

# **COLTISHALL PARISH COUNCIL**

## **Minutes of the Parish Council Meeting held at the Village Hall Lounge on Monday 9<sup>th</sup> January 2017**

### **Present**

Penny Loiez, Michael Spinks, Doreen Snelling, Mark Rischmiller, June Lillingstone, Amanda Taylor-Pope, Trevor Goddard, County Councillor Tom Garrod, District Councillor Alan Mallett, and 4 parishioners.

### **Safety notices were read out.**

#### **1. Apologies**

Tom Grant

#### **2. Declarations of interest in items on the agenda**

Doreen Snelling and Michael Spinks declared interests in item 9 – Playschool, Village Hall Charity.  
Trevor Goddard Item 12 – Bowls Club

#### **3. Minutes of the Parish Council Meeting 7<sup>th</sup> November 2016**

Accepted as a true record and signed by Penny Loiez as Chairman .

#### **4. Matters arising from the minutes, not on the agenda**

Item 1 - Doreen Snelling had not attended the November meeting, and had tendered her apologies.  
Item 9 - The overhanging branches at Westbourne Road were still under discussion with Highways.  
Item 10 – Standing Orders were suspended. Mr Mallett reported that the service road in front of Bakery Court was the subject of a court case some 35 years ago. It was decided that it is a vehicular right of way, confirmed on maps held at the Norfolk archive. Mr Benjy Jordan has no objection to the stopping-up of the entrance nearest the corner. June Lillingstone advised that all legal matters were being dealt with by Watsons. Standing Orders resumed.

#### **5. Applications to join the Council**

Linda Jeckells had withdrawn her application to join the Council on health grounds.

#### **6. Reports from District and County Councillors**

Alan Mallett had nothing to report. Tom Garrod advised that there was little news, but that a meeting would be held on Friday 13<sup>th</sup> January to discuss changes to the Norfolk County Council budget to raise council tax and implement the adult care allowance.

#### **7. Police**

Nothing to report.

#### **8. Highways**

The pot-hole on Frogge Lane had been poorly repaired. Hautbois Road will not be gritted despite our frequent requests. Two accidents had occurred within two days during December. Highways has no plans to consider a 30mph speed limit on the Hautbois Road. Vehicles are using the right hand road around the grass triangle on the Frogge Lane/Hautbois Road in spite of the sign. Coupled with speeding vehicles this is a potential accident site. The sign for White Lion Road is under consideration. The white lines in High Street and near the Post Office have faded; June Lillingstone to contact Highways. Penny Loiez had received a call about leaves causing a slip hazard. The leaf clearing schedule was set by Highways last year, so the lady was advised to make a formal complaint to Highways, and obtain a complaint number.

#### **9. Preschool play area**

Trudy Hubbard-Fines had kept the clerk informed of progress, and had reported that the area was

complete and had been well-received by children and their parents. The area is now safe and secure, and will be an asset to the Preschool. Councillors had seen the area and were very pleased that it had been planned, funded and built within a short space of time.

#### **10. Phone mast**

Copies of all documents had been circulated to Councillors for their perusal. An email received by the clerk today had confirmed that planning consent had been given by Broadland DC. A separate email confirmed that Shared Access will cover the cost of all disbursements as well as Ratio Law's charges. Councillors **confirmed** that they are satisfied with the proposed contract and that the Council should proceed with the scheme.

#### **11. Outdoor gym equipment**

Three companies had been invited to quote. Two had visited the site and submitted quotations for five items of apparatus; Wicksteed and Calloo. The Wicksteed price was £13,869.80, the Calloo price was 8394.00, both included delivery, installation and VAT. Both sets of equipment are covered by appropriate safety standards and are guaranteed. Trevor Goddard expressed concern about liability. Zurich Municipal insures the Council, and undertakes an inspection of all play equipment annually. Mark Rischmiller inspects equipment weekly and completes a checklist which he sends to the clerk. The clerk will enquire of Zurich whether any further steps should be incorporated into the checklist to comply with safety requirements. Councillors had inspected the plans, and having discussed the quotations, **agreed** to award the contract to Calloo. Trevor Goddard abstained. The budget for this year has an allowance of £6000 for play equipment, and also has an allowance for community projects of £2000. If the equipment is to be installed in this financial year, Councillors could vote to via funds from the community projects allowance to cover the shortfall. Alternatively, the £6000 could be ring-fenced and carried forward to the next budget. It was **agreed** to via funds from community projects and order immediately. The clerk will submit the order and obtain a delivery date. Prices for new benches will be gathered for discussion at next meeting.

#### **12. Facebook/Twitter**

Trevor Goddard thought that the Parish Council could be better promoted to make it relevant to parishioners, especially the younger people, and to advertise the good work of the Council. He suggested a board on the bowls club fence, to take advantage of the huge footfall. The sign could be replicated for notice-boards to make the Council more apparent to parishioners and visitors. Facebook and/or Twitter sites would need to be updated on a daily or weekly basis. As none of our current Councillors has the time or expertise to maintain such sites, it was suggested that we should advertise for a new councillor with I.T. skills. Penny Loiez will design a poster for the Marlpit and various other sites within the village.

#### **13. Correspondence**

1. Tom Grant had resigned as Councillor due to pressure of work and his impending marriage.
2. Revitalise had requested a donation. The clerk had tried to contact them without success to establish their work within the parish.
3. Rev Engelson requested Council support for a plan to renovate St Theobald's church into a useable space. The Council would gladly support his efforts; the clerk to enquire of him how the Council might help, and invite him to next meeting.
4. The clerk had requested a quotation for disabled signs for the Village Hall. She will chase it up.
5. North Norfolk Community Transport had thanked the Council for its donation.
6. Historic England is compiling a listing of War Memorials as part of its response to the centenary of WWI, and had emailed a report on the history, stone used, location and inscription.
7. Age UK had requested a donation. Councillors were aware of support given in the parish and **agreed** a donation of £100. Amanda Taylor-Pope declared an interest and abstained.

#### **14. Finance**

Financial report.

Copies of the current budget to date and bank reconciliation had been sent to all councillors, and were **accepted**.

Payments since last meeting	
J B Elvy Salary November	484.70
URM	22.32
Garden Guardian grass cutting	5033.21
Garden Guardian delegated verge cutting	1184.12
	<b>6724.35</b>
Receipts since last meeting	
Bank interest	0.20
Bank accounts as at 9 <sup>th</sup> January 2017	
Current account	30020.51
Deposit account	12689.94
<b>Total at bank</b>	<b>42710.45</b>
Outstanding cheques	NIL
<b>Total</b>	<b>42710.45</b>
Payments due this meeting	
J B Elvy – salary December	484.70
J B Elvy – expenses November/December	104.53
<b>Total</b>	<b>589.23</b>

Payments **unanimously** approved

The burden hitherto carried by Doreen is to be taken by Kevin Fisher this year. The invoices up to the year end have been sent out and accounts will be updated. There is only one late payment. Kevin Fisher has been prompted for the information promised at the meeting in November; he is currently away for two weeks, after which the new regime will begin. The Charity will then seek to bring in new volunteers.

### **15.Planning**

There were no objections to :

Application 20161877. 41 Church Street, replacement windows and doors.

Application 2016926. Ivor Cottages, 53 Rectory Road, single storey side and rear extension.

Application 20161969. Football field, Rectory Road, replacement of existing floodlight with 15m unshrouded monopole to support 3 telecommunications antennae, installation of 2 dishes, 3 ground-based equipment cabinets, and associated works.

In circulation : Application 20162065. 9 College Close, garage conversion/ extension

All matters reserved for one detached three-bedroomed self-build dwelling, Appletree Cottage 21 The Hill

Application K2610/W/16/3158087, 8a Addison Close, dismissed on appeal.

### **16.Dog bin**

The bin had been delivered, the clerk to chase Jeremy Hall.

### **17. Any other business**

Trevor Goddard noted that the web-site was out of date. It is managed by a volunteer at present; it could be taken over by a new I.T.-conversant Councillor.

### **19. Public participation**

Wendy Sparrow asked if the clothes bank had been broken into. It had been left open, the door was jammed due to a poor mechanism. Staff had been asked to replace it with a smaller bin and reposition it beside the other bins. The clerk to contact Broadland DC re this and the recycling revenues from the clothes bank.

Doreen Snelling promised to chase up the revised bus timetable.

**Meeting closed at 8.55pm. Next meeting is on Monday 6<sup>th</sup> March 2017  
in the Village Hall Lounge at 7.30pm**