

COLTISHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall Lounge on Monday 4th September 2017

Present

Mark Rischmiller, Michael Spinks, Doreen Snelling, June Lillingstone, Amanda Taylor-Pope, Bill Musson, Bob Grindrod, Mike Kirkham, District Councillor Jo Coplestone and 16 parishioners.

Safety notices were read out.

1. Apologies

None.

2. Declarations of interest in items on the agenda

Doreen Snelling and Michael Spinks declared interests in items 8, 9 and 11, Pre-School, changing rooms, Village Hall Charity; June Lillingstone and Amanda Taylor-Pope in item 16, War Memorial site.

3. Minutes of the Parish Council Meeting 3rd July 2017

The minutes were accepted as a true record and signed by Chairman Mark Rischmiller.

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

The trees on Church Street are becoming a hazard. June Lillingstone had written to Mr Bradbury concerning them and is awaiting a reply.

5. Reports from District and County Councillors

None from County Councillor Tom Garrod.

Jo Coplestone introduced herself as our new District Councillor; she has been assigned to several committees – licencing and regulatory, overview and scrutiny, HMP Bure Liaison, Broads scrutiny and the appeals panel. A draft proposal for Norwich Airport sets out a vision for the next 30 years based on increased passengers from the current 500,000 per annum. Increased flying is at present restricted by conditions laid down in the 1980s. The runway is too short to accommodate larger, quieter planes hence the consultation.

A Speedwatch meeting with our PC Greig Shepherd and Highways highlighted accidents in Coltishall showing a disparity between reported and actual accidents. Traffic will increase in Coltishall due to new housing in Rectory Road and in North Walsham. Highways has no available funding, but the 15% CIL from the Rectory Road development will net circa £18,000. A meeting on 12th September was arranged by Lorne Green, the Police and Crime Commissioner, in Aylsham, to address his concerns about traffic in small villages, discuss small safety vans to help manage traffic. There would be an opportunity to question Chief Constable Simon Bailey followed by a question and answer session with Mr Green. Broadland DC is encouraging all taxi drivers to attend safeguarding training. The Dementia Alliance made a presentation at Broadland DC, and a Dementia Café was considered. A link will be sent to parishes when Sally Hoare returns from holiday. Jo Coplestone was thanked for her report and welcomed to the parish.

6. Bill Dickson, Allotments

The Allotments Committee elected Bill Dickson as Chairman following the resignation of Michael Ramone. Mr Dickson introduced himself; he had held an allotment since last year. On Mr Ramone's departure as Chairman he had volunteered his services if no other candidate came forward. He had found the position to be almost full-time at first as documentation needed to be brought up to date, and allotment-holders apprised of their responsibilities. A change of attitude is now beginning to produce results due to continued work by Bill Dickson; a couple of tenants have chosen to give up their plots rather than abide by the Tenancy Agreements, but most are now compliant, and the allotments are much improved. Councillors ratified Bill Dickson's appointment as Allotments

Chairman, and agreed that tenants must abide by the Agreement. The Parish Council will give its backing to Bill Dickson's enforcement of the rules.

7. Public participation

Standing Orders were suspended. Mike Warren asked if any discussions had taken place on the exclusive use of the lounge area by the Pre-School, following last meeting in July. Mark Rischmiller explained that a precedent had already been set by the Bowls Club's exclusive use of the bowls ground, and that the income from the Pre-School was vital to the continued viability of the Village Hall. This matter will be on the November agenda.

Darren Thirtle noted that although the allotments hedges along Rectory Road had been cut, they are now looking unkempt. June Lillingstone will contact Highways, but the Council may be obliged to pay for any additional work. It was suggested that a proper footpath should be made between the car park at the football field and the school, and that the car park should be enlarged. Funding could come from the phone mast revenue, and the school-children could be involved. Standing Orders resumed.

8. Finance Report

Financial report.

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

Doreen Snelling requested that the insurance contribution from the Council to the Charity be reinstated, **agreed**, Doreen Snelling and Michael Spinks abstained from the vote.

Payments since last meeting

J B Elvy salary July	484.90
David Gillett tree survey	690.00
Mazars external audit	270.00
Jeremy Hall repairs	485.00
Total	1929.90

Receipts since last meeting

Bank interest	0.50
---------------	------

Bank accounts as at 4th September 2017

Current account	58730.03
Deposit account	27723.85
Total at bank	86453.88
Outstanding cheques	NIL
Total	86453.88

Payments due this meeting

J B Elvy – salary August	484.90
J B Elvy – expenses July-August	187.95
Coltishall Commons Trust dyke clearance	54.67
Steve Jackman web training and design	96.00
Dissigns – MUGA signage	28.20
Total	851.72

Payments **unanimously** approved. Bill Dickson requested approval to order a new gate at a cost of £475.00, **approved**.

The **proposed budget for 2018-19** was presented to Councillors for their perusal, to be agreed at the November meeting. It was noted that the Pre-School grant request has not yet been received.

Criteria for capital expenditure Bob Grindrod had emailed Councillors with his suggested criteria to decide on priorities following receipt of monies for the phone mast. These must, inter alia,

maximise the benefits to the majority of parishioners and be fairly distributed, match-funding should be sought including from the Parish Partnership Scheme, and the future maintenance of new items must be considered. Community involvement should be encouraged. An EGM to discuss spending criteria should be promptly convened for November as bids for Parish Partnership funds must be received by 11th December 2017.

Proposals for capital expenditure can be requested via the Marlpit and given direct to Councillors, and assessed according to the criteria set by the EGM.

9. Grant request changing-rooms

Ted McCarter had requested a grant towards renovations in the changing-rooms. The club has begun painting, cleared rubbish, purchased kitchen equipment. In order to provide refreshments on match days the club wishes to convert one room into a small kitchen and install essential units, surfaces, sinks and hand drier. Windows are broken and frames rotten, so a grant would allow works to be completed promptly. The Charity had purchased new floodlights to improve winter training. Councillors **agreed** that a grant of £1500 should be made available.

10. Planning application for Seven Acres

Standing Orders were suspended.

Mr Andi Gibbs, architect for the proposed development, presented plans and sketches of the building, saying that it will raise the standard of design, be of increased sensitivity to its surroundings and the village, be energy-neutral, and use local craftsmen. It will be three-storey, cut into the land to reduce its visual impact. Studies have been conducted on ecological and arborial mitigation. The garage will be set away from the house for aesthetic reasons, and cars would be kept away from the house. Several parishioners were concerned about the impact on wildlife, traffic on the narrow lane leading to the house, and District Councillor Jo Copplestone questioned approval under Paragraph 55 of the National Planning Policy Framework. Mr Gibbs advised that Highways had no objections to the build. The design and access statement, and the 16 conditions set by planners prior to commencement of work, would answer any issues. Mr Gibbs was thanked for his presentation, and Standing Orders resumed.

Planning

No objections:

- BA/2017/0230/HOUSEH Wherry Quayside, 38 Anchor Street Extension
- 20171117 Extension of proposed Area of External Lime Render, The Old House, 15 Church Street.
- BA/2017/0174/HOUSEH Meadside, Church Loke, Single Storey rear extension (already approved for info only)
- 20171127 Two Storey Extension Grebe Cottage, Church Close
- BA/2017/0229/TCAA Removal of Sycamore tree
- BA/2017/0238/TPOA Silver Birch – fell & replace

Following Application has objections:

20171171 Erection of Five Bedroom Dwelling, land at Seven Acres.

Objections include development outside settlement boundary, would set an unwanted precedent, access issues on Seven Acres Lane and lack of Ecology report and destruction of wildlife habitat/disturbance to wildlife.

Appeal

20170168 Bridge House Illuminated Banner Advertisements

Forwarded to Secretary of State. We are not permitted to comment any further

Closed Enforcement Cases:

20170938 Remove permitted Development Condition for Obscured Glazed Roof-Lights, Barn End, 4 Great Hautbois Road.

Passed

Mr R Bromley's (2 Great Hautbois Road) objection was refused.

Outstanding Planning Enforcements:

Complaint. Occupation of outbuilding formerly used as antiques shop
Coltishall House, 2 Gt Hautbois Road, Coltishall, Norwich NR12 7JN.
Claim is being checked with owner.

N B 20170926 Use for year round Weddings and other Events, Hautbois Hall, Mayton Road
Mr Lester Bayfield. Property will go on the market in September. BDC requested to inform
the Council of any possible change of use proposed by new owner.

Proposed monthly meeting

Bill Musson **proposed** the formation of a Planning Committee comprising of six
Councillors including the Chairman, meeting monthly. It would be a public meeting, posted
on notice-boards, the web-site and in the Marlpit, and minuted. Decisions would be reported
to the next full Parish Council meeting. Contentious applications would be discussed in full
Council. The proposal was **accepted**.

11. Charity Report presented by Doreen Snelling.

At the present time there are 9 regular hirers of the hall. The cricket team and junior football team
continue to play. The Bure Valley team have been hard at work painting the changing rooms and
disposing of all unwanted items. The Preschool have kindly fitted new toilet seats to the ladies and
Trudy Hubbard-Fines, Mark Rischmiller and Michael Spinks have cleared the cellar and disposed of
unwanted items which has made a vast improvement and thanks go to them.

Vandalism has decreased however the Preschool outside play area and the cricket pavilion window
have been damaged, along with minor damage to the hall.

Finance update

The balance at 30th August was £3,456.03 with an estimate of £2,454,36 at the end of December
2017.

The utility costs have risen considerably and other companies will be checked to see if savings can be
made. Two new volunteers have offered to help, along with Trudy Hubbard-Fines and the priorities
are increased bookings and fund-raising.

Maintenance projects

The hall needs repainting and the Preschool have offered to help with this. The electrical checks are
due with a cost of approximately £700.

The football changing rooms need a considerable amount of updating and the Bure Valley have
requested a grant from the Parish Council. They are prepared to do a lot of the work themselves to
save costs.

CAST would like to request that the insurance contribution be reinstated which would help the
finances until the fund-raising and increased bookings are in place.

Cricket field benches

The preferred choice for the replacement benches are £257 each bench. There is a cost of a concrete
pad and fixing to be added.

Bowls club

Ray Thompson gave a report of the bowls club season. There are however issues with the hedge
behind the club house. Due to the close proximity of the hedge the club house now has dampness
which is causing concern. The proposal is to remove the hedge and replace with a 2 metre high
wooden fence. There would have to be a planning application for this and the bowls club were
advised to contact the Parish Council for further discussion. The hedge is due to be cut in October and
paid for by CAST.

12. Correspondence

1. Alan Mallett had thanked Councillors and parishioners for their gift of a crystal paperweight on
his retirement as District Councillor.

2. Broadland DC will organise a festival in 2018 to mark 200 years since the death of landscape gardener Humphrey Repton, and asked if he had any links to Coltishall.
3. Broadland DC invited the Council to join the Broadland Dementia Action Alliance.
4. Cringleford PC copied the Council into a letter complaining about the lack of PCSOs at parish council meetings.
5. Norfolk ALC advised of changes to Data Protection Regulations. There will be a training course on 17th October, booking at www.norfolkalc.gov.uk/training-reservations.html, £25.00 + VAT.
6. Norfolk ALC had supplied its training programme to March 2018, available from the clerk.
7. Norfolk CC has allocated £300,000 for the Parish Partnership Scheme to match-fund local community project. Submissions must be received by 12th December 2017.
8. Only three councillors had responded to Broadland DC's request for views on the proposed new-style street name-plates. The clerk requested remaining views be emailed to her.
9. The Broads Plan Forum is on 20th September 2017 at King's Centre, King Street, Norwich.
10. Norfolk CC's Autumn Seminar on Employment Matters is at the Green Britain Centre, Swaffham on 9th November 2017. Booking required, £45.00 + VAT
11. Saffron Housing re possible sites in Coltishall for affordable homes. The clerk will advise that none exists.
12. The Bure Valley Conservation group had surveyed Upper Common and recorded some 450 sightings of local wildlife. The Bioblitz report is available on request.
13. Citizens' Advice Bureau requested a donation, and provided figures for assistance given to parishioners. The request will be considered at the January meeting.
14. Ray Thompson had requested that the Council remove the hedge behind the bowls pavilion to allow necessary maintenance to be undertaken safely.
15. Jeremy Hall recommended that a carpenter be employed to splice new timber into the damaged area of the rocking horse.

13. Police report

Amanda Taylor-Pope advised that Greig Shepherd is still working alone, as PCSO Bill Kerr is not yet able to return to work. PC Shepherd is under considerable pressure, but reported there are no outstanding incidents.

14. Highways

June Lillingstone advised that the work at Church Close had been done. She had reported to Highways a complaint by a parishioner that trees and bushes were overhanging the pavement at the corner of Rectory Road and Church Street, compromising safety. June Lillingstone will report raised ironworks at the Junction of Westbourne Road and Station Road. Parking at the bottom of Rectory Road where the road narrows, and also at the bus stops, is causing congestion and will again be reported.

15. Phone mast

Installation of the mast is underway. A temporary roadway and pad have been constructed, and electrical work is currently being installed. The clerk will request a completion certificate. It was noted that the trench surface had shrunk; it will be monitored.

16. Tree survey

David Gillett had presented his survey report. Richard Church will be asked for a quotation to crown lift the oak tree at the War Memorial and undertake the work highlighted in the survey.

17. MUGA

The complaint raises several issues which are under discussion with a number of agencies. Mr Yaxley is informed of progress and was assured that the matter will be addressed.

18. Benches

Doreen Snelling estimates £257 per bench plus the cost of a concrete pad. The Charity hoped that the Parish Council would contribute towards the costs. It was noted that replacement benches had not been included in the Parish Council budgets for either this year or next.

19. Speedwatch

A meeting took place on 28th July between Bob Grindrod, Campbell Jones for Horstead PC, Jon Winnett for Highways, District Councillor Jo Copplestone, and County Councillor Tom Garrod, to discuss speeding, safe crossings, poor visibility, public transport, and traffic violations. Coltishall and Horstead have worked together, and 11 Speedwatch volunteers have been approved to cover 17 sites in the villages where Speedwatch is permitted and has been Risk Assessed. Training will take place in mid-September to early October.

20. SAM 2 machine

Speeding is a priority concern. Speedwatch will provide evidence of black-spots for the Police to prioritise. SAM 2 will measure specific locations on vehicle movements and speeds for Police records. Working with Horstead, SAM 2 will be moved 4-weekly, a minimum of three sites are needed although there are likely to be eight. The total cost is £3100, thus £1550 to Coltishall. Mark Rischmiller **proposed** to approve the purchase subject to Horstead's contribution being forthcoming, monies to come from Community Projects, **seconded** Bill Musson, **agreed**. June Lillingstone and Amanda Taylor-Pope **abstained**.

21. Web site

Bob Grindrod had completed preparation of the web site and circulated the link to Councillors who **approved** it. It is specifically for the Parish Council; it is not a village site. It will go live shortly.

22. Land at Church Close

Mr Bradbury is not willing to sell this plot of land to the Parish Council, but has agreed to pay for work to tidy the area. Bill Musson will complete and submit the necessary forms for Broads Authority permission.

23. Any other business

Doreen Snelling registered the Council's thanks to Wendy Sparrow who tidies the village unasked and thus far unrecognised. June Lillingstone noted that the Perspex in the notice-board had not yet been replaced. The clerk to chase up Jeremy Hall.

Bob Grindrod was concerned that the public found it difficult to hear proceedings, and suggested a microphone.

Bob Grindrod reminded the Council that expenditure for the Neighbourhood plan had been agreed at a previous meeting.

Mark Rischmiller read out a letter from the clerk giving notice that she will resign at the end of December. Doreen Snelling and Robert Watson thanked the clerk for her dedication to the parish during her thirteen years' service.

**Meeting closed at 9.20pm. Next meeting is on Monday
6th November 2017 in the Village Hall Lounge at 7.30pm**