



COLTISHALL PARISH COUNCIL

Clerk: Rebecca Furr
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Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Tuesday 8th December 2020 at 6.30pm

Present: James Matthews (JM), Michael Spinks (MS), John Haschak (JH), Richard Germany (RG) from Item 7, Adam Wolton (AW), Michelle Thackham (MT) and Doreen Snelling (DS) 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 Coplestone – Broadland District Council (BDC), Cllr Fran Whymark – Norfolk County Council (NCC) and Nicola Chaney – Parish Councillor.

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

None.

3. To approve minutes from 10th November 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 from District and County Councillors – Cllr Jo Coplestone and Cllr Fran Whymark
Please see summary reports at the end of these minutes.
- b. Public Participation
None.

6. Planning

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

- a. **BA/2020/0413/TCAA** Rose Marie – 20 Wroxham Road. Proposal: T1: Weeping Willow - Remove and replace in alternative location. NO COMMENT.
- b. **20202175** – The Great Barn – Belaugh Green Lane, Belaugh. Proposal: Installation of a new entrance frame/storm porch. NO COMMENT.
- c. **APP/K2610/W/20/3260533** – Appeal Consideration (previous representations have been shared with planning inspectorate) – Land at Rectory Road. Proposal: Erection of 9 Self-Build Dwellings and Service Road (outline). It was AGREED to fully endorse the decision letter from BDC objecting to the planning application.
- d. **BA/2020/0426/LBC** (received after agenda set) – The Old Maltings, 14 Anchor Street – New door entry system controller/external lights. DS reported there is no date on the site notice. Councillors AGREED to object if the external lights are intrusive to the streetscape.

7. Finance

a. Payments for Approval - APPROVED

Wave – Allotment Water Bill	£104.03
Clerks Expenses	£75.04

JM and MS met with Mr McCarter – Bure Valley Football Club who has reported health and safety concerns about children and their families using the football field as a safe route to school as this has become very muddy and slippery. JM reported that he had undertaken a risk assessment of the field and car park which identified the risk of a child slipping on the field as low. There was a discussion about responsibility and insurance. DS confirmed that that surface of the field is the parish council responsibility. RF reported she had spoken with the parish council's insurance and was advised that it is unlikely our insurance would cover for this purpose. It was AGREED that the clerk will write to the school and ask them to find an alternative route and lock the gate due to concerns there is not appropriate cover. Parish Councillors discussed the possibility of putting a pathway along the playing field as a future proposal including from the building (changing rooms) to the field.

13. Gt Hautbois Common

- a. To receive an update regarding boundaries investigation
JM reported that it is unclear who owns certain sections of the common as some title deeds which have been issued contradict with other documents which claim certain boundaries are common land. Investigations are continuing.
- b. To receive update from Ms Baczwoska – Conservation Officer - Norfolk Wildlife Trust
Suspending orders suspended. It was AGREED Ms Baczwoska will write to the parish council once the results of the railway survey have been received. (This is to support that the railway should be managed in a way which supports wildlife by reducing unnecessary clearance and spraying providing this does not impede on railway safety). The parish council can then consider if they want to endorse the findings and make their own representations. Ms Baczwoska and a local resident talked about the work they had discussed regarding the ponds on Hautbois Common. It was AGREED the local resident will work with the Parish Council under the guidance of Norfolk Wildlife Trust and in consultation with Michael Spinks before any work is undertaken to clear out the ponds/cut back trees. Suspending orders reinstated.
- c. To note support from parishioner to help remove debris from pond (southern area)
Noted. RG AGREED to ask for the land owners' permission for this work to be carried out (cutting back the Willow Trees).

14. Allotments

- a. To receive report from Mr Thrussell - Acting Chair of Coltishall Allotment Association
Please see summary report at the end of these minutes
- b. To consider planting of a mixed hedge of native shrubs along the northern boundary of the allotments, wildflowers and involving the school, children's groups.
AGREED. RF to ask Mr Cryer to share design plans with the council once complete.
- c. To consider quotes for repairs/servicing of the taps and pipes
DEFERRED quotes were not received in time of meeting.
- d. To approve tenancy agreement for April 2021
APPROVED with the following changes. Under insurance - where it says tenants are required to have public liability insurance for their plots. This will be removed. The current allotment insurance policy covers the committee, members and landowners. Rats - where it says the tenant is responsible for appointing a pest control officer. This will be removed. Tenants will be asked to report pest issues to the committee and then the parish council will arrange the appropriate response. Under conditions of use - chemicals

etc. will say tenants should select products that do the least amount of harm to the environment. It was AGREED the clerk will liaise with the allotment committee regarding the consideration of organic gardening for the next allotment AGM in March.

e. To approve risk assessment document

APPROVED with the following changes. Under responsibilities at the end of the paragraph - to add "by conducting bi-annual risk assessments to identify any issues".

f. To consider a licence agreement between the Parish Council and Allotment Association

This was AGREED. AW to read constitution and make comments to RF. RF to liaise with National Allotment Society to produce draft licence for council to consider based on AW's comments.

15. To receive an update regarding the Public Right of Way Application

RF reported maps have been sent to all parishioners who completed the evidence user forms - as there are multiple routes within the application and it needs to be clear which of the four routes are being used. Once these have all been returned, notices can be sent to landowners and the application can be made.

16. To receive an update regarding the Parish Partnership Scheme

The bid for the village gateway sign has been made. JM has been trying to contact the Highways Officer to arrange a visit at the proposed site for the sign.

17. To receive update regarding request from Bure Valley Football Club for an overflow car park, fencing and hedge cutting

JM and MS met with Mr McCarter at the Bure Valley Football Club. JM reported there is a covenant on the land that it must only be used for sport and recreational purposes. It is unclear whether an overflow car park requires planning permission under a change of use. RF has contacted BDC for advice (could take 4-6 weeks). It was AGREED to defer the overflow parking and fencing till BDC have responded.

JM noted MT's email sent prior to the meeting supporting the idea for an overflow car park. DS AGREED to ask Mr McCarter to record how many cars are parked on Rectory Road, the Cricket Field and Doctors Surgeries when the football club is open for the parish council's information. There was a discussion about upgrading the existing car park so that there is safe pedestrian access and an even surface. It was AGREED MT and DS will consult with Mr McCarter for his ideas on the matter.

It was AGREED JM will liaise with RF regarding hedges/bushes identified for pruning. RF to obtain quote for work.

18. To consider article from Mr Matthews regarding declaring a Climate Emergency

This was AGREED. RF to condense information so that it can be publicised in the Marlpit for February's edition.

19. To consider responding to the Anglian Eastern Regional Flood & Coastal Committee Survey – deadline 22nd December 2020

Councillors answered the survey questions at the meeting which the clerk will send.

20. To consider for approval revised complaints procedure

This was APPROVED.

21. Other meetings and training - NOTED

Meetings and training attended

- CILCA Session 3 – 18.11.20 – Clerk

Future meetings and training

- CILCA Session 4 – 16.12.20 - Clerk

22. To report matters for inclusion in a future agenda

JH proposed making an amount of money available to the Allotments Committee to run an Allotment Competition next Summer in line with the village hall opening.

The next scheduled date for Councillors summoned to participate in resolutions will be **Tuesday 12th January 2021** at **6.30pm** via Zoom Video Conferencing.

Signed: _____ James Matthews, Chairman of Parish Council

Cllr Jo Copplestone – Broadland District Council. December Report

Hope, Kindness and Climate Change!

As I take a moment to reflect on last year, which undoubtedly has been the most challenging for a generation, I would like to concentrate on the goodwill and kindness shown by scores of volunteers, who helped our vulnerable residents through such difficult times. In November the Council celebrated the Community at Heart Awards, which highlights the amazing work of individuals throughout Broadland, and I'm delighted that three local ladies were recognised for their amazing work in our Community.

Julie Douglass who leads the Good Neighbours Team in Coltishall & Horstead, battled on through the lockdown helping others even though she had a broken wrist, Julie won the Good Neighbour of the Year Award. Michelle Thackham won Volunteer of the Year Award, Michelle works as a nurse at Cromer Hospital and manages to squeeze in her role as Parish Councillor for Coltishall, she is also treasurer and trustee of the Pre School, and is a Director of Coltishall Activities and Sports Club, our very own Wonder Women! Tracey Lister who chairs the Coltishall Commons Management Trust, worked tirelessly clearing rubbish from the Common during the hot Summer months when we saw an almost overwhelming influx of visitors, Tracey was runner up in the Environmental Champion of the Year, thank you all for your outstanding work.

I look forward to next year with positivity and hope, our Government has recently announced their plans for a 'Green Industrial Revolution,' and we will all have to work together to protect and enhance our environment, and to reduce the negative impacts of Climate Change. The Local Industrial Strategy for our area was published last year and concentrated on the areas in which our region could benefit from greater productivity. Renewables, ICT and Agri-Food were identified as ways to push forward with greener, inclusive growth in our region, bringing valuable jobs to Norfolk and putting us at the centre of energy production, via offshore wind amongst other new emerging technologies.

We already have exemplar facilities at the Norwich Research Park in Plant & Life Sciences sectors, and when these skills are linked with our Government's introduction of the new 'Agriculture Act', which will replace the Common Agricultural Policy we will see 'public money for public goods', such as better air and water quality, thriving wildlife, soil health, efficiencies in food production as well as measures to reduce flooding and tackle the effects of climate change, which will have a positive effect on our region.

Coronavirus has certainly contributed to a rapid pace of change in our lives, with many of us working from home and communicating on virtual platforms, and I think we have become more resilient and can look forward optimistically to the roll out of effective vaccines to keep us all safe in the year ahead.

Wishing you all good health and happiness for the Year ahead!

Cllr. Jo Copplestone

Portfolio Holder for Economic Development

Broadland District Council.

Cllr Whymark – Norfolk County Council. December Report

NCC is still working hard to support our residents through the winter. Covid has had a serious impact upon all communities and it is likely this will continue for many months. Through the Norfolk Assistance Scheme help is available for food, energy bills, toiletries, etc. Additionally, food vouchers are available for families with children who are registered for free school meals. If you are entitled

to free school meals please ensure you are registered with your school. For information/support please go to the NCC website or call 0344 8008020. NCC is looking at budgets for 2021/22 the general precept uplift is a maximum of 2% but this year there is an additional 3% allowed, which is for social care. No decisions have been made yet but with finances being very tight it is likely that the Council will agree the 3% for social care and may also agree the 2%. Much will depend upon the settlement from central government. On a positive note we are having the Covid vaccine being rolled out and I hope this will allow us all to go back to some semblance of normality.

Wishing you all a very Merry Christmas. I look forward to us meeting again, sometime next year.

COLTISHALL VILLAGE HALL & RECREATION GROUND AKA CAST

Parish Council meeting 8th December 2020

Lockdown has ended and Vibe are to resume their class on the 8th December.

Four teenagers from the village are now helping Ted at the football club daily with monitoring the car park, safe covid secure use of the toilets and general maintenance. They are working towards their silver Duke of Edinburgh Award and we thank them and wish them well.

The Hall renovations continue) Michelle to update). Item 12 c

Our trustee Ted who manages the football field for us has brought a serious concern to our attention. For some time we have given the primary school permission for parents to park on both field car parks to offset congestion on Rectory road and St John's Close. At the football field parents can park and they and their children can use a path at the edge of the field to access the back gate to the school or walk via the footpath on Rectory road. This has worked well in the summer months and in the autumn/winter the route is via the Rectory road path. We now have a situation due to the fact that the school has due to covid concerns has nominated this path/gate as a third option. The path is now just sheer mud and the football pitch is being used.

We as trustees are very concerned that should an accident occur, the parish council who are responsible and insures the field has been informed that the insurance company are not likely to cover any injuries sustained by the continuation of this route. We would like to work with the school to agree a safe option. This matter needs to be resolved as soon as possible.

Doreen Snelling
Trustee

Coltishall Allotment Association – December Report

All 77 available plots are currently let to a total of 60 tenants. Most plots are under cultivation with a few exceptions due to COVID-19 shielding, even they are reasonably tidy.

I have recently undertaken a site inspection and can report no current health and safety issues. The water is now turned off to prevent frost damage. I noticed while doing this, that the five stand pipes are all in a poor state and could do with renewing. Four are over thirty years old and the newest one by Chapel lane has been damaged by a vehicle. We are trying to get quotes for the work but the suggested plumber is somewhat elusive.

There has been the occasional theft of produce from people's plots, which unfortunately is still ongoing. Site security continues to be an issue with countless non plot holders using the site as a short cut. Possibly something we will have to live with!

Thanks to the recent intervention of the Parish Council, the allotments seem to be a happy place again and everyone is busy getting ready for the Spring.

Many thanks to you all.

Philip Thrussell

Acting Chair. Coltishall Allotments Association.