



COLTISHALL PARISH COUNCIL

Clerk: Rebecca Furr
2 Hall Cottages, The Windle, Acle, NR13 3JT
Tel: 07446 542156
Email: coltclerk@gmail.com

Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Tuesday 9th March 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), Adam Wolton (AW), Cllr Jo Copplestone – Broadland District Council (BDC), Cllr Fran Whymark (Norfolk County Council), Rebecca Furr (Clerk, RF) and two parishioners. All by video conferencing except MS and DS via audio.

1. To consider apologies for absence

None

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

None

3. To approve minutes from 9th February 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. Update on quotations for road safety audit – four consultancy firms have been asked to provide a quote. One has not responded, two reported they didn't have capacity and one firm said it would be a conflict of interest. RF to obtain further quotes.
- b. Update on the biodiversity project at The Triangle. Highways fully support the project and are liaising with the Natural Environment Team at Norfolk County Council regarding the vision splays and grass cutting arrangements.
- c. Update on Public Right of Way (PROW) application off Rectory Road to St James. The clerk has emailed the Legal and Register Team to follow up the boundary issue raised by one of the landowners.
- d. Update on closure of post office. Mr Cain from Horstead Parish Council is liaising with the post office about the possibility of a mobile post office in Coltishall at the village hall.

5. Public Forum

- a. Cllr Jo Copplestone and Cllr Fran Whymark gave an overview of their recent involvement in community matters. Please see summary reports at the end of these minutes.
- b. Public Participation
A parishioner asked the parish council to consider putting accessible equipment in the play area. It was AGREED the parish clerk would consult with the parishioner when the parish council begin work to redevelop the play area later this year. The parishioner also raised concerns about a loose drain outside their property. It was AGREED the clerk will report to Highways. The parishioner is raising money for Cerebral Palsy on 25th March and will have a donation bucket outside their property on Station Road which will be decorated green. It was AGREED the clerk will put details in the Marlpit.

6. Planning

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

- a. **20210182** – Redbourne House, 27 Station Road. Demolition of existing dwelling and garage and erection of eight detached dwellings. **OBJECTION** – It was AGREED the clerk will respond using the objecting factors from previous responses to previous applications as these still stand. Additionally, the clerk will also express the parish council's disappointment regarding Highway's recommendation to add a 2.4 radius on the kerb because this area is used by school children to cross the road to get to Westbourne Road. Standing orders were suspended. Both Cllr Coplestone and Cllr Whymark confirmed they have objected to the planning application and Cllr Coplestone will be calling it to planning committee if it is likely to be approved. JM and JH AGREED to attend.
- b. Proposed Poppyfield Development at Badersfield. It was AGREED to suspend standing orders. Cllr Coplestone reported this is not part of the Greater Norwich Local Plan or North Norfolk District Council's Emerging Local Plan. Prior to any planning application being submitted there would be significant public consultation for this size of development.
- c. It was AGREED AW will draft a response to the GNLP Regulation 19 consultation on behalf of the parish council highlighting the main concerns regarding transport, climate change and the disproportionate buffer for housing which is significantly beyond the projected population rate.
- d. It was AGREED Coltishall Parish Council will sign up to Norfolk CPRE's pledge to ensure that no new sites are allocated for house building in revised local plans to 2038 until all existing allocations in current core strategies have been developed.

7. Finance

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

Oaks C.C.T.V Ltd	Maintenance Contract and Service Agreement for CCTV Equipment at Village Hall and Recreation Grounds 12.03.21 – 12.03.22	£234.00
	It was AGREED DS and MT will liaise with Oaks CCTV Ltd regarding equipment training and relocating the CCTV camera in the preschool. It was ratified both MT and DS have a key to access the pre-school area in an emergency.	
Wave	Allotment Water Bill 04.11.20 – 03.02.21	£37.08
National Association of Local Councils	Sole Trustee of Charity Training for Councillor	£30.00
Rebecca Furr	Clerk's Expenses including Laser Printer, Postage for Allotment Tenancy Agreements, Clerk Mobile Top Ups and Zoom Video Conferencing Fee	£345.94
- c. Previously agreed Standing Orders and Other Payments – APPROVED

Rebecca Furr	Payroll March 2021	£878.62
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- d. It was AGREED to close the unused Natwest account "Coltishall Parish Council Ground Charity".

8. Coltishall Village Hall and Recreation Ground (CVH&RG)

- a. Please see Ms Snelling's – Trustee report at the end of these minutes.

- b. RF reported the CVH&RG finances were received yesterday but these have not been reviewed yet. An informal face to face meeting will be convened between CVH&RC and the Parish Council when Covid restrictions allow. A quote for a governance review undertaken by Charlotte Stannard – NALC Charity Governance Trainer was shared with the council prior to the meeting. It was APPROVED by the council providing both JH and RF are satisfied the work will include setting out a clear plan moving forward.
- c. JM and RG AGREED to shingle the village hall carpark in the Easter Holidays. Mr McCarter – BVFC has agreed to shingle the car park at the large recreation ground.

9. Allotments

- a. Please see summary report at the end of these minutes from Mr Thrussell - Acting Chair of Coltishall Allotment Association. It was also noted by NC when undertaking a risk assessment of the Community Orchard that people were using this area with their vehicles as a turning circle when leaving the allotments. Now the gates are closed this should enable the worn area to grow again.
- b. It was AGREED the allotment footpath should NOT be made into a public right of way. This is because the parish council does not want to actively encourage tourists to use this, due to safety issues this may cause allotment plot holders i.e. vandalism, theft.
- c. It was AGREED to offer Plot 57b to the next available person on the waiting list.

10. Highways

- a. It was AGREED RF will send photos of the no parking signs on the war memorial bollards to Cllr Whymark who will investigate this with Highways and feedback to the council. RF will also write to Highways to express the parish councils concerns regarding their response to this matter (reported twice) as the parish council agree the signs desecrate the war memorial.
- b. It was noted that the clerk made a report to Highways regarding concerns about a collision with a vehicle and a parishioner's garden fence on Station Road. This has happened before and it is a safety issue for the resident to repair the fence due to the proximity to the busy road.

11. Dog Bins/Litter Bins

- a. It was AGREED to relocate the dog bin on the Triangle of White Lion Road/Tunstead Road/St James to the Lower Common with consent from Coltishall Commons Management Trust.
- b. It was AGREED RF will obtain quotes for a Biffa bin for the Common and liaise with CCMT and the public houses regarding its location/management. It will be hired for a weekly emptying service from May to September 2021 due to the unprecedented visitors that came to the Common in the Summer last year and the difficulties CCMT experienced clearing litter.

12. To consider the neighbourhood priorities for Coltishall and feedback to local Safer Neighbourhood Team

Cllr Copplestone confirmed the priorities agreed at the meeting of 1st March were Speeding, Anti Social Behaviour Vehicles and Road Safety and Fraud/Scam Awareness including cold calling.

13. To consider exploring the possibility of registering the Community Orchard as a Common and applying for tree protection orders.

MS reported that the Community Orchard cannot be registered as a Common as it is allotment land. It was AGREED RF will explore if the Community Orchard could be protected under "Field in Trust".

14. To confirm arrangements for the Annual Parish Meeting and Annual Parish Council Meeting

It was AGREED the Annual Parish Council meeting will take place on Zoom on Tuesday 4th May 2021 at 6.30pm. The Annual Parish meeting usually held in April will be deferred. It is hoped this meeting may be able to take place in public depending if the return of face-to-face meetings is allowed after Stage 3 (not before 17th May).

15. To note damage caused to the noticeboard at Gt Hautbois Common and agree necessary actions to repair.

It was AGREED RG will repair the corner of the noticeboard.

16. To approve policies - APPROVED

- a. Data Protection
- b. Record Retention and Destruction
- c. Internal Control
- d. Co-option

17. Other meetings and training - NOTED

- a. Meetings and training attended
CILCA Session 5 – 17.02.21 - Clerk
- b. Future meetings and training
BVR Management Meeting – TBC Wk/C 22.03.21
CILCA Session 6 (final session) – 17.03.21
Planning Enforcement Training – 17.03.21

18. To report matters for inclusion in a future agenda

Proposal at the Triangle of Anchor Street
Appointment of new tree warden

19. Confidential Item – Annual Appraisal of Clerk

An appraisal meeting will be convened between the clerk and some of the councillors when face to face meetings return. In the interim the clerk will complete an appraisal, request feedback from her mentor, explore joining the pension scheme and consult with NALC regarding salary scales for clerks. A discussion was held regarding outstanding holiday.

The next parish council meeting is scheduled on **Tuesday 13th April 2021 at 6.30pm via Zoom Video Conferencing.**

Coltishall Allotment Report March 2021

All 77 plots are currently let. 2 People have contacted the clerk to informing her they will be giving up their plots No 18 and No 57b. Most of the allotment holders have been busy preparing and clearing their plots ready to plant up.

The hauling way has mostly recovered from the vehicular traffic since the gates were locked, we now need to put a system in place so at certain times they can be opened to allow heavy items including some plot holders to be driven onto the site. I have recently turned the water back on and have replaced a leaking tap by Chapel Lane gate.

The new tenancy agreements and the annual bills have been sent out to all the allotment holders. Many thanks to the Parish Council and particularly Rebecca for sorting that all out.

Regards Philip Thrussell
Temp Chair Coltishall Allotment Association

COLTISHALL VILLAGE HALL & RECREATION GROUND REPORT FOR PARISH COUNCIL MEETING - 9TH MARCH 2021

Lockdown continues for the village hall until May 17th and then with restrictions. The Preschool have been open for children of key workers but from 8th March are able to open for all children.

The village hall renovations are almost complete and thanks to Michelle for all her extra work despite working and home schooling.

The football club is back in action soon. Ted has been busy on his week off from work and has cut back brambles, conifer cut back, cut back car park hedge and removed all rubbish from the field including beer cans and crisp packets. Our thanks to Ted for his hard work as it makes such a difference to the appearance. He would also like to start on the path to the school subject to approval.

We are so lucky to have such dedicated volunteers in Michelle, Ted, Kevin and Michael who all work hard to enable the village to use the facilities offered.

We have several essential works to be carried out which could not be done without a grant from Broadland District Council and we thank them for their support. We can now set aside reserves until we have an income from our hirers.

The car parks repairs are a priority and Ted met with Longwater gravel and a quote for materials works out at approximately £650 per car park. Ted and his volunteers have offered to do the football field car park and we are looking for volunteers to help with the village hall car park.

There has been some vandalism at the village hall and PC Lucas is aware.

We are finally getting to the stage when we have facilities for the village to be proud of.

Doreen Snelling CVH&RG

Broadland District Council Report- March 2021.

This last month has been one of the busiest for our One Team of council staff, who have been supporting our communities and businesses throughout the lockdown. Many of our staff are working effectively from home, having been well equipped with Laptops and Soft Phones, this successful 'new way of working' is expected to continue until the Summer and with so many colleagues working from home we are examining our accommodation needs for the future.

As our ambition is to improve efficiency and control cost across our two council's we are embarking on a Digital System Transformation Programme called 'SPARK'. This will begin with our elected Members software migrating to Office 365 in April, and we will be changing to a joint website and joint email by June this year.

So far the pandemic has not had a negative impact on levels of vacant retail space in our Market Towns & villages, with Covid-19 related funding of over £38m distributed to our businesses by the council, combined with full business rates relief for 2020/21 we hope our area will remain resilient to economic change. In the Chancellors budget, the extension the Furlough Scheme until September will limit the peak of unemployment, combined with Schemes such as 'Kickstart' to get young people into work, the council is looking at skills and training across our area to address any unmet need in service.

Now there is 'light at the end of the tunnel' with coronavirus levels falling and the success of the vaccination programme, we anticipate high levels of 'home tourism' throughout the Spring and

Summer as the local economy gradually & safely reopens. Mindful of large numbers of visitors returning to our beautiful villages, I recently attended the Norfolk Parking Partnership meeting, and thanked the Parking Enforcement Team for the great work they did last Summer and asked for their continued support this year.

I hope you all stay safe & well!

Cllr. Jo Copplestone
Cllr.jo.copplestone@broadland.gov.uk
Portfolio Holder for Economic Development
Broadland District Council

Report from Cllr Fran Whymark – Norfolk County Council

NCC is undertaking major capital investment across the County. £120m building new schools and alternate provision for children with special educational needs and disabilities (SEND); £29m in Extra Care Living accommodation with units opening soon in Fakenham and building started at Acle, with planning agreed for another unit in Plumsteads, near Rackheath; £11.5m on supported housing for young adults; £4m on residential units for children; £3m on greenways, footpaths and national and Norfolk Trails and £2m on a new Flooding Taskforce headed by Lord Dannatt.