

Minutes - May Council held on 9th May 2017 at Colkirk Village Hall at 7.30pm

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

The clerk Charles Brindley was in attendance.

- 17/045 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 2017/18 and he duly signed his declaration of acceptance of office**
- 17/046 APOLOGIES FOR ABSENCE: Apologies for absence were received and accepted from Cllr Mulford (holidays) and Cllr Smith (personal emergency)
- 17/047 ELECTION OF A VICE CHAIRMAN: In his absence, the clerk confirmed that the outgoing vice-chairman had indicated his willingness to restand. Cllr Mulford was nominated by Cllr Loades and seconded by Cllr Whiteside. There being no other nominations, it was **AGREED that Cllr Mulford would be the vice-chairman for the year 2017/18.**
- 17/048 STANDING ORDERS: A proposal from the clerk was made by the clerk that the standing orders should be updated to reflect current legislation. It was **AGREED that a revised draft of standing orders should be brought to the next meeting for consideration and adoption**
- 17/049 CONFIRMATION OF RFO FOR 2017/18: It was proposed by Cllr Stamford and seconded by Cllr Whiteside that Charles Brindley should be confirmed as RFO for 2017/18 and this was **AGREED unanimously**
- 17/050 MEETING DATES FOR THE YEAR 2017/18: It was agreed that the dates for ordinary meetings of the council should be July 18th, September 12th, November 14th, January 16th 2018, March 13th 2018 and May 15th 2018
- 17/051 DECLARATIONS OF INTEREST: There were no declarations of interest
- 17/052 MINUTES OF MEETINGS DATED 14 MARCH 2017: as previously circulated, draft minutes were considered. By resolution proposed by Cllr Loades and seconded by Cllr Barron, it was unanimously **AGREED that the minutes were a true record and were duly signed by the chairman**
- 17/053 CLERK'S REPORT: The clerk reported that he was still waiting for responses from Breckland regarding the houses adjacent to the Crown. It was **AGREED that the district councillor would be asked to assist with getting answers to outstanding questions.** A response to the application for funding for outdoor gym equipment was expected by the end of May. The clerk's report was **NOTED**
- 17/054 MATTERS RELATING TO THE GROUNDS MAINTENANCE CONTRACT: The clerk reported that the new contract had now started and works were progressing as per the contract. It was reported that the church yard looked better this year than last. The council **AGREED unanimously to include the maintenance around the war memorial in the contract**

- 17/055 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS: Neither were present and no reports had been sent.
- 17/056 ANNUAL ACCOUNTS 2016/17: The annual accounts were presented and considered. It was **AGREED unanimously, by resolution proposed by Cllr Barron and seconded by Cllr Stamford, that the accounts as presented were a true record of the council's financial performance during the year ended 31 March 2017 and the chairman and RFO were authorised to sign accordingly**
- 17/057 ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2017: 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 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 section 4 was circulated and the report was **NOTED.** Finally it was **AGREED to set the dates for public inspection of the accounts from 5th June to 14th July inclusive**
- 17/058 PLANNING: The Council **NOTED that the following decision notices had been received:**
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|---------------|--------------------------------|-----------|
| 3PL/2017/0126 | Manor House Cottage, School Rd | Permitted |
| 3PL/2017/0155 | Pantiles, Dereham Rd | Permitted |
| 3PL/2017/0197 | Bottle Brake Farm, Oxwick Lane | Permitted |
- 17/059 FINANCE:
- The Council **NOTED the following receipts in April**
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|-----------------------------|-----------|
| Precept 1st half 2017/18 | £ 3697.00 |
| LCTS grant 1st half 2017/18 | £ 98.50 |
- Bank balances were reported at 27 April 2017 as:
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|--------------------------|-----------|
| Business Premium Account | £ 4425.41 |
| Community Account | £ 9320.20 |
- Reconciliation with the cash book was confirmed against a cash book balance at 27 April 2017 of £ 13745.61
- 17/060 ACCOUNTS FOR PAYMENT: By resolution proposed by Cllr Joice and seconded by Cllr Whiteside, the following payments were unanimously **APPROVED for payment**
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|--------|---------------|---|-----------|
| 100787 | C JOICE | Gift for T Rand | £ 49.95 |
| D/D | E-ON | Electricity - streetlights - Jan - Mar 17 | £ 90.31 |
| 100788 | PLAYDALE | Repairs to play area equipment | £ 1185.15 |
| 100789 | NORFOLK ALC | Annual subscription 2017/18 | £ 143.21 |
| 100790 | ZURICH | Insurance Premium 2017/18 | £ 559.70 |
| 100791 | C BRINDLEY | Clerk's salary Apr-May 17 | £ 405.66 |
| 100792 | HMRC | Income Tax Apr-May 17 | £ 2.60 |
| 100793 | ANGLIAN WATER | Water supply - playing field - Jan-Apr 17 | £ 13.94 |
- 17/061 NORFOLK AND NORWICH ASSOCIATION FOR THE BLIND: It was **AGREED to donate £ 200 to the charity using powers under LGA 1972 s137**
- 17/062 NORFOLK FAMILY MEDIATION: IT WAS **AGREED to make no donation to this request**
- 17/063 ANGLIAN WATER BUSINESS: The correspondence was **NOTED**
- 17/064 HAGS: The correspondence was **NOTED** and this might be needed if the application for outdoor gym equipment is successful
- 17/065 RESIDENT'S CORRESPONDENCE: The suggestion to site a bench on the playing field was thought to be a good idea and it was **AGREED that a budget of £300 should be allocated for its provision**

- 17/066 GLASDON: Receipt of the catalogue was **NOTED**
- 17/067 ITEMS FOR FUTURE MEETINGS: The request from the football club for use of the playing field for the 2017/18 season will be considered

There being no further advertised business, the Chairman closed meeting at 20.23

Signed as a true record

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Date

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