

COLTISHALL PARISH COUNCIL

www.coltishallpc.info

Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Tuesday 5th May 2020 at 6.30pm

Present: James Matthews (JM), Brian Getley (BG) Michael Spinks (MS), Nicola Chaney (NC), John Haschak (JH), Richard Germany (RG), Cllr Jo Copplestone – Broadland District Council (BDC) and Rebecca Furr (RF) - Clerk. All by video conferencing except MS via audio.

1. Apologies for absence

Apologies were received and accepted from Doreen Snelling (DS), Michelle Thackham (MT) and Cllr Fran Whymark (FW) Norfolk County Council (NCC)

2. Declarations of pecuniary interest in items on the agenda

None

3. Minutes of previous meeting 10th March 2020

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

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

None

Open Forum

5. To receive reports from district and county councillors

JC shared report from FW (see bottom of minutes). JC expressed her thanks to the volunteers and members of the Coltishall and Horstead Community Coronavirus/Covid 19 Support Group, in particular Julie Douglas from the Good Neighbour Scheme.

JC reported there are currently 77 asylum seekers accommodated at the Officers Mess in Coltishall. Serco have been contracted to look after them. There have been several public order offences involving the asylum seekers who have been in the community in groups. JM raised concerns about whether Serco are ensuring social distancing rules are being applied. BG reported he has seen the people congregating together on site and not applying the social distancing rules. BG proposed the parish council write to MPs Duncan Baker and Jerome Mayhew (as advised by JC) regarding these concerns. This was APPROVED. RF to action.

6. Public Participation

None

7. Police Report

RF advised that the police report data is temporarily suspended to prioritise key policing services to support the response to Covid 19. PC Vicky Bailey – Engagement Officer has been sending Community Covid 19 Newsletters which are being published on the parish council website for information.

8. Highways/SAM2/Speedwatch

Speedwatch – JH reported that the speedwatch sessions have been suspended on the advice of Norfolk Constabulary. It was AGREED JC will contact PC Lucas Ward to see if he has capacity to undertake speed watch in the village.

SAM2 – JH reported that Mr Jones has secured the SAM2 device from Rectory Road and is currently storing it. JM raised concerns that there is a speeding epidemic in the village and the roads are becoming dangerous. BG asked if the SAM2 could be reinstated. NC stated the SAM2 camera in Frettenham appears to be operational. It was AGREED JH will email Mr Jones to see if the SAM2 camera can be deployed.

Highways – None

Main Meeting

9. Delegated Authority

It was APPROVED that resolutions can be made by Chair/Deputy and one other parish councillor if being quorate is not possible. Effective from 5th May 2020 to 6th May 2021 whilst council has permission to hold virtual meetings as a result of Covid 19 pandemic.

10. Contingency Planning for Chair

It was APPROVED that JH will act as deputy if JM – current Chair is unwell and unable to carry out duties during Covid 19 pandemic.

11. Contingency Planning for Clerk

It was APPROVED that Mrs Hall – Clerk for Horstead and previous Clerk for Coltishall will act as deputy if RF – current Clerk is unwell and unable to carry out duties during Covid 19 pandemic.

12. Coltishall and Horstead Community Coronavirus Support Group

JM updated that the support group met virtually today to agree supplying food packages to people in need in the community. This is targeted at families in hardship and the “newly vulnerable” people the help hub in Long Stratton have identified (Coltishall and Horstead residents only). MACE stores have agreed to supply the food packages and The Good Neighbours will be the main point of contact for requests. Details to access help will be posted on the Community Facebook page, via the school to families with children on roll and parish council and church websites. The Go Fund Me money donated via the Facebook Community Page will be used but more funding may be needed. It was APPROVED that the £1000 grant from the Norfolk Community Foundation Covid 19 Community Resource Fund can be used to fund food packages as and when the support group need it.

13. Planning Applications

- **20200812 – Grange Farm, Belaugh Green Lane** – erection of two storey side extension, single storey extension and aside porch extension NO OBJECTION
- **20200817 – 10 Station Road** – replacement single storey dwelling NO OBJECTION
- **BA/2018/0026/COND** – The Old Maltings, 14 Anchor Street – change of location of external stairs to Garage block, non-material amendment (part of case BA/2020/0114/LBC change of location of external stairs to garage block) NO OBJECTION

14. Finance report

RF reported end of year accounts for 2019/2020 are complete and have been approved by internal auditor. The deadline for submission of AGAR to PKF LittleJohn has been extended till 31st July. This will be added to June’s agenda for approval by the council.

Copies of invoices were emailed or posted to parish councillors in advance of approval

(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

Marlpit Community Magazine Donation £600.00

(3) Previously agreed Standing Orders and other payments

Payroll for April 2020 and May 2020 (R.Furr) £1708.40

SLCC Clerk Manual (R.Furr) £52.30

APPROVED BY ALL COUNCILLORS PRESENT

15. Coltishall Village Hall and Recreation Ground (CAST)

RF reported on behalf of DS that the two side windows boarded at the Cricket Pavilion had been targeted again during lockdown. This has since been re-boarded and reported to the police. It was APPROVED that wildlife flowers can be planted in the corners of the playing field and anywhere else with stakeholders permission.

16. Playground

RF reported the playground and MUGA are closed. Weekly inspections are suspended and will be reinstated when the playground opens. BG reported the climbing frame still requires bolt tightening and the MUGA noise dampening work is incomplete. BG will attend to these jobs in the next couple of weeks. BG has posted keys for the padlock to Garden Guardians so they can continue to cut the grass as contracted. MS reported the hedge behind the football changing rooms needs cutting. RF will report this to Garden Guardians.

17. Phone Mast

It was AGREED RF needs to write to Shared Access to obtain their firm proposal regarding updating the phone mast referring to the guidance a previous councillor has provided when the phone mast was erected.

18. CCTV Maintenance Contract for the CCTV System

The maintenance and service contract for Year 2 of 3 at Village Hall and Football Club (Donation to CAST) was APPROVED.

19. Norfolk Accident Rescue Service (NARS)

The council ABSTAINED the donation request for PPE equipment to NARS so funds can be prioritised within Coltishall to directly support parishioners during the Covid 19 pandemic.

20. Clerk Contract

RF sent this in advance by email to parish council (except MS who is not on email). This was APPROVED.

21. Crocus Home Development

JM reported his concerns that Crocus Home Development will be submitting their full planning application in the next few weeks and many of the concerns raised i.e. regarding the impact new residents will have on education, health has not been addressed/responded to. It was AGREED RF will contact Head of Planning – Nigel Harriss to arrange a virtual meeting to discuss concerns regarding Crocus Home Development.

An annual subscription to The Campaign to Protect Rural England (CPRE – The Countryside Charity) was APPROVED.

22. Local Electricity Bill

Council WITHDREW this item. Local Electricity Bill was presented at HM Government on 28.04.20 and the council missed the deadline to consider signing up to it.

23. Untidy piece of land report next to the Bridge at Coltishall

RG confirmed he has spoken to the landowner at the Bridge House B&B and directly raised the concerns reported by a parishioner. RF reported the parishioner has also raised their concerns as an individual to Broadland District Council. RF has reported the broken gate to Highways who have acknowledged receipt of the problem but this service is currently disrupted due to Covid 19. JM raised concerns about the bridge at the back of the Guides describing it is in a dangerous condition with a step missing and loose nails sticking out of it. MS said the Guides had paid for the bridge. It was AGREED RF would write to Guides to make them aware of the issue.

24. Training

Financial training APPROVED for clerk and one parish councillor. NC agreed she will attend if MT is unable to. Wednesday 3rd June 2020 from 7pm to 9.30pm NPTS Online £36 each – Total £72.00

25. Correspondence and councillor

Updates from respective parish councillor or clerk

- Wroxham Road Footpath – RF reported a letter was sent to the parishioner on 16th March recommending the use of the public footpath leading to Anchor Street to avoid walking on the road.

26. 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
- NALC Clerk Networking Conference – 8th April Clerk
- NPTS Clerk Networking Conference – 9th April Clerk

Future meetings and training

- Weekly Webinar Conferences via NPTS and NALC – Clerk
- Financial Training – Clerk and one parish councillor

27. Any Other Business

To report matters for inclusion in a future agenda

RF stated forms have been sent and completed by a parishioner who wishes to be co-opted into the council (previously attended the meeting held in March). This will be added to the agenda for the next meeting.

RF reported the standing orders are being updated to include holding virtual meetings to be approved at the next meeting.

The next virtual **Parish Council meeting** will be on **Tuesday 9th June 2020 at 6.30pm** via Zoom Video Conferencing. All parishioners are welcome. Please contact the clerk for an invitation on coltclerk@gmail.com or 07446 542156.

Summary of District and County Councillors Reports

FW reported (read by JC at meeting) –

Life looks quite different for us all currently. Maybe it has been a time to reflect and think about what is important for our family or community. I have been working with local voluntary groups and would like to thank all of the volunteers who have been collecting medication, shopping and generally supporting the wellbeing of our vulnerable residents.

As of 02/05/20 Norfolk has 1607 confirmed cases of Coronavirus and 281 deaths. Compared to many areas of the country these figures are low but we must not be complacent. To ensure this continues to be the case we must follow the Government advice and stay home, as much as possible. Only going out for essential journeys and working from home, if possible.

Broadland District Council (BDC), South Norfolk Council (SNC) and all District Councils have been working together with Norfolk County Council (NCC) as part of the Norfolk Resilience Forum. The NCC helpline for vulnerable residents is 0344 8008020, Monday to Friday 9 AM to 5 PM , more information at www.norfolk.gov.uk.

Unfortunately, many families will be under additional strain and this can lead to domestic abuse, adult and child abuse. NCC recently started a campaign 'See Something, Hear Something, Say Something'. Everyone should be safe in their own home but this isn't always the case. Call 0344 800 8020 to raise a concern about abuse or 999 in an emergency. The National Domestic Violence Helpline is available 24/7 on 0808 2000 247. Remember you are not alone.

The Help Hub for BDC is now open seven days a week, taking 13,000 calls, 3500 home visits and making 5000 calls to shielded residents to date. If you need support including financial support or would like to make a claim for Council Tax Reduction or Housing Benefit call 01508 533933 or complete the online form at www.broadland.gov.uk/coronavirus.

The Housing Team at BDC/SNC have worked hard to secure additional accommodation in Coltishall, at the old Officer's Mess, for 20 residents who would otherwise be homeless or in bed and breakfast accommodation. They are all provided with three meals a day which is being supplied by a local pub. The Officer's Mess is also being used by the Home Office to provide accommodation for asylum seekers. I am having regular weekly meetings with the Home Office, BDC Housing Team and all interested parties to ensure that all vulnerable people in the Broadland area get the support they need.

I am pleased that Broadly Active now has its own YouTube channel at www.youtube.com/channel/UCj7Hf43ELyvgWcpesDAgVJw . To ensure we all get some exercise while staying at home you can now access routines from 5 to 35 minutes long. These routines are suitable for all of us, to improve or maintain our physical and mental wellbeing at this difficult time. BDC continues to support local businesses with Business Support Grants. 1915 businesses have been

paid grants up to £25,000. This is 87% of all businesses in Broadland. There are still 291 businesses who have not accessed support. Call (01603) 430449 to discuss your situation with one of the team or complete the online form at www.broadland.gov.uk/coronavirus.

Working together we will ride this storm. Perhaps in a few months' time we will return to some semblance of normality, to a kinder more thoughtful society.

If I can be of any help please contact me.

Take care. #StayHomeSaveLives

Cllr Fran Whymark

Broadland District Councillor

Proudly representing the Wroxham Ward. Belagh, Rackheath, Salhouse and Wroxham.

Portfolio Holder for Housing and Wellbeing

JC reported – report provided 13.04.20 for parish meeting on 27.04.20 which was postponed.

Our whole nation has waged a war on the corona virus over the last few weeks, and all our lives have been changed irrevocably during this unprecedented event.

People from all over the country have come forward to volunteer to help the most needy and vulnerable in our society, and to support the NHS, and our own teams which are part for the Norfolk Resilience Forum, are doing a great job supporting neighbourhood groups in our villages and town clusters.

The market towns & villages in the South Norfolk and Broadland area, have been greatly affected by the lockdown, and many of our local businesses are now fighting for their very survival.

Government has announced support for business both in terms of 12 months business rate relief for 2020/21, and in business support grants of £10,000 for all businesses in receipt of rural rate relief or small business rate relief. Retail, Hospitality and Leisure Business Grant Funds of either £10,000 where the property's Rateable Value is £15,000 or less, or £25,000 where the RV is greater than £15,000 and less than £51,000, are being administered through our district councils.

I want to recognise the exceptional work and dedication shown by our Economic Development & Business Rates Teams in supporting our businesses. They have pulled together in a cohesive approach to help and mentor our businesses through the biggest challenge seen in a generation, and I commend all our staff and local volunteers for their outstanding work during this crisis.

Cllr. Jo Coplestone

Portfolio Holder for Economic Development.

Broadland District Council.