

COLTISHALL PARISH COUNCIL

www.coltishallpc.info

Minutes of the Parish Council Meeting held at the Village Hall Lounge on Monday 8th January at 7.30pm

Present: Bob Grindrod (BG), Bill Musson (BM), Doreen Snelling (DS), Michael Spinks (MS), Mike Kirkham (MK), John Haschak (after co-option, JH), Suzanne Hall (Clerk, SH) plus Jo Copplestone (JC), District Councillor and 9 parishioners.

Bob Grindrod, Acting Chairman, introduced Suzanne Hall as the Acting Clerk and Responsible Financial Officer for the Parish Council and invited her to oversee the election of a Chairman.

1. Elections

Bob Grindrod was elected as Chairman (proposed MK, seconded DS), and he signed the Declaration of Acceptance of Office, witnessed by the Clerk.

Bill Musson was elected as Vice Chairman (proposed DS, seconded BG).

John Haschak was co-opted to the Parish Council and his new councillor training was approved (proposed DS, seconded MK).

2. Apologies for absence.

Tom Garrod, County Councillor, offered his apologies.

3. Declarations of interest in items on the agenda

DS and MS declared an interest in items relating to CAST.

4. Minutes of previous meeting 6th November 2017 and Extraordinary General meeting held on the 27th November 2017

Minutes of the 6th November meeting were signed as a true and accurate record.

Minutes of the 27th November EGM were signed as a true and accurate record.

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

6/11 Item 8: Ling Way Crossing consultation meeting took place on 7th December 2017 with Jon Winnett, Highways. Eight parishioners attended. The Parish Partnership Bid (PPS) bid was submitted to Norfolk County Council on 9th December. Outcome will be notified in March.

6/11 Item 10: The Council has received confirmation that driver training will be limited to 30mph and occur no more than ten times per month.

6/11 Item 12: The Council/CAST has received a quotation for £225 to refurbish sheds and remove associated rubbish. The quotation was accepted (proposed BG, seconded BM).

6/11 Item 13.1: The Speedwatch team will discuss this matter with Highways and the Community Speedwatch Co-ordinator for Norfolk.

6/11 Item 23: Perspex in Pharmacy Noticeboard will be replaced.

Open Forum

6. Reports from district and county councillors

JC informed the Council about developments at HMP Bure following last year's prison inspection and the arrival of a new Governor. She noted ongoing concern about the impact of cable laying from new wind farm developments on local communities, and possible measures to mitigate it.

She informed the Council that the Greater Norwich Development Plan consultation will run from 8th January 2018 and that a meeting for Parish Councils will be held on 24th January at 6pm.

7. Public Participation

Parishioners raised concerns about the following matters: situation of the clothes bank in the Village Hall car park; failure to empty the Village Hall green bin; the low turnout at the Ling Way crossing consultation; the failure to grit Westbourne Road; the impact of a hedge on the Bowls Pavilion; parking by the Rectory Road bus stop.

8. Police Report

Parishioners were reminded that the Police newsletter appears on the Council website. Four crimes were reported in Coltishall in November; two of violence, one criminal damage and one robbery. The next Safer Neighbourhood Meeting will be in Aylsham Tuesday 16th January 7pm.

9. Highways

Footway repairs on Station Road bridge were completed. Subsequent unrelated works have caused one lane to be closed again.

Main Meeting

10. Finance report, bank reconciliation, budget to date

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

NCC 28/11	£1202.92
Recycling credit received 28/11	£147.35
Recycling credit received 19/12	£79.65
VAT reclaim to end Nov 2017 27/12	£802.57

(2) The following payments have been made since last meeting

Bure Valley YFC	£1500.00
Outgoing Clerks salary for November	£484.90
Randells - Rotovator hire	£45.00

(3) The following payments were approved at the meeting

David Gillett – Tree works	£50.00
ICO registration	£35.00
B Musson – travel for training	£34.20
Colishall Village Hall – hall hire April – Sept	£40.00
Garden Guardians – to cover Highways contract – for 2017 work	£1195.97
Garden Guardians – other grass cutting – for 2017 work	£4998.10
URM – Bottlebank emptying Nov 2017	£12.60
BDC – Green bin emptying at village hall – April 17 to March 18	£127.25
Westcotec – SAM2 equipment	£2070.00
Outgoing Clerks December Salary	£484.90
Outgoing Clerks expenses	£86.29
B Grindrod expenses – laptop/phone/training/other	£941.22
Incoming Clerks December Salary	£306.20
Incoming Clerks January Salary	£510.34
Incoming Clerks February Salary	£510.34
Coltishall PCC – Room Hire for SAM2/Speedwatch	£14.00

The Precept for 2018/19 of £33,000 has been requested as agreed.

MK accepted the role of finance councillor to check accounts quarterly.

It was noted that the Council no longer has the General Power of Competence.

11. Future meetings for full council and planning committee – dates, time and venue

The Council agreed that it would meet monthly, beginning in the new Financial Year 2018/19. BG confirmed that a full set of dates, times and venues would be presented to the next meeting for agreement following appropriate consultation and discussion.

12. To consider planning application 20172152 – Flat 1 Coltishall Hall. Replace roof light with rafters.

Councillors expressed no objections.

13. Report on SAM2 and Speedwatch

The SAM2 was now in operation. It will be used in Horstead during December and January before being transferred to Coltishall. Usage will be 50/50 between the two parishes. Regular updates on speeds recorded will be provided on the parish website and in The Marlpit.

14. Green Bin at Village Hall

The collection was (retrospectively) agreed for the period 04/17 to 03/18.

15. Donations

Norfolk Citizens Advice had requested a donation. Councillors agreed to donate £200. (Proposed DS, seconded BG)

16. MUGA – addendum to Risk assessment

The Risk Assessment addendum was adopted by the Council. (Proposed BM, seconded BG)

17. Village asset maintenance

Councillors agreed to receive a proposal on the potential recruitment of a village handy person at their next meeting in March. This work will be led by BM and BG.

18. Playground inspections

MK agreed to take on the role of playground inspector. Training will be organised and support has been offered by and gratefully accepted from the Chairman of Horstead Parish Council, who undertakes the role in Horstead.

19. Training

Councillors approved Mr Dixon attending allotment training and MK and the Clerk attending Internal Audit training. (Proposed DS, seconded BM)

20. Tree survey

Councillors agreed that BM, MS and tree warden Peter Croot would agree a schedule of work with the tree surgeon for this financial year to match the available budget. BM would report back if further resources would be required.

21. Other meetings and training

Councillors noted that the Clerk was undertaking CILCA training.

Councillors noted that BM would be attending Grants and Funding training.

22. Any other business

The Chairman expressed gratitude to Mrs Susan Ostler, who has agreed to provide support for the development and maintenance of the Parish Council website.

The next meeting date will be **Monday 5th March 2018**.