

MARLINGFORD & COLTON ANNUAL PARISH COUNCIL MEETING

Colton Village Hall, 12th May 2026 at 8:19pm

Minutes

Present

John Morse	JM	Chairman
Debbie Perfect	DP	Councillor
Mark Pfeiffer	MP	Councillor
Derren Wyatt	DW	Councillor
Maria Hutson	MH	Parish Clerk
Greg Parton (from item 9)	GP	Councillor

Margaret Dewsbury	MD	District Councillor
Malcolm Latache	ML	County Councillor

3 members of the public

- 1. To elect the chairman – chairman to sign the declaration of acceptance of office**
John Morse was elected unopposed; and signed the declaration of acceptance of office
- 2. To elect the vice-chairman**
Mark Peiffer was elected unopposed
- 3. To consider accepting apologies for absence**
None
- 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 and confirm bank signatories**
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. It was agreed to remove David Woods from the banking mandate, the paperwork was signed.
- 7. To nominate a Member to Inspect the Cash Book**
It was agreed that Mark Peiffer will undertake this role.
- 8. To consider Co-opting a Councillor**
MP proposed, DP seconded to co-opt Greg Parton as a Councillor, all in agreement. Greg signed the declaration of acceptance of office and joined the meeting
- 9. To agree the minutes of the Parish Council meeting held on 10th March 2026**
MP proposed and DP seconded that they were an accurate record, all in agreement.

Signed

Date

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10. Open forum for Public Participation: an opportunity to hear from the public

None

11. Matters arising from the minutes of the last meeting

None

12. Any time limited correspondence – for information only

A47 updates

LGR updates

Western link updates

These were noted

13. To receive a Highways update

A47 remains a significant issue as discussed at the APM. Road closures are increasing the traffic through the village, from 250 a day to 2000. This will be monitored and SAM 2 data will continued to be shared with the police.

14. To receive a footpath update

There has been an increase in dog waste on the paths. Undergrowth starting to grow on the paths. A fallen tree has been reported. There is also an issue with a gate latch which DP will report to Norfolk CC

15. To receive an update on grass cutting/maintenance of amenity areas and consider next steps

Justin Ritchie is unable to commit to continuing the grass cutting/maintenance.

Quotes were sought from 4 companies and received from 2 companies. JM proposed and DP seconded to appoint Norse to undertake the contract. MH to contact Norse and ask to liaise with MP regarding keys for the gates. The frequency of the cutting to be monitored over the year.

16. To consider quotes for replacing the fence at Colton amenity area

JM has got quotes of materials for £317.20 which with the help of Councillors and Village Hall committee can be installed replacing the broken fence.

MP proposed DW seconded a budget of £400 for materials as quoted above. JM to buy the materials and will liaise with others regarding installing the fencing.

17. Planning

a) Any received after the publication of the agenda

None

b) To note delegated responses to;

[2026/0612 | Retention of access gateway \(retrospective\) | Land South East Of Easton Road Marlingford Norfolk](#)

This was supported

[2026/0727 | Two storey side extension | 9 Barford Road Marlingford Norfolk NR9 5HU](#)

This was supported.

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

None

18. Financial matters

a) To consider the Internal Auditor's report for year ending 31 March 2026

Comments were noted regarding publishing Band D precept payments and offering a WFH allowance as allowed by HMRC tax free.

Signed

Date

The Precept request from SNC after the precept is set, the band D figure will be noted at future meetings.

b) To agree the accounts for year ending 31 March 2026

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 2025/26 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 2025/26 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 Wednesday 3rd June - Tuesday 14th July

g) To authorise payments for May 2026

Clerk Salary and Expenses	455.12
Norfolk Pension Fund, May 26	135.36
Sonya Blythe, Internal Audit	100
Insurance premium	546.75
Parish Online, website	408
HMRC Month 2	100.47

These were approved and will be added for authorisation

h) To note payments made since the last meeting

NPTS	240
Norfolk Pension Fund	151.61
ICO	47
Clerks Salary and Expenses, April 26	448.87
HMRC PAYE	100.47
Unity Trust, Service Charge	7
Norfolk Pension Fund, April 26	135.36

These were noted

i) To note receipts received

HMRC Vat refund	237.76
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Signed

Date

These were noted

j) To note the financial summary

This was noted

19. To consider the reviewed policies;

- a. Statement of Internal Control
- b. Risk Management Policy

These were no amendments, these were approved.

20. Any other urgent business to be noted

None

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

Training for Councillors

22. To confirm that the next Parish Council Meeting will be held on 7th July, 7pm, Marlingford Village Hall

Note the new venue to be confirmed

Meeting closed 21:14

Signed

Date