



## Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Tuesday 9<sup>th</sup> February 2021 at 6.30pm

**Present:** James Matthews (JM), Michael Spinks (MS), John Haschak (JH), Michelle Thackham (MT), Doreen Snelling (DS), Richard Germany (RG) Nicola Chaney (NC) and Adam Wolton (AW) from Item 4, Rebecca Furr (Clerk, RF) and five parishioners and two agents. All by video conferencing except MS and DS via audio.

### 1. To consider apologies for absence

Apologies were received and ACCEPTED for Cllr Jo Coplestone – Broadland District Council (BDC) and Cllr Fran Whymark – Norfolk County Council (NCC).

### 2. To consider declarations of pecuniary interest on any items on the agenda and any requests for dispensations

None

### 3. To approve minutes from 12<sup>th</sup> January 2021 (to be signed at next public meeting)

Minutes were APPROVED as a true and accurate record. To be signed by chairman at next public meeting.

### 4. To report any matters arising from the previous minutes (information only)

- a. Gt Hautbois Boundary Investigation – JM. Nothing to report.
- b. Public Right of Way Application off Rectory Road – RF. The application form has been sent to Norfolk County Council and the relevant notices served on the landowners. RF has written to the relevant landowner to request specific details about their concerns regarding residents who had claimed areas outside their boundaries used by the landowner as a green highway. The landowner has not responded with any information about this yet but has stated they will be opposing the application.
- c. Update on working party for hedge cutting and planting work around the boundary of the football field. – JM. Nothing to report due to Covid restrictions.
- d. Transfer to Unity Trust Bank – RF reported Unity Bank have confirmed the switch will be completed on 10.02.2021.

### 5. Public Forum

- a. Reports received from District and County Councillor's – Cllr Jo Coplestone and Cllr Fran Whymark. Please see summary reports at the end of these minutes.
- b. Public Participation  
Two parishioners presented information about their individual planning application on the agenda. One parishioner was supported by his planning agent.

### 6. Planning

All comments will be reported to the respective authorities by the clerk.

- a. **20202408** – Red Lion, 77 Church Street – Demolition of the public house's existing single storey side/rear extensions and associated outbuildings (Sheds and lean tos) and walls

realignment of the existing access and driveway; creation of a pub garden to the side of the public house and staff and disabled parking area (incl electric vehicle charge point) to the rear of the public house; conversion of existing holiday cottages and attached shop unit into a residential dwelling, and the development of two new residential dwellings and parking areas on land adjacent to the Red Lion PH (phased development). It was AGREED to SUBMIT COMMENTS based on the advantages and disadvantages of the development discussed at the meeting. Councillors to send any further comments to clerk by 4pm tomorrow to meet deadline of consultation.

- b. **20210072** – Highbanks, 18 The Street – Proposed extension and alterations including part demolition. NO OBJECTIONS
- c. **20210172** – East Cottage, 89 Church Street – Sub division of curtilage & erection of single storey dwelling. NO OBJECTIONS. However, it was AGREED clerk will ask BDC to consider (if possible) a clause in the deeds that the single storey dwelling and East Cottage must be sold together.
- d. **To consider response to GNL Regulation 19 consultation – deadline 15<sup>th</sup> March 2021.** It was AGREED JM will consult with Norfolk Association of Local Councils and AW will consult with CPRE to gather information to present at the next parish council meeting to inform consultation response.
- e. **To consider funding an independent road safety audit on Rectory Road taking into consideration the GNL Site Allocation plan.** AGREED up to the value of £3000 for a Highways reassessment of the junctions. Clerk to obtain three quotes.

## 7. Finance

- a. Payments Received – None - NOTED
- b. Payments for Approval - APPROVED
 

The Garden Guardian	Annual Parish Grass Cutting and additional weedkilling at cricket field car park, football field car park, hedge cutting at Bowling Green, Gable end of Football changing rooms and Allotments	£6960.47
Rebecca Furr	Clerk’s Expenses (includes £40 Data Protection Fee approved at last meeting)	£94.47
- c. Previously agreed Standing Orders and Other Payments - APPROVED
 

Rebecca Furr	Payroll for February 2021	£878.62
Unity Trust	Quarterly Service Charge x2 Accounts	£36.00

## 8. Highways

- a. To identify any work for Highways attention during their inspection on week commencing 15/02/21 e.g, potholes, flooding and regular mud on roads  
JM to report issues regarding overgrown hedges on Rectory Road and Church Street which are forcing parishioners onto the road. JM will also report issues regarding the trees in the middle of the road near the school exit school and explore whether a soft path can be made for the children. JM is unable to meet Highways regarding the village gateway sign as Highways are not conducting face to face meetings due to Covid. RF to report safety issues regarding blocked ditches on Great Hautbois Road up to Seven Acres which is causing large patches of surface water.

## **9. Coltishall Village Hall and Recreation Ground (CAST)**

- a. Ms Snelling – Trustee reported that the village hall remains closed in line with Covid regulations. Ms Snelling thanked Ms Thackham for her hard work renovating the village hall including the installation of the new front doors. The bar area is still to be renovated.
- b. To receive update on agreed work to clear the brambles and scrub along the side of the football pitch and cut back the branches of the conifers on the corner. Parish Council to consider funding this work professionally if it has not been possible for volunteers to carry out due to COVID-19 restrictions. It was AGREED to defer this item when Mr McCarter submits his proposal regarding an overflow car park. MT stated there is no emergency to undertake this work as the school and football club is closed in line with Covid regulations.
- c. To review the parish council's roles and responsibilities of CAST based on financial and governing documentation. RF reported the memorandum and articles of association has been shared with the parish council. RF is seeking advice from Charlotte Stannard who is the NALC trainer for Charity Governance in relation to the parish council's roles and responsibilities as the named sole subscriber/member of the company. MT updated the council on the information learnt from her training and it is clear the parish council are not the sole trustees. AW stated that the memorandum and article of association gives the parish council control to appoint and discharge trustees. It was AGREED the parish council and CAST would continue investigations.

## **10. Allotments**

- a. To receive report from Mr Thrussell - Acting Chair of Coltishall Allotment Association. Please see summary report at the end of these minutes.
- b. To approve the licence agreement between the Parish Council and Allotment Association. APPROVED with the inclusion of "a periodic review of procedure and management will be held every three years between Coltishall Parish Council and the Allotment Association. Coltishall Parish Council will resume direct or part control of management tasks, if a review recognises poor performance issues until a satisfactory way forward is found between Coltishall Parish Council and Coltishall Allotment Association."
- c. The amendments made to the tenancy agreement and risk assessment document agreed on 08.12.20 were APPROVED.

**11. To receive update on telephone kiosk and WI request for "buy a box for a £1".** AW stated the ear piece to the telephone had been smashed. RF will report this to BT for repair. As the phone box is a grade II listed it was AGREED RF will report to BT that the parish council expect BT to maintain the pay phone apparatus but the parish council AGREE to maintain the structure to avoid this going into disrepair (with BT's consent).

**12. To consider parishioners concerns about the management of the Bure Valley Railway (BVR) and its impact on wildlife and agree any action required.** There was discussion regarding the significant removal of trees and hedges along the BVR. It was AGREED the parish council would like to be involved in the meetings Mr Fleetwood (Broadland Tree Warden Network Co-ordinator) is organising to work together with other bodies (parish councils, district councillors, BVR) and find alternative ways to support the management of the Bure Valley Railway.

**13. To respond to the Post Office Consultation regarding the temporary branch closure on 30.01.21 and the provision of a future service.** It was AGREED the parish council would not respond to the consultation as this was sent retrospectively after the post office was closed and services redirected to Badersfield post office.

**14. To consider Mrs Cryer's, Mr Croot's (tree warden) and Dr Fox's proposal for biodiversity work at the Triangle on White Lion Road, St James and Tunstead Road including the clearing and removal of top soil and invasive ground species, development of wildflower patches, installation of information boards about the project and biodiversity management information and relocation of dog bin.** APPROVED. RF to liaise with Mrs Cryer about next steps.

**15. To consider donation to Norfolk Citizens Advice.** A donation of £500 was APPROVED.

**16. Village Assets**

- a. To agree who will inspect land at football field, cricket field and community orchard  
MS AGREED to inspect the land at the football field and cricket field. NC and RG will inspect the land at the community orchard on a weekly basis.
- b. To consider the use of disclaimer signs. It was AGREED these were not necessary, steps to mitigate risks are being carried out by undertaking regular risk assessments and addressing issues that arise.

**17. Other meetings and training**

- a. Meetings and training attended  
BDC Planning Training – 19.01.21 – Clerk  
Is your Council the Sole Trustee of a Charity – 09.02.21 - MT
- b. Future meetings and training  
CILCA Session 5 – 17.02.21 – Clerk

**18. To report matters for inclusion in a future agenda.** MS proposed the Poppyfield Development at Badersfield and the impact this will have on traffic and road safety in the village.  
Arrangements for the Annual Parish Meeting and Annual Parish Council Meeting.

The next scheduled date for Councillors summoned to participate in resolutions will be **Tuesday 9<sup>th</sup> March 2021 at 6.30pm** via Zoom Video Conferencing.

Broadland District Council Report- February 2021.

The Greater Norwich Local Plan (GNLP) Regulation 19 (Pre-submission publication) consultation takes place from 1<sup>st</sup> February to 15<sup>th</sup> March 2021. This stage of the GNLP is related to process and procedure and seeks comment on legal compliance and soundness before submission to the Secretary of State for independent examination.

For the Regulation 19 stage the Economic and Retail Study has been updated to consider the effects of the Covid Pandemic, as both the retail and office accommodation landscape has changed significantly, and this may have an impact on housing numbers if shops/offices were converted to dwellings.

Since Cllr. Dixons article about a proposed new major development at Scottow called 'Poppyfields' was published last month, several residents have contacted me concerned about detrimental impact this would have on local infrastructure.

I have spoken to the Place Shaping Manager, Paul Harris at Broadland DC about the lack of cross border cooperation with NNDC in respect of infrastructure funding. Paul has a meeting with NNDC officers on 25<sup>th</sup> February, and he is fully aware of the tangible problems already caused by heavy traffic on the B1150, and the negative effect this has on our communities and health. Once I have feed back from Paul, I will organise a tripartite meeting with stakeholders to discuss the 'duty to cooperate' and how planned development of circa 2500 new homes in the North Walsham/Scottow area would overwhelm the existing road infrastructure.

I attended the Broads Internal Drainage Board mid-January, where Engineers reported adverse weather events had resulted in water overtopping several pumping stations. Although we experienced a drought last Spring, extremely high rainfall in Autumn had resulted in much flooding. The Government had announced doubling the Flood Risk Management Funding to £5.2bn over the next six years, with allocations to IDB's for capital projects.

Water Resources East has formed an exciting strategic partnership which will focus on water management across Norfolk, this will lead to the creation and development of a Sustainable Water Management Strategy which will increase the resilience of water resource management for all users and shape WRE's strategic plan for Eastern England.

I hope you all stay safe & well!

Cllr. Jo Copplestone

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Portfolio Holder for Economic Development

Broadland District Council

## Norfolk County Council Report – February 2021

At Broadland District Council (BDC) the Help Hub remains open 7 days a week, 8.15am to 10pm weekdays and 10am to 4pm weekends. If you need support due to Covid 19 please call 0300 8008020 or email [helphub@broadland.gov.uk](mailto:helphub@broadland.gov.uk) . Further information is on our website: <https://www.broadland.gov.uk/coronavirus> .

BDC is undertaking Test and Trace, offering advice and support to individuals and families who are isolating due to a positive Covid 19 test or having been in contact with people who have. The team is currently undertaking between 190 and 260 contacts per day.

Tickets are now on sale for the new Broadland Community at Heart Lottery with the first draw on 27<sup>th</sup> February. Winners can win up to £25k. Good causes can still register to be nominated. Nominated causes will receive 50% of ticket sales with another 10% going into a community funding pot.

BDC have just secured an additional £1.7m (after recently securing £1.24m) to provide grants for the Norfolk Warm Homes Partnership. For more information or to apply go to [www.norfolkwarmhomes.org.uk](http://www.norfolkwarmhomes.org.uk) or you can call 01603 430103.

Norfolk County Council (NCC) is acutely aware of the recent and ongoing flooding in Norfolk. I know of many sites in our villages which have had issues for many years. I am very pleased that NCC will be setting up a task force with our MPs and other stakeholders to ensure the Environment Agency develops comprehensive, costed and funded plans to meet these challenges.

NCC will be upgrading another 15000 streetlights, starting this year. The LED replacement of 11000 lights has already led to a reduction of 1200 tonnes in CO2 emissions. Additionally, 1 million trees will be planted over the next 5 years, work will be undertaken on on-street electric car charging points (with Norwich City Council) and plans are being developed to demonstrate environmental best practice on NCC's Burlingham Estate.

I wanted to make you aware that next week (8-14<sup>th</sup> February) is National Apprenticeship Week. NCC currently has 320 apprentices and is looking for more.

Finally I wanted to share good news about NCC's Every Child Online campaign. As of 4<sup>th</sup> February 2,241 children across 140 schools have been provided with laptops or tablets. In addition, next week we will be improving connectivity to those families in 4G notspots and to those in Wifi hotspots with unlimited data packages for the next 6 months whilst we support people with a longer approach to internet access.

Take care

Fran

Cllr Fran Whymark  
Wroxham Division  
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Norfolk County Council

Signed \_\_\_\_\_ (Chairman)

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Coltishall Allotment Association Report – February 2021

All 76 available plots are let out.

Several allotments changed hands during what was, and still is a turbulent year due to Covid 19 . The restrictions and effects on different households has been profound.

There is currently a small waiting list for plots and priority will be given to those living in Coltishall.

Last year was a difficult growing year due to a late frosty spring followed by a long hot dry period.

Several plot holders gave up for the season due to this and the need to shield.

Allowances have been made for this and therefore most tenants have been able to keep their plots.

A relatively new problem on the allotment site has been an influx of deer, mainly Muntjac but also

Fallow deer I don't know how we can deal with this other than plot holders fencing off their crops.

I hope the problem will be resolved as human activity increases on the site come springtime.

Chapel Lane gate is slowly deteriorating and will need replacing soon. We could, if agreed take the opportunity at the same time, to widen and flair the entrance and make the new gate easier to lock to vehicles, whilst leaving a side gate for pedestrian access.

We are all pleased to hear about the agreement to replace the standpipes and taps on the site and thank the Parish Council for helping with that issue. I will still turn the water on in March understanding that the work will commence in April.

We agreed at the Committee meeting to keep the Subs at £20 per plot and to collect in the normal manner of one payment by April 30th.

We also discussed the need for a small First Aid post and also the possibility of a site hut so there can be a communal meeting place for various activities. The costs to be borne by the allotments.

Lastly we as a committee would like to thank the Parish Council again for their support in turning the site around. Making it a happy place to visit and work in.

Regards. Philip Thrussell. Acting Chair Allotment Association.