

COLTISHALL PARISH COUNCIL

You are summoned to participate in the resolutions (decisions) of core matters of the Parish Council via email / post on Tuesday 14th April 2020. There will not be a Parish Council meeting until further notice as a result of the strict lockdown beginning Monday 23rd March 2020 to tackle the spread of Coronavirus. As a result, this will not be open to members of the public but the public will have access to the agenda and minutes via Coltishall Parish Council website www.coltishallpc.info.

The Coronavirus Bill dated 23rd March 2020 currently enables Parish Councils to hold meetings remotely from 4th April 2020 to 6th May 2021. The Council will continue to check latest HM Government guidance in accordance with its procedures.
Correspondence will take place via email.

Rebecca Furr

Clerk to the Parish Council

6th April 2020

AGENDA

Public Participation

There will be no public participation this month – please see above explanation.

1. Apologies

To receive and consider apologies for absence – Not Applicable

2. Declaration of Pecuniary Interest

To accept declarations of pecuniary interest in items on the agenda

Parish Councillor	Yes/No	Comment (please write “no comment” if none)
JM		
BGet		
DS		
JH		
MS		
MT		
NC		
RG		

3. Minutes of previous Parish Council meeting

To approve minutes of previous meeting 10th March 2020 (to be signed at next public Parish Council meeting)

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none)
JM		
BGet		

DS		
JH		
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RG		

4. Delegated Authority

To confirm resolutions can be made by email in the interim of Covid 19 Pandemic. If there are resolutions that cannot be made or are difficult to make by email then the clerk will organise a video/voice conference via Zoom.

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none)
JM		
BGet		
DS		
JH		
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RG		

5. Contingency Planning for Chair

Approval for John Haschak (nominated by Chair) to act as deputy if Chair is unwell and is unable to carry out his duties.

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none)
JM		
BGet		
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6. Contingency Planning for Clerk

Approval for Suzanne Hall – Parish Clerk of Horstead to act as deputy if clerk is unwell and unable to carry out her duties.

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none)
JM		
BGet		
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RG		

7. Coltishall and Horstead Community Coronavirus Support Group

Approval for making up food support boxes of £30 each for parishioners that cannot access funds using funds from Norfolk Community Foundation Covid 19 Community Resource Fund.

Update from JM – add in comments.

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none). Please state which package if you approve.
JM		
BGet		
DS		
JH		
MS		
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NC		
RG		

8. Matters arising from the meeting (for information only)

Open Forum

Parish Councillor	Comments
JM	
BGet	
DS	
JH	
MS	
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NC	
RG	
Clerk	Comments
RF	<p>RF reports that the following meetings, events and services have been suspended due to HM Government directions in respect of the strict lockdown.</p> <ul style="list-style-type: none"> • Parish Council meetings • Annual Parish Meeting – 14th April 2020 and Annual Parish Council Meeting – 12th May 2020. There will not be a requirement to hold annual meetings as a result of the Coronavirus Bill. • VE Day Celebration • MUGA, Playground and Adult Exercise Equipment (BGet locked playground and MUGA. SH displayed posters prepared by RF informing parishioners not to use these assets). • MUGA noise dampening work • Quiet Lanes Scheme • Public Toilets near Rising Sun pub • SAM2 / Speedwatch Operation • Broad Boat User Bins at Coltishall Common • Paperbanks • Police reporting – see police.uk “Find Your Area”

	<p>Services still available</p> <ul style="list-style-type: none"> Allotments remain open as this activity is classed as exercise. A Parishioner had raised concerns about allotment members using their cars to drive to allotments. Coltishall Allotment Association emailed up to date guidance from the National Allotment Association about the current rules to all plot holders (cars are permissive at this time). Garden Guardians and Tree Wardens are currently able to carry out their employed duties providing they adhere to the social distancing and handwashing rules. <p>End of Year Accounts</p> <ul style="list-style-type: none"> Norfolk Association for Local Councils (NALC) report revised timescales for agreements of Annual Governance and Accountability Returns (AGAR) / external audit will be finalised this week. Proposing deadline from 30th September to 30th November 2020. <p>Funding</p> <ul style="list-style-type: none"> Grant of £1000 from Norfolk Community Foundation Covid 19 Community Resource Fund received on 26th March 2020 to pay for food, essential supplies, fuel and protective equipment to deliver groceries and prescription. Currently in reserve for Coltishall and Horstead Coronavirus Support Group.
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10. To receive reports from district and county councillors

Councillor	Comments
JC - BDC	
FW - NCC	

11. Planning

None received. To consider any planning applications received after agenda set. To inspect visit <https://secure.broadland.gov.uk/Northgate/PlanningExplorer/GeneralSearch.aspx> and <https://www.broads-authority.gov.uk/planning/application-search>

12. Finance

(1) Payments Received

Norfolk Community Foundation Covid 19 Community Response Fund £1000.00

(2) Payments for Approval

Direct payment authorisation sheet to be signed off at next public meeting.

Donation - Oak CCTV Ltd – CAST Maintenance and Service Contract (Year 2) £234.00

Donation – CAST Insurance £600.00

Donation – CAST Shed Clearance £120.00

Norfolk Rivers Internal Drainage £7.70

National Allotment Society - Coltishall Allotment Annual Membership £66.00

Norfolk Association of Local Councils – Parish Council Annual Membership £264.65

Parish Clerk Expenses - March 2020 £48.99

(3) Previously agreed Standing Orders and other payments

Payroll for April 2020 (R.Furr) £854.20

SLCC Clerk Manual £52.30

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none).
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13. CAST

To approve Peter Croot – Tree Warden’s request to plant wildlife flowers around the boundaries of the playing field. Update from Mrs Snelling and Ms Thackham – add in comments.

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none).
JM		
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RG		

14. CCTV Maintenance Contract for the CCTV System

To approve maintenance and service contract for Year 2 of 3 at Village Hall and Football Club (CAST).

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none).
JM		
BGet		
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RG		

15. Norfolk Accident Rescue Service (NARS)

To consider and approve donation to NARS for PPE appeal during Coronavirus Pandemic.

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none). State amount.
JM		
BGet		
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RG		

16. Clerk Contract

To consider and approve clerk's contract.

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none).
JM		
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17. Crocus Home Development

To agree virtual meeting with the Head of Planning – Nigel Harriss regarding Crocus Home Development. Please state in comments if you wish to be part of this working group.

To approve subscription for The Campaign to Protect Rural England (CPRE – The Countryside Charity). CPRE's current campaigns include influencing development plans at local level and JM has used them for advice and support previously, but this is limited without membership. Cost is £3 per month.

Parish Councillor	Vote – Approve/Object	Comment (please write “no comment” if none).
JM		
BGet		
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18. Correspondence and councillor

Updates from respective parish councillor or clerk

- Wroxham Road Footpath – update from RF

RF	Letter emailed to parishioner.
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- Crocus Online Consultation – update from RF

RF	Following a helpful reminder from a parishioner a letter has been emailed to Crocus on 1 st April on behalf of Coltishall Parish Council requesting for the online consultation to be suspended (deadline 6 th April) until a public consultation can legally be arranged. The Council have not received a response yet.
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19. Other meetings and training

Meetings and training attended

- Coltishall and Horstead Community Coronavirus Support Group Meeting – 19th March JM
- Coltishall and Horstead Community Coronavirus Support Group Meeting – 23rd March JM and Clerk
- BDC Coronavirus Webinar Meeting – 24th March JM and Clerk
- Induction for Clerks and Councillors – Part 1 held virtually 25th March Clerk
- Induction for Clerks and Councillors – Part 2 held virtually 3rd April Clerk

Future meetings and training

- Weekly Webinar Conferences via NPTS and NALC - Clerk

20. Any Other Business

To report matters for inclusion in a future agenda

Parish Councillor	Comments
JM	
BGet	
DS	
JH	
MS	
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NC	
RG	

The next scheduled date for Councillors summoned to participate in resolutions via email/post will be **Tuesday 12th May 2020** unless the Coronavirus Bill decrees otherwise.