APOLOGIES FOR ABSENCE: Apologies for absence were received from Cllr Bernard Smith (holidays) and County Cllr Kiddle-Morris advised that he would be late arriving.
- 18/002 DECLARATIONS OF INTEREST: There were no declarations of interest
- 18/003 MINUTES OF MEETINGS DATED 14 NOVEMBER 2017: as previously circulated, draft minutes were considered. By resolution proposed by Cllr Whiteside and seconded by Cllr Mulford, it was unanimously **AGREED that the minutes were a true record and were duly signed by the chairman**

At this point, Cllr Loades arrived

- 18/004 COUNTY AND DISTRICT COUNCILLOR REPORTS: Cllr Carter reported that upgrades to broadband service would be moving forward shortly once an agreement between the county council and Openreach had been signed. The intention will be to improve service in those areas where there was either no service or poor service with the target to provide 10mb as a minimum. District council precept would be increasing by 2.9%. Parking surveys in Swaffham had shown that 65% of spaces in car parks were being occupied for 8 hours or more and a consultation was now being conducted regarding implementing time limits in car parks.
- Cllr Kiddle-Morris advised that in the light of the government raising the limit on Council tax increases by a further 1% without a referendum, Council tax would be raised by 5.99% with 3% of that ring fenced for adult social care. 80% of the additional percentage would go to the pay rise agreed for employees of 2%. The £20M overspend on the Northern Distributor Road would be covered from reserved capital expenditure funds. There would be no effect on the county council with the demise of Carillion. Work was still ongoing to make services more efficient, with rationalisation the mobile library service being explored and co-location of services to free up buildings either for sale or as income generators by rental
- 18/005 MATTERS RELATED TO THE PLAYING FIELD: Cllr Loades advised that he had reviewed seats and would be recommending seats made from recycled materials. The clerk advised that he had been notified that grant funds would be made available to the council from the final distribution from the Outdoor Sports and Play Area fund and this would be of the order of £580. The balance would be funded from the playing field funds being transferred to the council. It was unanimously **AGREED that a bench from the Jubilee range from Glasdon would be purchased and this would be delivered to Cllr Loades who would then arrange its installation.** The clerk agreed to follow up with Breckland the provision of a litter bin
- 18/006 MATTERS RELATING TO GROUNDS MAINTENANCE CONTRACTS: The clerk reported that he had received the tree survey and work was needed on 6 trees on the Campyngland. He would speak to Geoff Clark re having this work done. The report was **NOTED.** The clerk advised that the main contract with CGM for grounds maintenance had been signed for the 2018 season and included the additional works that had been commissioned for the war memorial and playing field car park during the 2017 seasons. The contractor had proposed to retain the 2017 rates for the 2018 season. The report was **NOTED.**

- 18/007 PLANNING: The Council **NOTED that the following decision notice had been received:**
3PL/2017/1265 13 Fairview Drive Approved
- 18/008 BRECKLAND LOCAL PLAN: The local plan had been submitted to DCLG for inspection on 30 November 2017 and the inspector had been appointed. Breckland had appointed a programme manager to coordinate the inspection with the inspector.
- 18/009 BUDGET 2018/19: The clerk explained the basis for his proposed budget and answered questions that were forthcoming. By resolution proposed by Cllr Mulford and seconded by Cllr Loades, the budget as presented with income of £ 9155.00 and expenditure of £ 9246.22 was unanimously **AGREED.**
- 18/010 It was further unanimously **AGREED that the precept for 2018/19 would be set at £ 7928**
GENERAL DATA PROTECTION REGULATIONS (GDPR): The clerk's report was considered and by resolutions it was unanimously **AGREED to (i) note the report (ii) appoint the clerk as the Data Protection Officer (DPO) (iii) adopt the GDPR policy as tabled and (iv) authorise registration with the ICO at a cost of £35 annually.**
- 18/011 FINANCE:
The Council **NOTED the following receipts in December**
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| Colkirk FC - 2nd instalment rent 2017/18 season | £ 100.00 |
| Allotment rent 2018 season Towers | £ 10.00 |
| Interest December 2017 | £ 0.78 |
- Bank balances were reported at 27 December 2017 as:
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| Business Premium Account | £ 4426.19 |
| Community Account | £ 14748.07 |
- Reconciliation with the cash book was confirmed against a cash book balance at 27 December 2017 of £ 19174.26
- 18/012 ACCOUNTS FOR PAYMENT: By resolution proposed by Cllr Joice and seconded by Cllr Mulford, the following payments were unanimously **APPROVED for payment**
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| D/D | E-ON Streetlight electricity 10-12/17 | £ 100.98 |
| 100817 | CGM Grounds maintenance contract 11-12/17 | £ 668.50 |
| 100818 | GRESSENHALL PC Purchase of SAM2 unit | £ 323.91 |
| 100819 | C BRINDLEY Clerk's salary Dec 17-Jan 18 | £ 405.46 |
| 100820 | HMRC Income Tax Dec 17-Jan 18 | £ 2.80 |
| 100821 | RAVENCROFT TREE SERVICES Tree survey | £ 270.00 |
- 18/013 SAM2 TRAFFIC SIGN: The council **NOTED the addition of the SAM2 traffic sign when it was in the parish to the council's insurance cost at no additional cost for the current year but with an anticipated annual premium increase of approx £33 from renewal**
- 18/014 EXTERNAL AUDITOR APPOINTMENT: The council **NOTED the appointment of PKF Littlejohn LLP as external auditor for a 5 year period starting with the 2017/18 financial year**
- 18/015 NORFOLK PLAYING FIELD ASSOCIATION: The council **AGREED that it would join the organisation at a cost of £20**
- 18/016 CLERKS AND COUNCILS DIRECT JANUARY 2018: Receipt of the magazine was **NOTED**

- 18/017 ITEMS FOR FUTURE MEETINGS: Update on traffic issues and dog fouling raised by members and the member of the public
- 18/018 DATE OF NEXT MEETING: Tuesday 13th March 2018
- 18/019 The chairman moved to exclude members of the press and public in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2 to discuss the award of a contract containing commercially sensitive information
- 18/020 OUTDOOR GYM EQUIPMENT: The council considered tenders received for the supply and installation of outdoor gym equipment on the Campyngland and unanimously **AGREED to award the contract to HAGS**
It was further **AGREED to arrange a site meeting with the contractor to finalise the exact location of the equipment on the Campyngland.**
Finally, it was **AGREED that thanks would be given to residents who had been members of the working group for their commitment made to the project and the guidance that they had given**

There being no further advertised business, the Chairman closed meeting at 21.10

Signed as a true record

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Date

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