

COLTISHALL PARISH COUNCIL

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Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Tuesday 8th September 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 three Parishioners.

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 for 07.07.20 were **APPROVED** as a true and accurate record. To be signed by chairman at next public meeting.

4. To approve Ms Snellings absence from parish council's meeting.

Parish Councillors unanimously **APPROVED** Ms Snelling to remain on the parish council.

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

None declared

OPEN FORUM

6. To receive reports from District and County Councillors

Cllr Jo Coplestone and Cllr Fran Whymark (NCC) provided an overview of their current involvements. Please see summary reports at end of these minutes.

7. Public Participation

Two parishioners raised concerns about the possible placement of "The Seaweed Shack" (mobile horse cart serving health food and possibly crafts) at the Commons due to the issues this may present with increased litter, lack of parking, additional visitors increasing potential risk of Covid and the impact on conservation. A Parishioner asked what the Parish Council's position was on this matter. JM reported that speaking individually he maintains a neutral stance as the council gather information. A Parishioner asked JC for her findings on the matter. **Standing orders were suspended.** JC reported she has made enquiries with the food and health team at BDC and the proprietor has all relevant licences. He does not require planning permission but will need to seek approval from Highways. JC said she has already alerted the proprietor that various members of the public have raised objections and in light of that he acknowledged that he would not pursue his enterprise in the face of the public being against it. JC confirmed that representation can be made directly to him. Please contact clerk for contact details.

Standing orders resumed.

8. Police Reporting

RF reported there were ten crime reports for July 2020 (latest figures available). One for Antisocial Behaviour, One for Burglary, Two for Public Order and Six for Violence and Sexual Offences.

9. Highways/SAM2/Speedwatch

JH stated the SAM2 Speed Camera is back in Coltishall on Anchor Street. Mr Keller has kindly volunteered to download the SAM2 data and JH has arranged to meet him on Monday for a trial. Speedwatch has resumed after the Covid break. The first session was a fortnight ago on Ling Way.

10. Playground and MUGA

(10.1) The Parish Council **AGREED** to monitor the low risk recommendations identified in the playground inspection report which will be informed by the weekly inspection undertaken.

(10.2) NC reported that the noise dampening work on both ends of the MUGA has been completed (delay due to harvest). They now need to complete the sides (a quarter already complete on the side of the play area). RF informed that two parishioners emailed the clerk offering them assistance to help finish the work. NC to check emails and inform clerk if help needed.

MAIN MEETING

11. Planning Applications

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

11.1	20201367	The Hollow – 27 Westbourne Road	Erection of orangery, first and second floor extensions and new subterranean garage. UNANOMOUS OBJECTION – on the grounds of sustainability, overlooking, environmental (green corridor) and lack of information about the development.
11.2	20201416	Urlyanlate – North Walsham Road	Erection of 1 ½ storey extension to the rear (west), single storey extension to the side (north) and conversion of existing loft space. NO OBJECTION
11.3	20201498	22 The Street	Single storey rear extension, replacement windows and additional roof lights to rear and alterations to front entrance bringing ground floor glazing NO OBJECTION
11.4	20201434	Land to rear of 15 Church Street	Change of use of agricultural land to leisure for the exclusive use of the occupants of 15 Church Street including erection of gym, tennis court, outdoor swimming pool, sauna and storage/plant building for bore hole filters and generator UNANOMOUS OBJECTION – on the grounds of environmental (green corridor), noise, design and lack of information about the development (no ecological survey).
11.5	BA/2020/0217/HOUSEH	Boatyard Maltings – 30 Anchor Street	Conversion of other half of the loft, removal of a chimney, two storey rear

			extension and internal reconfiguration
			NO OBJECTION
11.6	20201574	Spinney Lodge, 16 White Lion Road	Demolition of rear extension to study to North Elevation, removal of rear existing walls on North Elevation and replace with large doors/windows, new window to South Elevation on ground floor
			NO OBJECTION

12. To approve finances (details sent in advance via email to parish councillors) - APPROVED

12.1 Payments Received

Norfolk SLCC	Clerk Training Bursary (CILCA)	£100
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12.2 Payments for Approval (direct payment form to be signed at next public meeting)

Westcotec	Bluetooth fitting for SAM2	£125.00
Norfolk Parish Training and Support	CILCA Training for clerk September 2020 – March 2021	£204.00
David Gillett	Tree Survey	£600.00
Rebecca Furr	Clerks Expenses – July and August	£168.22
WAVE	Allotment Water Bill	£173.65

12.3 Previously agreed Standing Orders and other payments

Rebecca Furr	Payroll for August and September 2020	1704.82
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12.4 It was **APPROVED** to transfer all parish council accounts to the Unity Trust Bank. RF confirmed the monthly fee is £6 and this will be deducted quarterly.

12.5 It was **APPROVED** JM, AW and clerk will be the triple authorisers of the parish council accounts.

12.6 It was **AGREED** to ear mark the parish council phone mast monies under Play Area Renovation and Village Recreation Facilities. Following consultation with Coltishall Commons Management Trust (CCMT) RG proposed the parish council fund additional seats (benches) and bins at the Lower and Higher Commons as these areas are well used and busy. It was **AGREED** RG will ask CCMT to provide a quotation. JM reported that a community group is exploring the option of roadside conversation areas (wildflower banks) on the verges near the Lower Common as a deterrent to prevent people parking on them. JM proposed ear marking funds from general reserves for this project in the future (to be discussed formally at a later stage if this is an approved option). MT said she would like to see a fund that parishioners can apply to which benefits the community. RF explained that there is a limit under S137 Local Government Act that the parish council can spend for projects which are not specifically within the parish councils' statutory powers. This is based on the number of electors and rate per elector (to be discussed formally when setting the budget).

12.7 It was **AGREED** to retain the Covid 19 grant of £1000 due to the increase in Covid 19 cases in Norfolk as reported by JC (see report).

13. Coltishall Village Hall and Recreation Ground (CAST)

The village hall improvement has commenced. The Pre School has successfully completed a half term which is good news for the children. Two hirers are due to start in September subject to all risk assessments to comply with Covid 19. We are working closely with them and thank them for their help. The football teams are enjoying playing again safely and

thanks to Ted and his team for organising this. Our thanks to all for working in these difficult times and my colleagues for their support. Doreen Snelling – Trustee of CAST

14. Repair Bus Shelter on Westbourne Road

RF reported 3 quotes were obtained. Both Westcotec and JNR provided quotes to replace the bus shelter as they did not feel the structure was suitable for repair. Westcotec quoted £5450 excluding VAT and JNR quoted £2958.16 excluding VAT. Mr Warren quoted to repair the bus shelter roof and provide seating for £450.00. The Parish Council **APPROVED** Mr Warren's quote – preferring to restore than replace the existing bus shelter.

15. Parish Partnership Scheme

It was **AGREED** to bid for a village gateway sign on the B1150 (North Walsham side) as a speed deterrent to drivers passing through Coltishall. RF reported costs are approximately £313-£713 which will be joint funded with Norfolk County Council. JM **AGREED** to meet with Justin Le-May at Highways at the location to consider options and report back to parish council at next meeting.

16. Phone Mast

RF reported EE have not approved agreement with Shared Access yet. Shared Access are now offering to pay the parish council's legal and surveyor fees fully but want the council to agree their offer. It was **AGREED** RF will respond to Shared Access (in consultation with parishioner) explaining the parish council will not consider their offer until a surveyor has completed their inspection as this will inform whether the head of terms Shared Access request the parish council approve are acceptable or not.

17. Public Right of Way Application

NC and RG reported they are consulting with the relevant land owners to obtain their views about a public right of way application. The parish council **APPROVED** £3 funding for each land registry application required to find out the land owners for all the relevant areas under the proposed Public Right of Way application – footpath off Rectory Road in-between football field and Crocus Homes site, to the left up to the top of St James and to the right past the back of the Primary School to the bridle path that starts at Chapel Lane and finishes at St James. The Parish Council require twelve parishioners to complete user evidence forms verifying they have used either of these walkways for the past twenty years for the application to be considered. Please contact the clerk for details.

18. Parking Issues

(18.1) RF reported that Highways no longer promote Traffic Regulation Orders (TRO) due to prohibitive cost measures and have stated bollards are not an option at this time. Both Anchor Street and Wroxham Road have a good safety record and unless these areas become a safety issue Highways will not consider a TRO. Signage is not an option with TROs. JM said he has met with some of the residents concerned with the parking in this area and proposed Roadside Conservation Areas. This is a community initiative which residents are now exploring via The Wildlife Trust but may need support from the Parish Council if this is established.

(18.2) RF reported that Highways state a concealed drive warning sign is not possible under the Traffic Signs Regulations and General Directions 2016 and a speed reduction in this area will not be considered due to its current safety record. The Parish Council hope the village gateway sign will help reduce speeding in this area and will continue to pursue this matter with Highways.

19. Zoom Subscription

The Parish Council **APPROVED** a monthly subscription till May 2021 whilst the Parish Council have legal powers to hold meetings virtually.

20. Crocus Homes

The Parish Council had no comments. To be considered formally through planning process.

21. Norwich Western Link (NWL)

It was **AGREED** AW will provide a response on behalf of the parish council by 20th September. AW **AGREED** to contact Norfolk County Council and obtain further information about any surveys regarding the impact the NWL will have for Coltishall to inform response.

22. Poplar Tree at Allotments

RF reported that the Allotment Association had provided a quote for £1000 (joint funded) to fell the Poplar Tree which has caused issues for plot holders with water absorption, overshadowing and wind. The Parish Council objected to the tree being felled and **AGREED** the ivy should be cut at the base of the tree (in line with the recommendations of the tree survey conducted in July). RF to update the Allotment Association and obtain quotes.

23. Hedge Trimming at Football Field

RF reported a quote had been obtained from Garden Guardian (current grass contractor) for £120 excluding VAT. This was **APPROVED** by the Parish Council and will include hedge trimming that is touching the club house, including cutting back the bramble and removing the small cherry tree growing against the wall and cutting back the hawthorn hedge so all arisings are clear and safe.

24. Hedge Trimming at Millennium Orchard

The Parish Council are awaiting a quote from Garden Guardians. To consider at next parish council meeting.

25. Tree Survey Report

The parish councillors **AGREED** to continue to monitor the low risk and medium risk trees (on Water Meadows not used by members of the public) identified within the tree survey report.

26. Hautbois Common Wildlife Survey

It was **AGREED** RF will arrange a mutual time up to five parish councillors can meet at Gt Hautbois Common with MS to review the wildlife survey and gain knowledge about the work MS and his family have contributed to the Common's management.

27. Climate Emergency

This was deferred to next month's agenda for consideration once JM has shared more research with parish councillors to consider.

28. Freedom of Information Act Policy

This policy was reviewed and **APPROVED** by the parish council.

29. Clerk's Probationary Period

This was **APPROVED**. RF will email parish councillors with a date to arrange a bi-annual review.

30. Other meetings and training

Meetings and training attended

- Induction Training - AW
- SLCC AGM and Workshop – 22nd July - Clerk
- Introduction to CILCA – 8th July - Clerk

Future meetings and training

- CILCA Session 1 – 16th September - Clerk
- Practical Budgeting for New RFOs (Clerk) – 7th October - £44 – **APPROVED**

31. Inclusion for Future Agenda

MS requested an update from Highways regarding the bent Give Way sign on Frogge Lane
MT requested the play area renovation is on next month's agenda.

The next scheduled date for Councillors summoned to participate in resolutions will be **Tuesday 13th October 2020 at 6.30pm via Zoom Video Conferencing.**

Broadland District Council Report- September 2020

Back in late July, I outlined the council's Forward Plan for Recovery from the Covid-19 Crisis, and this continues to be vitally significant work as the pandemic is not over yet. Although the virus is relatively low in Broadland and North Norfolk, rates of infection per 100,000 of population have risen very sharply in Great Yarmouth, and Breckland, (possibly due to an outbreak in a food processing plant in Attleborough). Our Confidence Campaign continues and our staff are working closely with Town & Parishes to create a clean & safe environment in public spaces. Our Business Support & Discretionary Grant Schemes have now closed, with almost £25 million paid to businesses in Broadland, and we have recently announced our Tourism adaptation grants, to help businesses within the Leisure, Tourism, Hospitality, Cultural and Visitor Economy sectors. This week has seen the launch of the Kickstart Programme, Employers can apply for up to £1,500 per job for setup costs to create high quality 6-month long work placements aimed at those aged 16 to 24 who are on Universal Credit and deemed to be at risk of long-term unemployment. The government has recently published a white paper on reforming the planning system called 'Planning for the Future', these proposals are subject to consultation with the deadline date of 29th October 2020. The document is looking to ensure delivery of 300,000 new homes each year and 1,000,000 during each parliamentary term – this is for England only. Over the coming month Council will consider how this will affect the emerging Greater Norwich Local Plan, as well as our response to this consultation. Nominations are now open for Broadland's Community at Heart Awards, which celebrate selfless work and incredible achievements in our Community, a full list of the different categories are available on our website www.broadland.gov.uk/heart and we look forward to your nominations! I hope you all stay safe & well!

Cllr. Jo Copplestone

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Portfolio Holder for Economic Development

Broadland District Council

Cllr Fran Whymark

Unfortunately, all our lives are still dominated by COVID-19. Broadland District Council continue to offer support for residents through the Help Hub, 01508 533933. BDC are also doing everything they can to support local businesses and the Economic Development Team can be contacted on 01603 980441 or email: business@broadland.gov.uk . Discretionary grants are available and additional targeted help for the tourist industry. The outbreak at Banham Poultry brings the pandemic close to home. Remember if you are showing any symptoms get tested. Call 119 for an appointment, more information on: www.NHS.uk/coronavirus . Wroxham Library will reopen on 8th September with restrictions in place.

The Hoveton and Wroxham Men's Shed has opened. Initially the men will be meeting on Tuesdays at 10am at Hoveton Village Hall but they will be seeking funding to buy a shed which will be based in the grounds. They are currently forming as a group but would welcome any additional members and support to get things going. There are also plans for a Shed in Acle in the future.

Norfolk County Council are having Hazardous Waste collections at Recycling Centres ,accepting waste including: paint, varnish, weed killers and cleaning products. Locally at Caister on 16, 17, 18th October. See <https://www.norfolk.gov.uk/news/2020/08/household-hazardous-waste-drop-offevents-set-for-september-and-october-across-norfolk> for more details.