



# COLTISHALL PARISH COUNCIL

Parish Clerk: Becky Furr  
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## Minutes of Coltishall Parish Council Meeting held on Tuesday 1<sup>st</sup> November 2022 at 6.30pm in Coltishall Church Rooms.

### Present

Chair: Richard Germany

Vice Chair: John Haschak

Councillors: Nicola Chaney, Andrew Sands Moore and Michael Spinks

Also, Becky Furr – Parish Clerk and Coltishall Allotment Association Chairman - Robert Oakes  
4 members of the public attended.

### Public Forum

The clerk read out a report provided by Cllr Coplestone – Broadland District Council regarding community matters. Please see end of minutes for report.

### Main Meeting

1. Apologies were ACCEPTED from Michelle Thackham, Doreen Snelling, District Councillor Jo Coplestone and County Councillor Fran Whymark. Cllr Whymark's report is included at the end of these minutes.
2. It was AGREED to suspend standing orders whilst Andrew Sands Moore presented his application to become a parish councillor. Standing orders were reinstated and it was AGREED to co-opt Andrew Sands Moore as a parish councillor of Coltishall Parish Council. Cllr Sands Moore SIGNED the declaration of acceptance of office.
3. There were NO Declarations of Interests and Requests for Dispensations about items on this agenda.
4. The minutes of 4<sup>th</sup> October 2022 were APPROVED as a true and accurate record and signed by the chairman.
5. Matters arising for information only from the clerk's report were NOTED.
6. Planning applications considered:
  - a. 20211389 and 20211449 – Point House Barn, 5 High Street – Re-consultation of Partial demolition and re-build of partially collapsed barn to create dwelling. New main entrance screen to the side elevation. Formalised gardens separating the use from Point House as well as separate parking is to be implemented (listed building). NO OBJECTIONS
  - b. 20221638 – 33 Kings Road – Single storey extension. NO OBJECTIONS
  - c. BA/2022/0366/TCAA - Landfall , 8 Anchor Street - T1: Copper Beech - crown raise to 6m, crown reduction of up to 3m. T2&T3: Conifers height reduction of up to 3m. T4: Conifer - remove. T5: Cherry Laurel - prune to re-shape crown. NO OBJECTION
  - d. 20201627 - To consider street lighting and the footpath and cycle way plans on Rectory Road in respect of the Crocus Development. It was AGREED the clerk will consult members of the public via The Marlpit about their views regarding street lighting for the development on Rectory Road before the parish council makes a formal decision. The footpath and cycle way plans were NOTED.
7. Finance

a. Payments Received and NOTED		
Coltishall Village Hall and Recreation Ground	50% Contribution to Grass Reinforcement Mesh	£2245.18
Broadland District Council	Precept – 2 <sup>nd</sup> Instalment	£23,422.00
Norfolk County Council	50% Contribution to SAM2 Camera under Parish Partnership Scheme	£2527.50
Unity Trust Bank	Credit on Instant Savers Account	£89.29
b. Payments Previously Agreed and NOTED		
Clearview – James Franklin	Installation of SMART TV in Church Rooms	£90.00
e. Payments APPROVED		
Norfolk Parish Training and Support	Year End Accounts Preparation from April 2022 – June 2022	£69.00
R.Furr	Clerks Expenses	£302.97
f. Payments Agreed by Standing Order and NOTED		
Becky Furr	Clerk's Salary – October	£1131.08
HMRC	PAYE Bill	£92.66
Norfolk Pension Fund	October's Contribution	£360.26
Plusnet	Clerk's Mobile Phone - October	£6.55

- g. The internal control check for Quarter 2 finances were NOTED.
- h. The external auditor report was received on 30.09.22 and NOTED. PKF Little John have not been able to complete their review work. A final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.
- i. The budget for 2023/24 was APPROVED. It was AGREED to set the Precept for 2023/24 at £41,937. This is a reduction of £4906.31 against the precept charged to residents this financial year due to the cost-of-living crisis and reserves the council has to cover spending on service delivery in the community.
- j. A donation of £500 to the Marlpit Village Magazine was AGREED.
- k. A donation of £100 to the Bure Valley Conservation Group for their work, labour and tools used to annually cut the Community Orchard was AGREED.
8. Quotations were considered:
- a. It was AGREED Ashley Ad's will supply the speed awareness signs designed by Coltishall Primary School for £325.00 + VAT – to be funded via Cllr Whymark's budget.
- b. Fosse Contracts have not submitted their quotation yet. The clerk updated that Fosse Contracts have obtained the rubber grommets they plan to use to carry out the noise dampening work and will be sending a sample to the council to test whether these reduce the noise when balls hit the fencing. The clerk has also contacted Timotay Playscapes and Sports Safe UK for comparison quotes.
- c. Norfolk Paving and Builders have declined their invitation to provide a quotation to supply stock fencing at the allotments based on their workload. The clerk has contacted Norfolk Stock Fencing Company Ltd to chase up their quotation. Cllr Sands Moore has AGREED to supply the clerk with details of potential contractors who may be interested in providing a quotation.
- d. Fosse Contracts have not submitted their quotation yet for Cricket Netting at the Small Recreation Ground. The clerk has also invited Timotay Playscapes and Sports Safe UK to provide a quotation.

- e. Two quotes were received for installing Grass Reinforcement Mesh for the temporary car park at the Large Recreation Ground. Cllr Germany reported that he had shared the quotes with Bure Valley Football Club and they have AGREED to lay the mesh themselves as both quotes were £3000 or more.
- f. The clerk and Cllr Germany carried out a site visit with RM Services at the Large Recreation Ground to quote to reduce/or remove overgrown / dead conifer trees. Again, due to workload, RM Service have declined to provide a quotation.
- g. Three quotes were considered to replace the dilapidated bench on Chapel Lane. It was AGREED to buy a recycled plastic bench from Marmax for £484 + VAT.
- h. Three quotes were considered for Christmas Lights for the Christmas Tree in the Churchyard. It was AGREED to purchase lights from Christmas Direct for £337.99.
9. Ms Thackham from Coltishall Village Hall and Recreation Ground sent her apologies. There was no further information to report.
10. Mr Oakes reported that the bottle and jars competition was very successful. Plot 60 has been cleared to satisfaction by the previous tenants. The new tenant for Plot 60 has mutually swapped plots with the tenants who were at Plot 2. It was AGREED Ms Webb – Allotment Association Committee Member will be booked onto the Managing Allotments Training run by NPTS on the 9<sup>th</sup> November for £48.00.
11. The clerk reported that Highways did not feel there was anything that could be done under the Parish Partnership Scheme to improve the existing crossing facilities outside the Butchers on the High Street. After consideration, it was AGREED the parish council will not be submitting a bid for 2023/24 as there was no other suggestions proposed. Coltishall Parish Council has already secured a SAM2 camera and Flashing School Light Signs under the Scheme and it has been agreed that Crocus Homes will be supplying Village Gateway Signs for the B1150.
12. It was AGREED to replace the two fruit trees at the Community Orchard which the tree warden determined were dead.
13. The clerk gave apologies from Reverend Engelson and reported that the PCC would like to hold the Christmas Carols around the Tree event on Saturday 10<sup>th</sup> December at 5pm. It was AGREED to pay for the electricity used to light the tree in the churchyard for December and contribute £100 towards catering.
14. Policies and Risk Assessments for review or adoption:
  - a. Risk Management Policy - APPROVED
  - b. Privacy Policy - APPROVED
  - c. Equal Opportunities Policy - APPROVED
  - d. Financial Regulations Policy - APPROVED
  - e. SAM2 Risk Assessment for 5 allocated sites agreed by NCC Highways - APPROVED
15. items for the next agenda include:
  - To hear an update and any recommendations made from the B1150 Special Interest Group Meeting
  - It was AGREED to suspend standing orders whilst a representative from Coltishall Bowls Club spoke about new equipment for the Bowls Club. Standing orders were reinstated. The Bowls Club will submit a grant application to be considered at December's meeting.
  - Apologies received from Cllr Haschak for December's meeting.
  - To hear an update regarding the enforcement investigation of 12 Paddock Wood, Gt Hautbois Road.

The meeting closed at 7.28pm.

The next parish council meeting will be held on Tuesday 6<sup>th</sup> December at 6.30pm at Coltishall Church Rooms, Rectory Road, Coltishall, NR12 7HP.

## **Broadland District Council Report- November 2022**

To get ready for the Councils workforce move into the Horizon Building, South Norfolk House at Long Stratton is closing, and staff are temporarily moving into Thorpe Lodge. The Horizon Building was purchased by the two Councils last month and has over 2,500 Solar Panels providing green energy which will reduce the Council's carbon footprint by 84%, helping us to become carbon neutral by 2050.

In moving to Horizon, we estimate annual savings of over £300k p/annum in running costs for Broadland District Council alone, sharing one building will enable us to work more efficiently whilst offering a high standard of service to our residents and keeping council tax low.

In July, the Local Government Association completed a Corporate Peer Review of Broadland & South Norfolk's collaboration work over the last four years, the review is due to be published and the key findings are as follows:

Local Priorities & Outcomes, the work being done through the Town & Parish Forum's has been praised, and the Peer Team were impressed by the work of the Help Hub especially during Covid. Organisational & Place Leadership, our councils were named as regional leaders in their response to the Nutrient Neutrality crisis and the Broadland Food Innovation Project was praised. 'Phenomenal work' is being done by the 'Help Hub' and the peer team would welcome the Hubs expansion to cover Mental Health elements.

Governance & Culture, The Team highlighted the number of council meetings between panels, scrutiny, cabinet, and council could be streamlined and joint working groups from both councils could be of benefit to develop the two Council's partnership vision and ambition.

The Peer Team praised the Council's financial outlook but given the expected pressure of inflation and cost of living crisis, advised maintaining adequate reserves.

The Council's were praised for appointing a clean growth and sustainability Manager and welcomed work to embed the Environmental Strategy into the Councils work programme.

Kind regards,

Jo

Cllr. Jo Copplesstone

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Portfolio Holder for Economic Development

## **County Council Report- November 2022**

Norfolk County Council

- You will all have had emails, texts, etc. sent to you telling you how to apply for your £400 Energy Rebate? It appears to be almost daily for this or something else. Please be aware that the Government (national or local) will not contact you this way and will not ask for your bank details. NCC has regular email alerts to warn residents of scammers trying to steal your money. You can sign up at <https://www.norfolk.gov.uk/business/trading-standards/scams/consumer-alerts> to receive consumer alerts to your email. You can also follow Norfolk Trading Standards on Facebook and Twitter.
- The Broadland Northway (NDR) has maintenance works starting on Monday 31<sup>st</sup> October. There will be three weeks work at and around Wroxham Rd roundabout and then a further three weeks at the Salhouse Rd roundabout (with Highways working

alongside Anglian Water to minimise disruption). This will enable sign and kerb repair and replacement, drainage works and some landscaping.

- At NCC you will be aware that we are looking at a £60 million funding gap in 2023/24. This means that we are undertaking a consultation via social media, local press and online ([www.norfolk.gov.uk/budget](http://www.norfolk.gov.uk/budget)) or you can write to: Freepost Plus RTCLXSTT-JZSK, Norfolk County Council, Ground Floor-South Wing, County Hall, Martineau Lane, Norwich, NR1 2DH; call: 0344 800 8020 or email: [HaveYourSay@norfolk.gov.uk](mailto:HaveYourSay@norfolk.gov.uk) to request a paper copy of the consultation. Currently the options are: 1.99% Council Tax increase plus 1% for Adult Social Care (total 2.99%); 4.1% or 10.1% (i.e. inflation) but this would require a referendum. Please have your say. Consultation open until 16<sup>th</sup> December.

#### Broads Authority

- The BA have their Local Plan and Design Code out for consultation, which runs until 9<sup>th</sup> December. You can visit the website: <https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations> , email comments to: [PlanningPolicy@broads-authority.gov.uk](mailto:PlanningPolicy@broads-authority.gov.uk) or call: **01603 610734 for more information**. There are two dates still available to see the consultation/speak with staff: 2<sup>nd</sup> November at Oulton Community Centre, 4-8pm or 12<sup>th</sup> November at Potter Heigham Village Hall, 10am-1pm.

Regards

Fran

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