

# **COLTISHALL PARISH COUNCIL**

**www.coltishallpc.info**

## **Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Tuesday 13<sup>th</sup> October 2020 at 6.30pm**

**Present:** James Matthews (JM), Michael Spinks (MS), Nicola Chaney (NC), John Haschak (JH), Richard Germany (RG), Michelle Thackham (MT), Adam Wolton (AW), Cllr Jo Coplestone – Broadland District Council (BDC), Cllr Fran Whymark (NCC), Rebecca Furr (Clerk, RF) and one Parishioner.

All by video conferencing except MS via audio.

### **1. Apologies for absence**

Apologies were received and accepted from Doreen Snelling (DS).

### **2. Declaration of Pecuniary Interest**

MS declared an interest regarding item 13d.

### **3. Minutes of previous Parish Council meeting**

Minutes of the parish council meeting on 08.09.20 and extraordinary meetings on 24.09.20 and 30.09.20 were **APPROVED** as a true and accurate record. To be signed by chairman at next public meeting.

### **4. Matters arising from 8<sup>th</sup> September minutes (for information only)**

- a. RF confirmed receipt of 12 user evidence forms from members of the public regarding the public right of way application off Rectory Road. NC and RG are continuing their enquiries with relevant land owners to ascertain their views. It was AGREED NC will ask Mr Jeffries to write to the parish council regarding encroachment issues for action.
- b. The repair work to the bus shelter on Westbourne Road is finished. This includes a new roof and seating.
- c. JM stated he will arrange a meeting with Mr Le May at Highways and research types of Village Gateway signs to share with the Parish Council.
- d. There has been no further noise dampening work carried out on the MUGA due to safety purposes (strong wind and rain).

### **5. Public Forum**

- a. Cllr Jo Coplestone and Cllr Fran Whymark (NCC) provided an overview of their current involvements. Please see summary reports at end of these minutes.
- b. No members of the public present wished to speak.
- c. RF stated there were 7 reports of crime in August (latest figures available). 4 Anti-Social Behaviour, 1 Criminal Damage, 1 Violence and Sexual Offences and 1 Theft in Coltishall.

### **6. Planning**

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

- a. 20201627 – Land at Rectory Road – Residential Development 30 Dwellings  
The working party presented a draft report unanimously objecting to the planning development based on the grounds of the principle of planning, road safety, transport, ecology, design, landscape, community involvement and energy and CO2 emissions. The draft was **APPROVED**. RF to send to BDC before deadline.
- b. It was **AGREED** RF will respond and **OBJECT** to the Planning White Paper Consultation on behalf of the parish council.
- c. Application received after agenda set – 20201855 – 5 Ling Way

– Extension on top of single-story side extension and another single-storey side extension (New garage/workshop to rear of garden). **NO OBJECTION**. JM raised concerns about an overgrown hedge in this vicinity and that there have not been any site notices displayed on properties with proposed developments. It was **AGREED** RF will reports these matters to Highways and BDC for action.

- d. Application received after agenda set – 20201434 – Land to Rear of 15 Church Street – revised position of proposed tennis courts. RF confirmed that previous objections submitted in response to this planning application still stand and have been noted by BDC already. AW advised an ecology report has since been carried out and this states the land is valuable for nesting birds. It was **AGREED** RF will submit an additional comment on behalf of the parish council objecting based on the ecological factors outlined in the report.

## 7. Finance

### a. Payments Received

Broadland District Council	Precept 2 <sup>nd</sup> Instalment	£17500
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### b. Payments for Approval – UNANIMOUSLY APPROVED

PKF Littlejohn	External Audit of AGAR	£240.00
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NPTS	Budget Training – Clerk	£44.00
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Bure Valley Conservation Group	Donation	£50.00
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Community Orchard Work

Chris Knott Insurance	Allotment Insurance Renewal	£332.85
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Rebecca Furr	Clerk's Expenses	£23.39
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### c. Previously agreed Standing Orders and Other Payments

Rebecca Furr	Payroll for October 2020	£852.41
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SLCC	CILCA Registration	£350.00
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- d. External Audit update – RF confirmed this has been completed and the External Audit Report (AGAR Pg 3) and Audit Notice Certificate has been published on the parish council website.
- e. Quarter 2 Financial Report – RF provided report by email to parish councillors in advance of the meeting. MT confirmed internal control check has been completed.
- f. Update on transfer of parish accounts to Unity Bank Trust – RF confirmed an electronic application has been submitted. AW and JM to sign necessary paperwork and provide identification as named signatories on the accounts.

## 8. Highways/SAM2/Speedwatch

MT stated there are overgrown hedges on the footpath from Rectory Road to the Primary School. RF to report to Highways. RF confirmed the damaged give way sign on Frogge Lane has been reported to Highways again and is awaiting action.

## 9. Playground and MUGA

- a. Weekly inspections will be moved to fortnightly during autumn/winter period. Mr Kirkham has provided an up to date report – all potential risks identified as low.
- b. JM advised there is a redundant piece of land in between the play area fence and MUGA which can be used by the parish council for additional play equipment. AW advised that the climbing frame currently in the play area could be extended/adapted. RF had provided pictures prior to the meeting of the play area development completed by Happisburgh Parish Council who involved the local school children in its development. It was **AGREED** RF will liaise with the clerk at Happisburgh for further information re. contractors, grants etc and MT will liaise with Coltishall Primary School to see if the children would like to be involved in the redevelopment of the play area.

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

MT stated the new kitchen will be delivered next week. MT thanked RG for his help removing the old kitchen. Please see bottom of minutes for report from Ms Snelling.

#### **11. Allotments**

JM advised there have been several reports regarding various difficulties at the allotments. It was **AGREED** RF will write to the allotment committee and request the allotment association hold a formal meeting to address the difficulties raised, updating the parish council on any recommendations and actions moving forward. RF will also obtain an up to date register of committee members.

#### **12. Bure Valley Football Club**

Items a to c were discussed and it was **AGREED** to defer this till next month's meeting. This is so that the parish council can gain further information about ways the parish council might consider supporting this request including match funding and sponsorship through signage. JM **AGREED** to arrange a meeting with Mr McCarter – Chairman and report back at next meeting.

#### **13. Hedge Cutting and Tree Work**

##### **a. Community Orchard**

Quote **APPROVED** from Garden Guardian (current contractor) for £150+VAT to trim the side hedges.

##### **b. Football Field**

Consideration of quote deferred till next meeting once JM has met with Mr McCarter.

##### **c. Removal of base ivy on poplar Tree at Allotments**

AW **AGREED** to trim the ivy off the base of the tree. JM offered to assist.

##### **d. Quote APPROVED from Target Trees (Coltishall Commons Management Trust Tree Contractor) for £780+VAT to fell damaged and split Oak tree on Ling Common.**

#### **14. Community Orchard**

The placement of memorial benches at the Community Orchard was **APPROVED**.

#### **15. Climate Emergency**

Mr Matthews deferred this item for next month's agenda, this is due to prioritising the parish council's response to the development of 30 dwellings on Rectory Road.

#### **16. Other meetings and training**

Meetings and training attended

- CILCA Session 1 – 16<sup>th</sup> September – Clerk
- Bi Annual Review – 24<sup>th</sup> September – MS, JM, MT and Clerk
- Visit to Hautbois Common re. Wildlife Survey – MS, JM, MT, JH and Clerk  
During this visit various Coltishall Parish Council (CPC) boundary markers were spotted on land which may have been encroached by residents. It was **AGREED** RF will explore boundaries and report back.
- Practical Budgeting for New RFOs – 7<sup>th</sup> October – Clerk  
Future meetings and training
- CILCA Session 2 – 14<sup>th</sup> October - Clerk

#### **17. Item's for future agenda – Research from CPC boundaries at Great Hautbois Common**

The next scheduled date for Councillors summoned to participate in resolutions will be **Tuesday 10<sup>th</sup> November 2020 at 6.30pm** via Zoom Video Conferencing.

### **Broadland District Council Report- October 2020**

Life over the last six months has been challenging for us all, and as rates of Covid increase across the country, we must continue to work together to protect the most vulnerable and needy in our society and adhere to Government guidelines.

Throughout the pandemic, we all know how valuable our local 'Green' spaces have been, especially during the lockdown. We wanted to provide a Country Park in Broadland that is available for our resident's quiet enjoyment, which is great for wildlife and for our residents to use to benefit their physical and mental wellbeing. The Council purchased 140 acres between Horsford & Felthorpe an area of Woodland, Heathland and Fenland, which incidentally includes a County Wildlife Site.

Adjoining Felthorpe Common & Drayton Drewary (which are areas of Common Land) this amounts to 300 acres in total and consolidates accessibility to this environmentally green space. So far there are two main circular walks, and these paths are natural woodland type surfaces, we have just introduced conservation grazing, and the herd of cows with their calves are a lovely sight. Currently there are no toilet or café facilities, but we hope to include these in our longer-term plans which include a Visitor Centre for study groups and a Natural Woodland Play Area for children.

I still have my £500 Members Community Grant Fund which is available to support local projects which will benefit local residents in the Horstead/Coltishall area. Last year this was equally distributed between the Good Neighbours Group and 1st Coltishall Guide Pack. If you know of any local Community Groups which need financial support please contact me directly for details.

I hope you all stay safe & well!

Cllr. Jo Copplestone

[Cllr.jo.copplestone@broadland.gov.uk](mailto:Cllr.jo.copplestone@broadland.gov.uk)

Portfolio Holder for Economic Development Broadland District Council

### **Norfolk County Council Report – October 2020**

COVID 19 is still very much in our minds but we are approaching flu season. If you are over 65, or in a high risk group please contact your GP or pharmacy to book a flu vaccine. If you are 50 to 64 there will be vaccines available from November and your GP will contact you to arrange appointments. Norfolk County Council has been awarded Digital Council of the Year 2020. NCC are working to extend full fibre by 2023 and up to 97% coverage in Norfolk over the next few years. They have worked closely with mobile providers to provide council buildings (i.e. fire towers) and set up a protocol to allow quicker decision making, saving time and money for everyone. Additionally they have set up the largest LoRaWAN (Long Range Wide Area Network) in the UK. This is free to use and will benefit many areas and save time and money. One application has been the use of temperature sensors to indicate areas for gritting. Finally I would urge you all to contribute to the consultation at Broadland regarding our housing offer. We have been working to improve our Housing Allocation Policy and the offer to our residents. You can access the consultation on the Broadland website under Housing at <https://www.broadland.gov.uk/housingsurvey> . Two contributors can win £15 in Amazon vouchers for completing the survey.

### **Coltishall Village Hall and Recreation Ground (aka CAST)**

The Hall improvements are continuing (Michelle to update). It is brilliant to see the work already carried out by local contractors. Thanks to Michelle for her hard work in overseeing this.

The risk assessment has been done and the necessary items including signs and hand sanitiser have been installed.

Dancezenenergy has started classes again with Vibe Fitness and Brownies to follow soon.

The football club is thriving despite the extra conditions placed upon it. Thanks to Ted and his team for their hard work in achieving this.

Thanks to Kevin for keeping the finances in order and Michael for the maintenance work he has done.

Hopefully we can continue to operate so that people can enjoy the facilities.

Doreen Snelling

Trustee