

COLTISHALL PARISH COUNCIL

You are summoned to participate in the resolutions (decisions) of the Parish Council via Zoom Video Conferencing on Tuesday 5th May 2020 at 6.30pm. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 enables Parish Councils to hold meetings remotely from 4th April 2020 to 6th May 2021 and remove the requirement to hold annual meetings.

This meeting is open to all members of the public to attend virtually. If you wish to attend please contact the clerk via email on coltclerk@gmail.com or on 07446 542156 and an invitation will be sent via email to you.

Please note our meetings will be recorded to enable clerk to host the virtual meeting and refer to the recording for minute taking and evidence of resolutions made.

Rebecca Furr

Clerk to the Parish Council

27th April 2020

Public Participation

In law, members of the public are not allowed to speak when meetings of the Parish Council are in session. As a result, the clerk will automatically mute public participants on Zoom. The Council recognises, however, that members of the public may wish to make submissions related to items on the Agenda or raise concerns for discussion at a future meeting and will therefore permit them to do so briefly in the Open Forum. Once the Open Forum ends no further public participation will be allowed, unless specifically invited by the Chairman/Clerk for a point of clarification, in which case a vote will be taken to suspend standing orders. (See Notes for the Public Attending Parish Council Meetings).

If you wish to speak at the meeting please let the clerk know in advance so that this can be arranged accordingly. Please note we will not allow public to speak unless a submission has been made in advance of the meeting.

AGENDA

1. Apologies

To receive and consider apologies for absence

2. Declaration of Pecuniary Interest

To accept declarations of pecuniary interest in items on the agenda

3. Minutes of previous Parish Council meeting

To approve minutes of previous meeting 10th March 2020 (to be signed at next public Parish Council meeting)

OPEN FORUM

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

Open Forum for parish councillors

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5. To receive reports from District and County Councillors

Cllr Fran Whymark - Norfolk County Council and Cllr Jo Copplestone - Broadland District Council

6. Public Participation

An opportunity for parishioners to ask questions and comment

7. Police Reporting

To provide update and consider approval for any actions required

8. Highways/SAM2/Speedwatch

To provide update and consider approval for any actions required

MAIN MEETING

9. Delegated Authority

To approve resolutions can be made by Chair/Deputy and one other parish councillor if being quorate is not possible. Effective from 5th May 2020 to 6th May 2021 whilst council has permission to hold virtual meetings as a result of Covid 19 pandemic.

10. Contingency Planning for Chair

To approve John Haschak (nominated by Chair) to act as deputy if Chair is unwell and unable to carry out duties during Covid 19 Pandemic.

11. Contingency Planning for Clerk

To approve Suzanne Hall – Parish Clerk of Horstead to act as deputy if clerk is unwell and unable to carry out duties during Covid 19 Pandemic.

12. Coltishall and Horstead Community Coronavirus Support Group

To approve expenditure of Norfolk Community Foundation Covid 19 Community Resource Fund to supply food support boxes of £30 each for parishioners that cannot access funds

13. Planning Applications

To consider applications for approval and any applications received after agenda set. Details can be viewed on respective websites <https://planning.broads-authority.gov.uk/online-applications/> and

<https://secure.broadland.gov.uk/Northgate/PlanningExplorer/GeneralSearch.aspx>

- 20200812 – Grange Farm, Belaugh Green Lane – Erection of Two Storey Side Extension, Single Storey Rear Extension and Side Porch Extension
- 20200817 – 10 Station Road – Replacement Single Storey Dwelling
- BA/2018/0026/COND – The Old Maltings, 14 Anchor Street – Change of location of external stairs to garage block, non material amendment). (part of case BA/2020/0114/LBC Change of location of external stairs to garage block)

14. Finance

Copies of invoices have been emailed to parish councillors in advance

(1) Payments Received

Norfolk Community Foundation Covid 19 Community Response Fund

£1000.00

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(2) Payments for Approval

Direct payment authorisation sheet to be signed off at next public meeting.

Donation - Oak CCTV Ltd – CAST Maintenance and Service Contract (Year 2)	£234.00
Donation – CAST Insurance	£600.00
Donation – CAST Shed Clearance	£120.00
Norfolk Rivers Internal Drainage	£7.70
National Allotment Society - Coltishall Allotment Annual Membership	£66.00
Norfolk Association of Local Councils – Parish Council Annual Membership	£264.65
Parish Clerk Expenses - March 2020	£48.99
Marlpit Community Magazine Donation	£600.00

(3) Previously agreed Standing Orders and other payments

Payroll for April 2020 and May 2020 (R.Furr)	£1708.40
SLCC Clerk Manual (R.Furr)	£52.30

15. CAST

Update from Mrs Snelling and Ms Thackham

To approve Peter Croot – Tree Warden’s request to plant wildlife flowers around the boundaries of the playing field.

16. Playground

To provide update and consider approval for any actions required

17. Phone Mast

To discuss and agree next steps regarding updating phone mast

18. CCTV Maintenance Contract for the CCTV System

To approve maintenance and service contract for Year 2 of 3 at Village Hall and Football Club (Donation to CAST).

19. Norfolk Accident Rescue Service (NARS)

To consider and approve donation to NARS for PPE appeal during Coronavirus Pandemic.

20. Clerk Contract

To consider and approve clerk’s contract – sent in advance by email to parish council.

21. Crocus Home Development

To **agree virtual meeting** with the Head of Planning – Nigel Harriss regarding Crocus Home Development. To **approve subscription** for The Campaign to Protect Rural England (CPRE – The Countryside Charity). CPRE’s current campaigns include influencing development plans at local level and JM has used them for advice and support previously, but this is limited without membership. Cost is £3 per month.

22. Local Electricity Bill

To approve Council’s support of the Local Electricity Bill. This will be presented to HM Government on 28.04.20 and could enable local communities and businesses to buy their electricity from a local energy company, instead of the big national utilities.

23. Untidy piece of land report next to the Bridge at Coltishall

To agree actions following report from parishioner about unkempt land (caravan and tent) at Bridge House B&B and broken gate on public footpath

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24. Training

To approve financial training (virtual) for clerk and one parish councillor who can later be trained to undertake internal quarterly financial audits.

Wednesday 3rd June 2020 from 7pm to 9.30pm NPTS Online £36 each – Total £72.00

25. Correspondence and councillor

Updates from respective parish councillor or clerk

- Wroxham Road Footpath – update from RF

26. Other meetings and training

Meetings and training attended

- Coltishall and Horstead Community Coronavirus Support Group Meeting – 19th March JM
- Coltishall and Horstead Community Coronavirus Support Group Meeting – 23rd March JM and Clerk
- BDC Coronavirus Webinar Meeting – 24th March JM and Clerk
- Induction for Clerks and Councillors – Part 1 held virtually 25th March Clerk
- Induction for Clerks and Councillors – Part 2 held virtually 3rd April Clerk
- NALC Clerk Networking Conference – 8th April Clerk
- NPTS Clerk Networking Conference – 9th April Clerk

Future meetings and training

- Weekly Webinar Conferences via NPTS and NALC - Clerk

27. Any Other Business

To report matters for inclusion in a future agenda

The next scheduled date for Councillors summoned to participate in resolutions will be agreed at this virtual meeting.