

COLTISHALL PARISH COUNCIL

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Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Tuesday 10th November 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 Copplestone – Broadland District Council (BDC), Cllr Fran Whymark (NCC) and Rebecca Furr (Clerk, RF).

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

None declared.

3. Minutes of previous Parish Council meeting

Minutes of the parish council meeting on 13.10.20 were **APPROVED** as a true and accurate record. To be signed by chairman at next public meeting.

4. Matters arising from 13th September minutes (for information only)

None declared.

5. Public Forum

- a. Cllr Jo Copplestone (BDC) 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 attended this meeting.
- c. RF stated there were 4 reports of crime in September for Coltishall (latest figures available). 1 Violence and Sexual Offence, 2 Criminal Damage and Arson and 1 Other Theft.

6. Planning

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

- a. **20201950** – Westbourne House, 6 Westbourne Road – Rear Two Storey Extension and Loft Conversion – **NO COMMENT**
- b. **20201796** – The Old Hermitage, 36A High Street - 13 No replacement windows, 2 no lantern skylights & sliding patio doors to rear (Retrospective) JM **AGREED** to check the windows were not out of character as MS stated this is a listed building and will feedback if any issues.
- c. **20201875** – Riverview Cottage, 47 High Street – work to protected trees in conservation area. Reduction work to trees TS2, T4, T5, removal of the secondary lateral limbs to reduce weight on T6, fell to ground level T7. **NO OBJECTIONS**
- d. **20201882** – Willow Lea, 35 Wroxham Road – Removal of side conservatory and extending of existing rear dormer with proposed roof lights on the front elevation. **NO OBJECTIONS**
- e. **20202003 – Woodside, 14 White Lion Road** – work to protected trees in conservation area. T1 Sycamore: Crown lift, remove lower branches over road; T2 Horse chestnut: Crown lift, remove lower branches over road; T3 Oak: Remove Lowest Limb that hangs over road; T4 Sycamore: Remove; T5 Sycamore: Crown lift, remove lower branches over road. **NO OBJECTIONS**

7. Finance

a. Payments Received

None

b. Payments for Approval - APPROVED

Mr T Warren	Bus Shelter Repair	£450.00
Barnwell Print	A5 Marlpit Insert (Rectory Rd)	£210.00
The Poppy Appeal	Poppy Wreath	£50.00
BHIB Insurance Brokers	Insurance 06/10/20 – 05/10/21	£725.84
Rebecca Furr	Clerk's Expenses	£35.50

BELOW PAYMENT WAS WITHDRAWN

James Matthews	Thank You Gifts	£30.99
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c. Previously agreed Standing Orders and Other Payments

Rebecca Furr	Payroll for November 2020	£984.42
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(Includes 9 hours overtime agreed at extraordinary meeting 30.09.20). Above figure amended as figure on agenda did not include HMRC fees. This was **APPROVED**.

Target Trees	Removal of Oak Tree at Ling Common	£780.00
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d. RF reported the application form to Unity Bank has been signed by authorised signatories and is ready to send. This needs to be submitted with the relevant ID. JM **AGREED** to send his ID to the clerk.

e. The Parish Council considered 3 quotes and **APPROVED** Ms Cantera as the internal auditor for 2020-2021.

f. The financial regulations policy was reviewed and **APPROVED**.

8. Draft Budget and Precept 2021/2022

RF presented a draft budget by email to councillors ahead of the meeting to consider. It was **AGREED** to add a £5000 contingency fund for extra clerk services. Clerk to present second draft budget and precept for approval at the next meeting.

9. Complaint (transferred to JH - Vice Chair)

The councillors considered a complaint which had been put in writing to the council. RF consulted with Linda Mockford – Governance Manager at BDC and no breach of the code of conduct appeared to have been made. RF drafted a letter based on conversations with relevant parties involved and vice chair. This letter was **APPROVED** at the meeting to send to the complainant.

10. Highways/SAM2/Speedwatch – update if any (transfer to chairman)

JH reported the SAM2 camera is back in Horstead and thanked Mr Keller who has volunteered to download the data on behalf of Coltishall Parish Council. Speedwatch is closed due to second lockdown. Traditionally speedwatch has not taken place in December and we are awaiting further information if this will go ahead or not.

11. Playground and MUGA

a. Mr Kirkham continues to inspect the playgrounds fortnightly. JM reported the soft wood on the rocking horse has splintered (. Clerk to ask Mr Kirkham to investigate.

b. MT has written to Coltishall Primary School to explore if any of the children would like to be involved. Currently awaiting a response – however school is understandably prioritising education and welfare in line with Covid restrictions. RF has consulted with the clerk at Happisburgh regarding local contractors (NGF) used for the development of their play area. Sovereign have visited the play area and taken measurements. recommending the swings, activity frame and rocking horse are prioritised for replacement (Sovereign do not repair equipment which is third party due to liability issues).

c. RG and NC have undertaken further noise dampening work to the MUGA.

12. Coltishall Village Hall and Recreation Ground (CAST)

Report provided by Ms Snelling as follows:

As we are now in lockdown there are no activities in the Hall. Prior to this Vibe and Dancezenergy hired the premises. Both are now unable to continue. Brownies were due to start but prevented by the lockdown. Vibe is an adult exercise class and Dancezenergy provides for young people along with the Brownies. These activities help with health and wellbeing and hopefully will be able to continue after 2nd December as previously. Work is continuing on the renovation of the hall.

13. Public Right of Way Application

NC and RG reported they had spoken with another landowner who was opposed to the public right of way application. The parish council discussed this and **AGREED** to proceed with the application on the grounds that we have received the minimum amount of service user evidence forms for parishioners who support this application.

14. Parish Partnership Scheme

JM reported he had sent designs of village gateway signs by email for councillors to consider. It was **AGREED** JM will select the most suitable design which meets Highways regulations.

15. Phone Mast

RF reported Shared Access are still waiting for the official nomination from the operator. Shared Access think it will proceed in the New Year and will be in contact with the parish council then.

16. Allotments

- a. The resignations of Mr Dickson (Chairman and Committee Member), Mr Oakes and Ms Webb (was Matthews) (Vice Chairs and Committee Members) of the Allotment Association were noted. JM has written to Mr Dickson and Mr Oakes acknowledging their resignation as this was addressed to the chair of the parish council. Clerk will ask the Allotment Committee to respond to Ms Webb. It was **AGREED** the clerk will send a thank you letter to all parties.
- b. Minutes from both meetings held on 01.11.20 and 06.11.20 with the allotment association had been shared with the parish council for consideration.
- c. RF and JM discussed the historical and current roles and responsibilities of the parish council and allotment association and shared new information (from Norfolk Parish Training and Support) about the parish council's legal responsibilities in its management of the allotments as land owners. RF presented feedback from the allotment committee following their introductory meeting on 06.11.20. **Standing orders were suspended.** Councillor Copplestone advised the parish council to write to all members outlining the new governance arrangements with a copy of the new tenancy agreement. **Standing orders resumed.** It was **AGREED** clerk will draft a letter. MT, JH, AW and NC offered to support the clerk with administrative tasks so members can be notified as soon as possible.

17. Bure Valley Football Club

It was **AGREED** clerk will ask the chairman of the Bure Valley Football Club to arrange a time to meet with JM re. proposals for fencing, overflow car park and hedge cutting as this has not taken place yet.

18. Climate Emergency

The parish council discussed different points of view about declaring a climate emergency. **Standing order were suspended.** Councillor Copplestone gave an overview of BDC's current Environmental Strategy and was asked by JM to comment on whether the parish council should have a role in promoting climate change. Cllr Copplestone advised it is everybody's responsibility to contribute to this all of the time. Cllr Whymark agreed that anything the parish council can do to support climate change is important. **Standing orders resumed.** It was **AGREED** JM will draft a document on climate emergency to present at the next meeting for approval. This will explain why the parish council are declaring a climate emergency and what the council and parishioners can do to help make Coltishall carbon neutral. AW offered to assist JM.

19. Boundaries at Gt Hautbois Common

RF advised she had emailed planning aid for advice about how to take this forward. JM reported that the parish council have been approached for support by a parishioner who has offered to help MS remove debris from the derelict part of one of the Common's pond. Ms Cryer has also reported raw sewage being spilled from a container on common land. It was **AGREED** to continue investigations of possible encroachment on common verges.

20. Public Sector Pay and Annual Leave Review

Update to clerk's salary and annual leave entitlement (based on Norfolk Association of Local Councils publication regarding pay increment from 1st April 2020 and annual leave entitlement) were **APPROVED**.

21. Other meetings and training

Meetings and training attended

- CILCA Session 2 – 14.10.20 – Clerk
- Meeting between Chairman of the Allotment Association and JM and MS – 29.10.20
- Allotment Association Committee Meeting – attended by JM, MS and RG – 01.11.20
- Introductory Meeting between Clerk and Allotment Association Committee Members – 06.11.20

Future meetings and training

- CILCA Session 3 – 18th November - Clerk

22. To report matters for inclusion in a future agenda

It was **AGREED** clerk will review the complaints procedure and present this to council for consideration.

23. Feedback of clerk's appraisal (Confidential)

Clerk was not present for this discussion and subsequently advised that a £500.00 payment to the clerk was **APPROVED** in recognition of the additional unpaid work undertaken.

The next scheduled date for Councillors summoned to participate in resolutions will be **Tuesday 8th December 2020 at 6.30pm** via Zoom Video Conferencing.

Broadland District Council Report- November 2020

Broadland District Council launched its Community at Heart Lottery in early November, which gives Broadland-based organisations a new and fun way to raise much needed funds. Each ticket costs £1, with 50% going to the 'supporters' nominated good cause and 10% to a community funding pot, which will be managed by Broadland District Council. The remaining 40% will go towards prize money and running costs. Players have a 50 to one chance of winning one of the prizes, which range from the £25,000 jackpot to three free tickets.

The Lottery is all about charities, the voluntary sector and not-for-profit organisations, supporting Broadland's communities, with the 10% Community funding pot to be used as a start-up grant to kick start worthwhile community activities. For small charities, getting these grants is going to make a significant difference, the first tickets go on sale on 12th January 2021 and the first draw is taking place on 27th February to support local good causes across the district.

Broadlands cabinet met in early November just prior to the lockdown, when it was noted that the furlough scheme has been extended (now until next March). Government has given £1.1bn to Local Authorities, to help them support business more broadly, with £2.6m of this allocated to Broadland for 'Additional Restrictions Grants'. These are in addition to the local lockdown grants for business premises forced to close in England, which are to receive grants worth up to £3,000 per month under the 'Local Restrictions Support Grant'.

These announcements are only part of the government's world-leading economic response to coronavirus- the largest package of emergency support in post war history, to protect, create and support Jobs.

I hope you all stay safe & well!

Cllr. Jo Copplestone

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Portfolio Holder for Economic Development

Broadland District Council

Councillor Whymark report to follow – November 2020

DRAFT