

COLTISHALL PARISH COUNCIL

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Minutes of the Parish Council Meeting held at the Church Rooms on Tuesday 11th December 2018 at 6.30pm

Present: Bill Musson (BM), Bob Grindrod (BG), John Haschak (JH), Campbell Jones (CJ), Suzanne Hall (Clerk, SH), Jo Coplestone (District Councillor), plus 8 parishioners.

1. Apologies for absence.

Michael Spinks (MS) and Doreen Snelling (DS) offered their apologies, which were accepted.

2. Declarations of pecuniary interest in items on the agenda

CJ advised the Council he is an employee of Norfolk Country Council. Dispensation was granted until the May elections.

3. Minutes of previous meeting 13 November 2018

Minutes were signed as a true and accurate record.

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

None

Open Forum

5. Reports from District Councillor – Following a successful National Grid bid the Norfolk Warm Homes project was awarded £3.1M and is looking to help make 1000 homes warmer this winter with money towards insulation and 1st time central heating etc. The Western Link is open for consultation until 19 January with options C & D being preferred by the panel.

6. Public Participation

A member of the public asked for an update on the MUGA, commented on the anti-climb paint and asked when the hedge by the MUGA would be cut.

7. Police Report

Seven crimes were reported in Coltishall in October: 4 violence and 3 other

8. Highways/SAM2/Speedwatch

It was noted that the one-way section of Rectory Road was being abused while Westbourne Road was closed.

The SAM2 returns to Horstead tomorrow

Steve Rob and David Pye, with the support of Jo Coplestone, will be co-ordinating etc the Coltishall Speedwatch from January

Main Meeting

9. Finance report

(1) The following payments were received prior to the meeting

VAT return for Q1 & Q2 £192.67

Payments made by monthly Standing Orders

Payroll for November £780.78

(2) The following payments were approved at the meeting

Randells rotovator hire – wildflower project at the orchard £45.00

Garden Guardians – Highways grass contract (for 2018) £1,207.93

Garden Guardians – Coltishall parish contract (for 2018) £5,047.48

D Clark – invoice for playground work £320.00

ICO annual renewal £40.00

Proposed BG, seconded BM.

(3) The budget for 2019/20 was **APPROVED** (proposed BM, seconded JH)

(4) It was proposed that the Precept for 2019/20 be increased from £33,000 to £34,000 and **APPROVED** (Proposed BM, seconded JH)

10. To report on planning applications:

- 20181910– Honeysuckle House, 8A Station Road, Coltishall – Reserved matters application following application 20180065 – Appearance, Landscaping, Layout and scale – there were no objections to this application but concern was raised about potential future habitation of the garage
- 20182009 – Thornfield, 17 Rectory Road, Coltishall – Replacement front extension - there were no objections to this application

11. **MUGA** - It was proposed that the Anti-climb paint be purchased and installed on the MUGA gates and **APPROVED** (Proposed JH, seconded BM)

12. **GMLP** – Regulation 18 consultation sites – Two draft letters were **APPROVED**, the first was the Parish Councils response to the two new sites. The second letter concerns the difficulty faced by those without internet access or skills to be able to respond to the consultation.

13. CAST

- The Criteria for Capital Investment decisions document was **APPROVED**
- The Principles agreed between CAST trustees and Coltishall Parish Council was **APPROVED**
- It was **AGREED** that up to £5,000 in matched funding would be provided to CAST for Village Hall refurbishment if their Grant bid was successful. This is subject to CAST providing a breakdown of how the money will be spent.
- It was **AGREED** that a grant for 20% of the insurance premium will be approved. It was noted that this is a one-off payment.

A copy of the approved documents are attached to the end of these minutes.

14. **Broadland Tree Warden Network** – A £30 annual membership donation was **APPROVED**. The Parish Council **AGREED** to pay the room hire costs for the quarterly meeting in January.

15. **Hedge and grass cutting** – It was **AGREED** to accept the Highways Contract from the existing contractor for 2019

16. Correspondence

- A resident is talking to the Broads Authority and Coltishall Commons about setting up a Paddle boarding facility.
- Concerns have been raised about traffic speed on the Great Hautbois Road. It was **AGREED** posts would be installed so the SAM2 can collect data there.
- Donations and grants received for the WW1 celebrations exceeded expenditure by £50. It was **AGREED** this would be donated to the Coltishall RL
- Consent concerns have been raised about the Burger van at the Bridge House
- It was **AGREED** to back Broadland District Councils proposal to implement a Public Spaces Protection Order requiring those in charge of dogs to clear up after them in areas open to the public.

17. Playground

Fortnightly inspections are being carried out by Mr Kirkham

The entranceway and the climbing wall step has been repaired.

Mr Thirtle is unlocking the MUGA at weekends and by request at other times.

18. A quote for the repair of the bus shelter has been requested

19. Other meetings and Training

Meetings and training attended

Tree Warden network – B Musson

Elections Training – Clerk – 21 November

Challenging Conversations – Clerk – 29 November

BDC annual parish meeting – Clerk – 29 November

Scribe clerks training – Clerk and C Jones– 7 December

Future meetings and training

Tree Warden network – B Musson – 23 January

20. Any other business

It was agreed that the January meeting will take place at the earlier time of 6.00pm

21. Confidential item – The Clerk is now CiLCA qualified. Salary progression was **APPROVED** as defined in the clerks contract of employment.

The next meeting date will be **Tuesday 8 December 2018 at 6.00pm** in the Church Rooms

Coltishall Parish Council

Criteria for Capital Investment decisions (November 2018)

1. Investment must demonstrably provide benefit to the parishioners of Coltishall and Great Hautbois.
2. Investments which benefit (or are wanted by) many parishioners should take priority over those which benefit fewer parishioners.
3. Investments which attract match-funding or grants from elsewhere should take priority over those which do not (all else being equal).
4. Investments which generate demonstrable future revenue return should take priority over those that do not (all else being equal).
5. Investments which incur future revenue cost must demonstrate where that future cost will fall and that it is affordable in the long term.
6. Investments which encourage widespread community participation should be given priority over those that do not (all else being equal).
7. Investments for the benefit of other organisations must have a proper business case showing how the parish and the organisation will benefit and how the cost of/return on investment is being fairly shared.
8. A record of all Parish Council investment should be kept so that a) 'fair shares' between different age/gender groups are maintained and b) they can be properly evaluated to see if they achieved their goals.

Principles agreed between CAST trustees and Coltishall Parish Council

May 2018 (Items 1-6) and August 2018 (Item 7)

- 1) The primary 'object' of CAST is to provide recreational playing fields for parishioners and to manage and hire out the Village Hall. Any cost which accrues beyond these basic requirements must be recouped from users. There is no obligation on CAST, for example, to provide playing fields fit for any sporting activity.
- 2) Any use of precept money in support of CAST must be done explicitly, and where possible with evidence of support from parishioners. It is not appropriate for parishioners in general to subsidise facilities and/or leisure pursuits unless evidence exists that they wish to do so.
- 3) Any use of CAST facilities must be at a hire/lease rate (short or long term) that ensures that the costs of use are fully covered, including depreciation, fixed and variable costs.
- 4) All hire rates must be transparent and equitable between hirers. For the avoidance of doubt, this does not prevent differential pricing for out-of-parish users since in-parish users are de facto 'shareholders' in the facilities.
- 5) Apart from the hire of the facility itself, no use may be made of CAST facilities to generate income for other organisations without formal agreement with CAST. Such agreement will require proportional payment to CAST for the use of the facility.
- 6) Future investment in CAST facilities from parish funds will be dependent on a viable business plan. Wherever possible, parish funds will only be deployed as match-funding in support of attracting other sources of funding (e.g. Sport England, National Lottery, FA Foundation etc.)
- 7) Any organisation wishing to hire village facilities on a more than casual basis must provide its annual accounts to CAST each year, itemising income and expenditure related to CAST facilities. This is to ensure that all arrangements are transparent and equitable.