

Draft meeting minutes of Coltishall Parish Council

Tuesday 1st February 2022 at 6.30pm, held in the Church Rooms, Rectory Road, Coltishall.

Parish Councillors present: Richard Germany (Chairman), John Haschak (Vice-Chairman), Michael Spinks, Nicola Chaney, James Matthews and Doreen Snelling. In attendance: Taila Taylor (Parish Clerk), Jo Copplestone (District Councillor) and 7x Public.

1 Apologies for absence

Cllr Michelle Thackham gave her apologies in advance of the meeting which were ACCEPTED by the Parish Council.

2 Declarations of pecuniary interest and requests for dispensations

None received.

3 To approve the minutes of 11th January 2022

The minutes of the meeting were APPROVED

4 To report any matters arising from the previous minutes

Cllr Matthews reported that he had circulated the slides from the Flooding and Developing a Local Emergency Plan Webinar attended in December.

The Parish Clerk confirmed that no contact information was available for the resident that had reported concerns regarding the footpath between A Piece of Cake and 8 The Maltings and therefore Cllr Spinks' offer of a site meeting could not be progressed at this time.

5 Public forum

- a. Report from District Cllr Jo Copplestone regarding the proposed housing growth in North Walsham and the subsequent traffic impact on Coltishall. A full copy of Cllr Copplestones report is available on request.
- b. Public participation: Concerns were raised over the increase in heavy goods vehicles passing through the village and over the local bridges. Suggestions were made that the Parish Council contact North Norfolk District Council and ask how they plan to manage the traffic impact on Coltishall, that the Parish Council seek a diversion plan in the absence of a bypass and that a committee be created specifically for addressing traffic issues. Confirmation was given that an item would be included on next month's agenda, for members to consider a Traffic Management and Highways committee.

6 Councillor vacancies

There are currently two casual vacancies on the Parish Council following the resignations of Adam Wolton and Maggie Pyner. The Clerk advised that there was still time for members of the public to submit an election request should they wish to do so however if no request is made the Parish Council will advertise for co-option in due course.

7 Planning

- a. Update on decisions taken by the District Council: Application **20201627** Land at Rectory Road had been approved despite attendance and strong objections from the Parish Council, Cllr Copplestone and a member of the public at the planning committee meeting on 26th January 2022. Members were in agreement that the Parish Council should make further representation expressing disappointment in the District Council's decision.
- b. Planning applications

Application **20212324** – No objections

Application **20220028** – No objections

8 Finance

- a. Payments received – NOTED
- b. Payments for approval – NOTED
- c. Previously agreed standing orders – payments totalling £1,210.89 were APPROVED

9 Coltishall Village Hall and Recreation Ground (CVH&RG)

Cllr Snelling gave a brief update. Questions were raised regarding the informal meeting which took place on 11th January 2022 and the relationship between the Parish Council and the CVH&RG Charity by Cllrs Haschak and Matthews. It was confirmed that there would be a further informal meeting between the Parish Council and the trustees to discuss the trustee's proposed changes to the governing document and that the trustees would need to present their final draft to the Parish Council for consideration in a formal meeting.

10 Allotments

- a. Mr Oakes reported on the allotment inspection that had recently taken place and confirmed that some of the plots had not been worked for a considerable length of time, as a result a recommendation was made for the Parish Clerk to make contact with the plot holders and notify them that plots may be reclaimed if they are not maintained. Mr Oakes also recommended that the tenancy agreement be amended, changing the bonfire times to 12pm-4pm between October and March - both recommendations were APPROVED.
- b. Quotations from three companies were considered. Hire of a 12-yard skip from Parkers Skip Hire at a cost of £282.00 was APPROVED.

11 Play area

- a. Three tenders had been received and were considered for the play area renovation. The Wicksteed tender totalling £52,270.00 was APPROVED.
- b. Should the Parish Council's application be successful a 10% (third party contributor) contribution to the Tarmac Landfill Communities Fund was APPROVED.

12 Speeding pledge

Item deferred while additional quotations for 500 stickers are sought.

13 Jubilee celebrations

Cllr Matthews reported that he has engaged in discussion with the Red Lion pub, Norwich Rock Choir and the Church and various celebrations are being planned locally, including a beacon lighting by Horstead Parish Council. It was AGREED to consider further and bring proposals back to the March meeting.

14 Coltishall Parish Council social media

Members decided not to progress Coltishall Parish Council social media at this time. Instead, it was APPROVED to adopt the Coltishall and Horstead Facebook page as a posting platform.

15 Correspondence

- a. Commemorative tree planting - it was AGREED to accept the offer (location to be confirmed).
- b. Highway inspection and identification of works for the attention of NCC - it was AGREED to report mud and leaves along the Station Road pavement.
- c. Request to display artwork on Coltishall common - it was AGREED to refer the sender to the Commons Management Trust.
- d. Request to use the village green - it was AGREED to refer the sender to the Highways authority
- e. Norfolk Citizens Advice request for support - it was AGREED to support and make a donation of the same value as the previous contribution.
- f. CPRE Norfolk request for support - it was AGREED not to support the request.
- g. Coltishall playing field site access approval notification - NOTED
- h. Residents letter RE: NNDC traffic report - NOTED

16 Other meetings and training

- a. Meetings and training attended – NOTED
- b. Future meetings and training – participation in the March CiLCA training course for the Parish Clerk was APPROVED.

17 Matters for inclusion on a future agenda

Cllr Matthews announced his resignation and asked that the statement he had prepared concerning the CVH&RG Charity and his reasons for leaving the Parish Council be included on the March Agenda.

Quotations for dog signage at the allotments also to be included on the March agenda.

18 Date of the annual parish meeting

Tuesday 5th April at 6.30pm at Coltishall Church Rooms, Rectory Road.

19 Date of next meeting

Tuesday 1st March at 6.30pm at Coltishall Church Rooms, Rectory Road.

20 Exclusion of the press and public

An exclusion of the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed was APPROVED.

21 Maternity arrangements for the Parish Clerk

It was APPROVED to seek a Locum Clerk for the end of February and whole of March 2022.

The Chairman closed the meeting at 8.30pm

DRAFT