



COLTISHALL PARISH COUNCIL

Clerk: Rebecca Furr
2 Hall Cottages, The Windle, Acle, NR13 3JT
Tel: 07446 542146
Email: coltclerk@gmail.com

Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Tuesday 12th January 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) and Adam Wolton (AW) from Item 5 and Rebecca Furr (Clerk, RF). All by video conferencing except MS and DS via audio.

1. To consider apologies for absence

Apologies were received and ACCEPTED for Cllr Jo Copplestone – Broadland District Council (BDC) and Cllr Fran Whymark – Norfolk County Council (NCC).

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

RG declared a pecuniary interest regarding item 6a and left the meeting when this item was discussed.

3. To approve minutes from 8th December 2020 (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)

None.

5. Public Forum

a. Reports received from District and County Councillor's – Cllr Jo Copplestone and Cllr Fran Whymark. Please see summary reports at the end of these minutes.

b. Public Participation

A parishioner raised concerns about inaccessibility issues for pushchair users and people with physical disabilities using the stiles on the public footpath next to Dairy Farm on Wroxham Road leading to the bottom of Anchor Street. This is the only safe route for some parishioners on the end of Wroxham Road and Abbey Court as there is no footpath into the village. The Clerk reported the issue to NCC Highways on 07.10.20. It was AGREED the parishioner would send the clerk photos of the stiles and send a further letter of support for the stiles to be removed.

6. Planning

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

a. **20202268** – Dairy Farm, Wroxham Road - Demolition of existing barn and replacement with 2 dwellings and associated garages plus private drive – OBJECTION unless two conditions are met. 1. A safe and sustainable foot and cycle path is provided from Dairy Farm into the village for members of the public. 2. Both dwellings should reach passive housing standards.

b. **BA/2020/0426/LBC** – The Old Maltings, 14 Anchor Street – Reconsultation based on new information about new external lights / new entry door system. AGREED to WITHDRAW

OBJECTION based on a new document detailing the lighting and its minimal impact to the streetscape.

- c. Received after agenda set. **BA/2020/0003/REF** – Barn adjacent Barn Mead Cottages, Church Loke – Informal Hearing Consultation regarding appeal against refusal for change of use from B8 to residential dwelling and self-contained annexe. NO FURTHER COMMENTS TO PREVIOUS OBJECTIONS. These will already be taken into consideration at the hearing.
- d. Received after agenda set. **20202408** – Red Lion, 77 Church Street - Demolition of the public house's existing single storey side/rear extensions and associated outbuildings (sheds and lean to's) and walls; realignment of the existing access and driveway; creation of a pub garden to the side of the public house and staff and disabled car parking area (incl electric vehicle charge point) to the rear of the public house; conversion of the existing holiday cottage and attached shop unit to a residential dwelling; and the development of two new residential dwellings and parking areas on land adjacent to the Red Lion PH, Church Street, Coltishall (phased development) – It was AGREED the clerk will ask for an extension to comment and propose BDC hold a public consultation (albeit virtual/post) regarding this application to Coltishall residents due to the significance this development will have on streetscape and use of amenities in a conservation area and high street.

7. Finance

- a. **Payments Received - AGREED**

Rural Payments Agency	Environmental Stewardship Payment	£364.00
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- b. **Payments for Approval - APPROVED**

The Garden Guardian	Highway Grass Verge Cutting	£1408.80
BDC	Dog Bin Collection 01.04.20 – 31.03.21	£561.60
Rebecca Furr	Clerk's Expenses	£31.19
ICO	Data Protection Fee	£40.00
- c. **Previously agreed Standing Orders and Other Payments - APPROVED**

Rebecca Furr	Payroll for January 2021	£878.62
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- d. JM and AW to complete authorisation forms so DS and MS are added as signatories to the new account so funds can be switched from existing account.
- e. It was noted that the internal control check has been completed and the the Quarter 3 financial report APPROVED as a true and accurate record.
- f. It was noted that the amendments made to the precept/budget agreed on 08.12.20 have been completed. (This has been published on the website).

8. To receive an update regarding Highways

- a. It was AGREED the parish council would not representant or financially aid the removal of the Oak tree on Chapel Lane footpath as Highways had already conducted their own inspection, the concerns about the broken branches did not meet their criteria for intervention and will continue to be inspected routinely. Clerk to inform the parishioner and explain that any work to the tree has to be approved by Highways as landowners.

9. Police Reports

The clerk updated there were 9 police reports for November. 3 criminal damage and arson, 3 violence and sexual offences, 1 theft and 2 other crime.

10. Playground and MUGA

- a. Inspections continue to be carried out fortnightly with no remedial action identified. The playground can remain open during lockdown. Signage is displayed regarding social distancing and hand sanitising.
- b. The MUGA and adult gym equipment has been closed in line with Government regulations to protect the spread of Coronavirus. JM has displayed signage and put “stay 2.5 metres away” tape across the adult gym equipment. This has since been broken in places but remains visible on the equipment thus showing this should not be used.

11. Coltishall Village Hall and Recreation Ground (CAST)

- a. Ms Snelling reported that the village hall is closed in line with Government regulations to protect the spread of Coronavirus. The Pre School are only open to two children whose carers are key-workers.
- b. Ms Thackham reported the new front doors have been installed on the village hall and the main hall has been painted inside. CAST are on target for a June completion despite lockdown.
- c. The proposal from CAST for an access path from the football field to the school was considered. It was AGREED to clear the brambles and scrub along the side of the pitch and cut back the branches of the conifers on the corner (CAST have already obtained permission from the relevant neighbours). CAST to investigate whether this work can be carried out by volunteers under Covid rules. If this is not possible it was agreed at the next parish council meeting councillors would consider paying for this to be done.

12. Gt Hautbois Common

James to contact CPRE and the District Councillors to see if they may be able to help with the boundary investigations at Gt Hautbois Common.

13. Allotments

- a. Report received from Mr Thrussell – Acting Chairman of Allotment Committee. See summary at end of these minutes. Mr Thrussell also reported that lots of people have been walking through the allotment site since lockdown making it seem currently unsafe for the tenants. The council discussed this and AGREED not to take any action at this time with the view this will settle as the lockdown restrictions ease.
- b. Quote approved from ALB plumbing to remove and replace all posts, casing, pipework, standpipes and taps.
- c. It was AGREED clerk to send allotment constitution to the allotment association for comment before parish council approve document.
- d. Councillors required more time to view and consider the licence agreement. It was AGREED any comments should be sent to AW ahead of the next meeting when the agreement would be considered for approval.
- e. Councillors required more time to view and consider the revised tenancy agreement and risk assessment. It was AGREED any comments should be sent to AW ahead of the next meeting when the documents would be considered for approval.

14. It was noted that Shared Access reported the mobile company Three no longer wish to proceed with the phone mast upgrade on the football field.

15. The clerk advised detailed maps of the 3 proposed routes were sent to residents who completed the evidence user forms for the Public Right of Way application (PROW). 12 residents claimed to have used Route 1 from Rectory Road to The Hill (the minimum required to pursue the PROW application) However there were only 9 residents who claimed using Route 2 – Rectory Road to

Chapel Lane and 8 residents for Route 3 – The Hill to Chapel Lane. The clerk will proceed with the PROW application for Route 1 but will not be able to proceed with the other routes unless more residents formally claim to have used them.

16. The clerk updated that BDC have said planning permission would be required if the Bure Valley Football Club (BVFC) wishes to create a temporary overflow car park with grass reinforcement mesh. There was a lengthy discussion regarding the advantages and disadvantages of an overflow car park and recommended that BVFC put a firm proposal in writing about their requirements with further background information about the parking difficulties including a design plan, costings and how the proposal will meet the needs of parishioners.
17. It was AGREED the clerk will write to Girls Guides and ask them to withdraw their application to adopt the telephone kiosk as this is a working telephone box and is an asset to the village. The clerk will also respond to BT's consultation objecting to the application on behalf of the parish council.
18. Tree Warden Work
- a. It was NOTED that the replacement planting has been undertaken along St Michael's Lane and Churchyard and the primary school have helped replace hedging at the community orchard.
 - b. It was AGREED JM will set up a working party with the tree wardens Mr Spinks and Mr Croot regarding planting Oak and Roman trees around the boundary of the football field and consult with those it may affect such as the BVFC.
 - c. The parish council APPROVED the tree warden purchasing four apple trees for the Community Orchard up to the value of £100.

19. Other meetings and training

Meetings and training attended

- CILCA Session 4 – 16.12.20 (viewed recording 30.12.20) – Clerk

Future meetings and training

- Planning Training with BDC – 19.01.21 - Clerk

20. To report matters for inclusion in a future agenda

None

The next scheduled date for Councillors summoned to participate in resolutions will be **Tuesday 9th February 2021** at **6.30pm** via Zoom Video Conferencing.

Signed: _____ James Matthews, Chairman of Coltishall Parish Council

Broadland District Council Report- January 2021

With our Governments announcement of Tier 5 lockdown following an escalation in rates of Covid 19 across England, our council teams are once again on the front line helping our vulnerable residents and those self-isolating. Our Community Help Hub is open 08:15 to 22:00 and can be contacted on Tel: 01508 533933 or email: helphub@s-norfolk.gov.uk, further information is available on our website: www.broadland.gov.uk/coronavirus

Our Covid Support Advisors have been active both day and night in our Towns, Villages, Retail Centres & Schools advising and supporting Businesses, Traders and Customers, working closely with our Regulatory Teams to aid public safety.

From early January a dedicated 'Covid Support Team' team will be working on Enhanced Contact Tracing, by visiting the homes of those residents who have recently tested positive across the district and remedying any deficit in contact with Test & Trace, as well as supporting residents with welfare needs in self isolation. Furthermore, by working closely with our Environmental Protection Team, visiting and advising small businesses running essential retail to ensure adherence to Covid related regulations, and maintaining a presence in residential areas to provide advice and reassurance to residents.

Businesses in the district have been receiving Local Restriction Grants during the period our region was in Tier 2 and then Tier 4 (now closed). Government have announced a further £4.6bn in funding for 'Closed Business Lockdown Payments' with eligible businesses receiving a one-off payment based on their rateable value of either £4,000, £6,000 or £9,000. This grant is in addition to Tier 4 scheme, and where businesses have previously claimed Covid related grants we expect to make payments without the need for businesses reapplying.

Broadland has received an additional £1.4m for the Additional Restrictions Grant Scheme (ARG Phase 2) to support the self-employed and small businesses who have not previously received grant support from other schemes and who have been severely impacted by Covid-19. An expression of interest form is available on our website to make an application for this grant funding.

I hope you all stay safe & well!

Cllr. Jo Copplestone jo.copplestone@broadland.gov.uk

Portfolio Holder for Economic Development, Broadland District Council

Cllr Fran Whymark Report


As you will be aware Coronavirus cases have increased (and are continuing to increase) very rapidly across Norfolk and Broadland. Broadland currently have a rate of 573 per 100 000, in some areas of Norfolk this has gone over 1000 in the last few days due to outbreaks. Hospital admissions are going up as are the numbers of residents in intensive care. Please protect yourselves and everyone by staying at home and limiting travel unless absolutely necessary. We will come out the other side but only if we work together and observe the basics – Hands – Face – Space.

Norfolk's Director of Public Health, Dr Louise Smith said: "With the new vaccines there is hope on the horizon.

But infection rates are at unprecedented levels in Norfolk, as they are across the country. There is growing demand in our three acute hospitals and across the county's social care settings. The increasing number of cases is across all ages and we know around one in three people who have Covid-19 don't have any symptoms, but can still pass it on. So, the steps we take now are critical. We must continue to play our part and do everything we can to keep ourselves and our friends and family as safe and well as possible to reduce the spread of the virus and support our local NHS services."

Dr Anoop Dhesi, a practicing GP at Staithe Surgery in Stalham and Clinical Chair for NHS Norfolk and Waveney Clinical Commissioning Group (CCG) said: "We have seen an amazing effort from all those involved in rolling out the vaccine - both our NHS staff and community volunteers. But please be patient and wait until you are contacted to come for your vaccination – do not phone or turn up at your GP practice or local hospital as they can only provide the vaccination by appointment. Coronavirus infection rates and hospital admissions are now higher than they were in the first wave. We are asking everyone to follow the local Tier 4 guidance and stay well by continuing to wash our hands, cover our face, and keep two metres apart. This is crucial to avoid more hospital admissions and losing more lives to this virus. If you have an urgent medical need but are unsure what to do, please call 111 first. They can signpost you to the most appropriate service and can even make an appointment for you if you need to be seen urgently."

Click on these links to find out how best to treat Covid-19 symptoms at home and what to do if symptoms worsen:

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- [How to treat coronavirus \(COVID-19\) symptoms at home - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/covid-19/symptoms-at-home/)
 - [What to do if coronavirus \(COVID-19\) symptoms get worse - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/covid-19/symptoms-get-worse/)

For tips on how to stay well click here: [How to stay well in winter - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/covid-19/stay-well/)

Mr Thrussell's Report – Acting Chairman of Coltishall Allotment Association

The Allotments are currently very quiet, it's that time of year. The hardier tenants have been busy preparing their plots ready for Spring. Currently all allotments are let out. Plot 24 has changed hands and the new plot holders have already been busy and cleared it ready to plant. I don't know how the current lockdown will affect people, but obviously some will have to shield again and allowances will be made if their plots get a little neglected. As regards a growing competition, I will discuss it with the current committee and get it put forward at the next AGM, if we can hold one. If not it can be advertised verbally around the site and on the notice board and Marlpit. ALB quote a good one and would fix everything for several years. However up to Council to decide but definitely needs doing soon.