

# MARLINGFORD & COLTON ANNUAL PARISH COUNCIL MEETING

Colton Village Hall, 13<sup>th</sup> May at 8pm

Minutes

Present

John Morse	JM	Chairman
Debbie Perfect	DP	Councillor
Mark Pfeiffer	MP	Councillor
Maria Hutson	MH	Parish Clerk

Margaret Dewsbury	MD	Parish and District Councillor
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- 1. To elect the chairman – chairman to sign the declaration of acceptance of office**  
John Morse was elected unopposed; and signed the declaration of office
- 2. To elect the vice-chairman**  
Mark Peiffer was elected unopposed
- 3. To consider accepting apologies for absence**  
Apologies were accepted from David Woods
- 4. To receive declarations of interest on items on the agenda and consider any requests for dispensations**  
None. Clerk reminded Councillors to update their Register of Interests form with SNC if there are any changes.
- 5. To consider planning delegation arrangements to the Clerk**  
It was agreed that the following delegation would remain: To submit planning comments in accordance with the planning policy.
- 6. To consider financial delegation Arrangements to the Clerk**  
It was agreed that the following delegation would remain: To incur expenditure, subject to a limit of £500 and consultation with the Chairman, in cases of extreme risk to the delivery of services.
- 7. To nominate a Member to Inspect the Cash Book**  
It was agreed that Mark Peiffer will undertake this role. MH to meet with him to give him an overview of Parish Council finances
- 8. To consider Co-opting a Councillor**  
None at this time
- 9. To agree the minutes of the Parish Council meeting held on 11<sup>th</sup> March 2025**  
MP proposed and DP seconded that they were an accurate record, all in agreement.
- 10. Open forum for Public Participation: an opportunity to hear from the public**  
MD gave an update on local government reorganisation
- 11. Matters arising from the minutes of the last meeting**

MP has applied for a Galliford Try grant for fencing at Marlingford Conservation area/play area.

**12. Any time limited correspondence – for information only**

Broadland & South Norfolk Design Code - 3rd stage public & stakeholder engagement; A47 updates; Public Spaces Protection Order (Dog Fouling & Dog Control) Renewal Consultation; River maintenance work; Local Government Reorganisation updates – these were all noted

Forest school request from resident to use Marlingford Conservation area – this was noted and there were no concerns regarding this. Risk assessment and insurance documents were requested in due course

**13. To receive a Highways update**

There has been no progress contacting Highways regarding the outstanding potholes and other work that is needed. JM to resend the email to Margaret Dewsbury.

An email has been received from a resident regarding speeding on Bawburgh Road, Marlingford. Data has been sent regarding this from the SAM 2 and the resident is going to contact the local MP and other agencies.

**14. To receive a footpath update including considering potential funding bids**

DP reported that the footpaths are generally in good condition. There is some areas that are overgrown in Colton Woods which will be monitored.

There is funding available through SNC for conservation projects. The funding could be used to make the circular walk in Colton accessible for wheelchairs. Norfolk County Council would need to be in agreement for any improvements and to date although a request has been submitted there has been no response. It was proposed to put in an expression of interest, all in agreement. Clerk to contact James Alston and JM to introduce DP.

**15. Planning**

**a) Any received after the publication of the agenda**

None

**b) To note delegated responses to;**

[2025/0791 | Replace existing conservatory with single storey extension | Fivefarthing Church Lane Colton Norfolk NR9 5DE](#)

[2025/0483 | Detached garage with home office and annexe | The Oaks Barford Road Marlingford Norfolk NR9 5HU](#) – amended

Both applications were supported.

**c) To hear of any planning decisions made by South Norfolk Council**

[2025/0791 | Replace existing conservatory with single storey extension | Fivefarthing Church Lane Colton Norfolk NR9 5DE](#)

Approved with conditions

[2025/0483 | Detached garage with home office and annexe | The Oaks Barford Road Marlingford Norfolk NR9 5HU](#)

Approved with conditions

[2025/0473 | Single storey rear extension, raising of roof including dormer windows | Lynton Bawburgh Road Marlingford Norfolk NR9 5AG](#)

Approved with conditions

[2024/3522 | Erection of a detached self build dwelling and garage | High House Farm High House Farm Lane Colton Norfolk NR9 5DG](#)

Refused

#### 16. Financial matters

**a) To consider the Internal Auditor's report for year ending 31 March 2025**

This was received and reviewed. There were no recommendations

**b) To agree the accounts for year ending 31 March 2025**

These had been circulated and were agreed.

**c) To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form**

It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could decide to exempt itself from External Audit. This was considered and it was agreed to exempt from external audit and to authorise the Clerk and Chairman to sign the form.

**d) To consider the assertions on, and complete, the Annual Governance Statement 2024/25 and to authorise the Clerk and Chairman to sign**

The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.

**e) To consider and approve the Accounting Statements 2024/25 and to authorise the Chairman to sign.**

The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.

**f) To note the dates for the publishing of the electors rights.**

These were noted as Tuesday 3 June to Monday 14 July 2025

**g) To authorise payments for May 2025**

Clerk Salary and Expenses	£447.71
Norfolk Pension Fund, May 24	£118
Sonya Blythe, Internal Audit	£100
Clear Council insurance premium	£541.75
Parish Online, website	£232.58

These were agreed and will be authorised on the banking

**h) To note payments made since the last meeting**

NPTS subs	£184.90
Norfolk Pension Fund, March 25	£106.76
ICO Subs	£47.00
Clerk Salary and Expenses, April 25	£440.81
HMRC, PAYE month 1	£87.92
Unity Bank, service charge	£6.00
Norfolk Pension Fund, April 25	£118.00

These were noted

**i) To note receipts received**

HMRC Vat refund	£407.36
South Norfolk Council, precept	£9245

These were noted

**j) To receive quotes and authorise the renewal of the Council's insurance**

3 quotes were requested, they were received from Clear Council (current insurer) and Zurich. AJG would not quote as they could not be competitive. It was agreed to renew with Clear Councils and enter into a 3 year long term agreement.

**k) To note the financial summary**

This was noted.

**17. Any other urgent business to be noted**

None

**18. To invite submissions for any items for inclusion on the next agenda**

MP gave his apologies for the next meeting

**19. To confirm that the next Parish Council Meeting will be held on 8<sup>th</sup> July, 7pm, Colton Village Hall**

Meeting closed at 20:55