

# **COLTISHALL PARISH COUNCIL**

**[www.coltishallpc.info](http://www.coltishallpc.info)**

## **Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Tuesday 9<sup>th</sup> June 2020 at 6.30pm**

**Present:** James Matthews (JM), Michael Spinks (MS), Nicola Chaney (NC), John Haschak (JH), Richard Germany (RG), Michelle Thackham (MT), Adam Wolton (AW), Cllr Jo Copplestone – Broadland District Council (BDC), Cllr Fran Whymark (NCC), Rebecca Furr (Clerk, RF) and 3 parishioners.

All by video conferencing except MS via audio.

### **1. Apologies for absence**

Apologies were received and accepted from Doreen Snelling (DS) and Brian Getley (BG). Brian Getley resigned on 03.06.20. The parish council wish to thank Brian for his service whilst being a Parish Councillor and wish him well for the future.

### **2. Co-Option**

**Standing orders were suspended** - AW advised that he has lived in Coltishall for 4 years with his wife and two young children, he has an allotment plot in Coltishall and a workshop in Burgh where he works as a Cabinet Maker. AW is concerned about the heavy and increasing road traffic and the threat of overlarge developments in Coltishall which is a large part of his motivation for joining the council.

**Standing order were reinstated** - the parish councillors APPROVED and CO-OPTED AW and welcomed him to the council. Induction training for AW was also APPROVED.

### **3. Declaration of Pecuniary Interest**

MT declared a pecuniary interest in item 10 – planning application 20200964.

### **4. Minutes of previous Parish Council meeting**

Minutes were APPROVED as a true and accurate record with the amendment “and anywhere else with stakeholder’s permission” on item 15. To be signed at next public parish council meeting.

## **OPEN FORUM**

### **5. Matters arising from the previous meeting (for information only)**

None

### **6. To receive reports from District and County Councillors**

Cllr Jo Copplestone and Cllr Fran Whymark (NCC) provided an overview of their current involvements. Please see summary reports at end of these minutes.

### **7. Public Participation**

None

### **8. Police Reporting**

RF advised PC Lucas Ward has been involved with various issues including youths breaking into the MUGA, public order offences near the common as a result of the public toilets being shut as well as issues with dangerous parking, speeding and littering near the Common. RF thanked PC Ward for his support dealing with these issues.

### **9. Highways/SAM2/Speedwatch**

JH reported the SAM2 had been positioned at the top of Anchor Street monitoring travel coming in and out of the village over two weeks each direction. JH has delivered the SAM2 to MT to download the data which records the speed, date and time. JH proposed the parish council

consider upgrading the SAM2 to enable data to be retrieved via Bluetooth connection so that the SAM2 doesn't have to be manually dismantled (MT stated it is very heavy). The cost is £125.00 each (split with Horstead Parish Council who share the SAM2). This was APPROVED.

RF stated that a tree warden had spotted Japanese Knotweed near Coltishall Bridge. RF reported this to Highways on 14.05.20 for action. An inspector viewed this yesterday, update to follow.

## MAIN MEETING

### 10. Planning Applications

- 20200981 - Walled Garden, Belaugh Green Lane - Erection of dwelling, greenhouse, garage, landscaping and access

**Standing orders were suspended** – The architect represented the owner of this development who was also present and shared a photo of the proposed design. The architect advised this is a redundant walled garden which the developer has repaired and now wishes to develop a very sustainable live/work dwelling within the walled garden grounds using green building materials.

**Standing orders were reinstated** – The Parish Council AGREED to submit a letter of support in favour of this application – which was APPROVED unanimously.

- 20200896 - Redbourne House, 27 Station Road - Demolition of existing dwelling and garage and erection of six detached dwellings with garages.

RF advised this is a historical application and read out the pre-existing concerns the parish council submitted when they objected to it. The councillors AGREED these concerns remained. RF advised many parishioners have objected via the portal and raised concerns that the portal was closed before the deadline on 16<sup>th</sup> June. **Standing orders were suspended** – Cllr Jo Copplestone advised she had alerted planning of this and was advised that comments can be sent via email to [christopher.rickman@broadland.gov.uk](mailto:christopher.rickman@broadland.gov.uk) or [planning@broadland.gov.uk](mailto:planning@broadland.gov.uk) or via Jo at [jo.copplestone@broadland.gov.uk](mailto:jo.copplestone@broadland.gov.uk).

**Standing orders were reinstated** – The Parish Council OBJECTED based on the development being outside the settlement limit and it is agricultural land. Moreover the development presents safety issues as Station Road is already a busy dangerous junction and access to this site will be on a blind bend and will create a 5-way junction. There are concerns the existing properties will be overlooked and the risk of flooding/drainage issues will be increased due to subsidence and damage to retaining walls from the soakaways. The plans indicate a service road for the properties, but it doesn't look like this will fit into the layout. The properties are all large and not in keeping with the area and it is CIL exempt. The properties are very close to Girl Guide land and the Parish council are concerned this may encourage future out of settlement development on a further field behind this plot.

- 20200964 - Land at Rectory Road, Rectory Road - Erection of Nine Self-Build Dwellings and Service Road (Outline)

MT was removed from the Zoom Meeting due to disclosed pecuniary interest and was unable to return due to clerk's technical difficulties. Apologies sent to MT.

RF advised this is a historical application and read out the pre-existing concerns the parish council submitted when they objected to it.

**Standing orders were suspended** – The agent advised that this is not a commercial development and they want to give people the opportunity to build their own houses to a high eco-standard, offer varying plot sizes to accommodate various budgets and promote an individual led design. The agent said they take on board this development is CIL exempt and to compensate propose additional parking and a wildlife area.

**Standing orders were reinstated** – MS commented that this is still going to put pressure on the village and is concerned about the access to it. JH echoed safety/traffic concerns this development will have on Rectory Road. AW as a resident on Rectory Road advised that traffic is a major concern and unless there is very substantial investment in public transport which fully mitigates traffic growth he is concerned about any new developments. As a result, the parish council unanimously OBJECTED to this planning application.

- BA/2020/0158/TCAA - Meadside, Church Loke - Proposal: T1 (A): Oak - remove. T2 (B): Fir - remove lower branches. T3 (C): Beech - remove. G1 (D): unknown and dead - remove. G2 (E): Sycamore x 2 - remove. T4 (F): Oak – crown reduction of 30% and remove large branches on side facing the house.

JM raised concerns that the application was casual and inappropriate. This is because no inspection has been carried out by a tree surgeon and reasons for the removal were vague or missing. It was AGREED RF needs to write to the Broads Authority requesting clarification so that the parish council can make an informed decision. RF to liaise with Peter Croot – Tree Warden to request professional opinion.

- 20201070 – Dairy Farm, 32 Wroxham Road – Conversion of Agricultural building to 2 No Dwelling Houses

RF advised this is a historical application and read out the concerns raised when it was previously objected. The parish council felt these concerns remained. AW advised that this a Class Q application and raised concerns about whether the current structure can support a conversion and meet the requirements of the legislation. AW advised the distinction between conversion (for which the legislation is intended) and rebuilding was made in a 2016 High Court judgement (Neutral Citation Number: [2016] EWHC 2853 (Admin) concerning a very similar structure. AW to correspond with RF regarding comments to add to portal. The parish council OBJECTED to the planning application.

- 20201058 – Ivor Cottages, 53 Rectory Road – Loft Conversion  
The Parish Council APPROVED with NO OBJECTIONS.

## 11. Finance

### (1) Payments Received

BDC - Precept 1 <sup>st</sup> Instalment 2020/21	£17,500.00
NCC – Grass Cutting 2020	£1291.06
AGREED	

### (2) Payments for Approval

Direct payment authorisation sheet to be signed off at next public meeting	
NPTS - Finance training for clerk and MT	£72.00
Clerk expenses - June	£57.94
Pauline James - Internal Audit Fee	£79.75
Wave Water Bill – Allotments	£90.74
Donation CAST – Grant Contribution to Tarmac LCF	£2145.57
APPROVED	

### (3) Previously agreed Standing Orders and other payments

Payroll for June 2020 (R.Furr)	£852.41
CPRE – Annual Membership	£36.00
APPROVED	

### (4) End of Year Accounts 2019 -2020 (circulated in advance)

Section 1 – Annual Governance Statement 2019 – 2020 RF read each statement.  
This was APPROVED.

Section 2 – Accounting Statements 2019 – 2020. This was APPROVED.

Statement of Accounts 2019 – 2020 and reconciliation. This was APPROVED.

Chair and Clerk to sign off and Clerk to send Annual Governance and Accountability Return to PKF Little John.

#### **12. CAST**

Please see summary report from DS – CAST at end of these minutes. As a result of the grant from BDC, the Parish Council have not donated £600 for CAST Insurance this year which was approved at the previous parish council meeting.

JM thanked MT on behalf of the council for her hard work applying for the grant.

The Parish Council AGREED it will consider discretionary grants to users of the Coltishall Village Hall if they are at risk and CAST are not able to offer financial support.

#### **13. Playground and MUGA**

BG advised via email to the clerk that he will be fixing the loose bolt on the playground next week. BG is awaiting availability to work as a team to finish MUGA noise dampening work due to social distancing. JM, JT, MS, NC and RJ all AGREED they would support BG to finish this task.

#### **14. Phone Mast**

RF reported that the Parish Council have received a cash offer update from Shared Access agreeing to pay solicitor fees up to £1000 and surveyor fees up to £1250 after the Head of Terms has been agreed. This confirmed both EE Limited (brand group within BT) and Hutchinson 3G UK are the new proposed operators. Shared Access propose the parish council reclaims VAT. RF advised that under S33 Value Added Tax Act 1994 Parish Councils can not reclaim VAT on behalf of organisations where that organisation reimburses the council for its cost.

RF advised she has 3 quotes for solicitor and surveyor fees to share with Shared Access. It was AGREED RF will write to Shared Access requesting the head of terms are amended to include: Shared Access agree to pay the parish councils surveyor fees and any solicitor costs before the head of terms is agreed.

Shared Access will be responsible for paying any VAT associated with the above fees.

Shared Access agree to pay any fees the parish council incurs from solicitors and/or surveyors regardless whether the phone mast is upgraded or not.

#### **15. Crocus Home Development**

The minutes of the meeting between members of the Parish Council and Nigel Harriss – East Area Development are available on the parish council website [www.coltishallpc.info](http://www.coltishallpc.info). Please contact the clerk on 07446 542156 if you require a paper copy.

AW asked if the extension to the development has been approved within the GNLP plan. JH confirmed it hasn't however Crocus have given the parish council the impression they will be successful as they had drawings of the proposed extension at a previous meeting. AW asked JC if she will be objecting to the proposed development.

**Standing order were suspended** – Cllr JC stated she will be objecting to this and everyone made representations at the GNLP public consultation in March.

**Standing orders reinstated.** The meeting exceeded two-hour time limit as stated in standing orders. It was AGREED to continue.

#### **16. Lower Commons**

RF reported that the warm weather has attracted lots of visitors and parishioners to the lower common but this has raised concerns about littering, dangerous parking, speeding and public offences due to the public toilets being closed. RF said some parishioners, Coltishall Common Trust, The Rising Sun and the Ice Cream van have been collecting litter.

**Standing order were suspended** – Cllr JC advised BDC have provided x2 1100 ltr bins on the Common for people to put their rubbish in. BDC will be opening the toilets once HSE/Risk Assessments are undertaken and hand sanitising units are delivered to be placed outside the toilets. (see Item 8 regarding police involvement).

#### **17. Repair or replacement of Bus Shelter on Westbourne Road**

It was AGREED to DEFER this item to the next meeting.

**18. Allotments**

It was AGREED RF will request a professional view regarding the pruning/felling of the poplar tree as part of the tree survey due to be carried out.

**19. Corner of Church Close/Church Street**

A parishioner had contacted the council regarding concerns about the state of this land which is not owned by the parish council. JM proposed a letter from the parish council to the landowner offering stewardship for voluntary conversation to help maintain the land. This was AGREED by the parish council.

BG had emailed the clerk confirming he will repair the memorial bench when he is able to safely with another parishioner due to Covid 19.

**20. Tree Survey**

RF had sent 3 quotes to the parish council to consider ahead of the meeting. It was unanimously AGREED RF will instruct D.Gillett to carry out the tree survey.

**21. Environmental Stewardship**

RF advised she has spoken with the clerk at Coltishall Commons Trust for an update regarding the Environmental Stewardship agreement. The practical work to the land parcels continues to be managed by the Coltishall Commons Trust and RF confirmed there are no changes to the land parcels. The parish council APPROVED RF to submit the application to request the Higher-Level Stewardship award payment. The Parish Council thanks Coltishall Commons Trust for supporting the council with the management of these land parcels.

**22. Standing Orders**

It was AGREED to DEFER this item to the next meeting.

**23. Financial Risk Assessment of Coltishall Parish Council**

It was AGREED to DEFER this item to the next meeting.

**24. Community Action Norfolk Membership**

It was AGREED membership will not be renewed as the council hold memberships with NALC and NPTS who provide similar information.

**25. CILCA**

The clerk's application for a training bursary towards CILCA and funding for the clerk to attend the CILCA (Certificate in Local Council Administration) training commencing September 2020 was APPROVED.

**26. Other meetings and training**

Meetings and training attended

- Virtual Meeting with Nigel Harriss – East Area Team Manager at Broadland District Council regarding proposed Rectory Road Development by Crocus Homes and preferred housing allocation in GNLP Draft Plan Consultation 2020 – JM, JH, MS and Clerk
- Understanding your council's finances – MT and Clerk

Future meetings and training

- Weekly Webinar Conferences via NPTS and NALC – Clerk

**27. Any Other Business**

RF advised that she and MT will be meeting via Zoom on Friday to reflect on finance training, the council's financial regulations and risk assessments and internal control methods. To update at next meeting.

NC raised concerns about fly-tipping near Coltishall Bridge, Hautbois Road and Mayton Tip Road. MS also reported that a give way sign had been damaged by a vehicle at the top of Frogge Lande. Agreed NC will email RF the locations/details and RF will report this to BDC/Highways.

**The next scheduled parish council meeting date is Tuesday 7<sup>th</sup> July at 6.30pm via Zoom Video Conferencing.**

## **Broadland District Council Report- June 2020**

As the lockdown starts to ease our council teams have been busy planning our Economic Recovery following the Governments published 'Plans to Rebuild,' with the continuing objective of 'saving lives & saving livelihoods'.

With non-essential retail businesses in our Market Towns & Villages due to open on 15th June, we

have launched our 'Do Business with Confidence' campaign to help revive our Local Economy. We have been working with Town Councils and traders, and changes are being made to the 'street scene', with planned measures to include the installation of seating and planters, extra cycle racks, changes to parking and some temporary road closures, to ensure people can queue and social distance effectively.

For businesses such as pubs and cafes, we hope offering additional seating on the high streets during the summer months which will ease pressure on interior space, and help our Hospitality, Tourism &

Leisure Sectors recover safely and inspire public confidence.

So far £23.5 million of grant aid has been paid to businesses in Broadland under the Business Support Grant Scheme, and this week another £1.2 million of 'Discretionary Grant Fund' money is being launched for those Small Businesses in need, who have not yet received any Grant Aid. Details of this can be found on the Broadland District Council website (or please give me a ring).

Our council staff teams continue to support our vulnerable residents, and as the Covid crisis develops we have seen increasing numbers of 'newly vulnerable' residents, who for many different reasons who are now suffering hardship and food poverty. These newly vulnerable households are being supported with Food Aid & 'Hardship Grants' made through our Benefits Team, and we anticipate this demand to increase when changes are made to the Furlough Scheme.

Throughout this pandemic we have seen a huge amount of goodwill from local volunteers and Neighbourhood Groups who are supporting those people in our Community who need help. Thank you to all those people for their continuing support, which is greatly appreciated and has built an even stronger sense of 'Community at Heart' in Broadland.

Cllr. Jo Copplestone.

Cllr.jo.copplestone@broadland.gov.uk

Tel: 01603 860840

Portfolio Holder for Economic Development.

Broadland District Council.

Unfortunately, Covid-19 still dominates daily life. However, there are green shoots emerging; this includes the reopening of garden centres, 12 recycling centres (including Mayton Wood near Coltishall and Strumpshaw), outdoor markets, car showrooms and many children returning to school. As of 07/06/20 Norfolk has 2210 and Broadland 302 confirmed cases of Coronavirus and a total of 388 deaths (133 in care homes) in Norfolk. Norfolk County Council, working with Adult Social Care, Public Health and the NHS have developed a Care Homes Support Plan. Over £12m has been secured from Central Government to help keep care home residents and staff safe. A multi-agency team has been set up to help manage any outbreak of Covid-19, help care providers access testing and personal protective equipment (PPE). Track and trace has now been launched and testing has been extended to include anyone showing symptoms, including under 5 year olds. NCC have been selected as a pilot area and will get a share of £300m from central government. NCC is looking at how travel plans have changed due to the pandemic. The AtoBetter project is looking at how we have changed and how this will shape future plans.

The Help Hub for Broadland District Council (BDC) remains open seven days a week. BDC continues to support local businesses with Business Support Grants. Call (01603) 430449 to discuss your situation with one of the team or complete the online form at [www.broadland.gov.uk/coronavirus](http://www.broadland.gov.uk/coronavirus). BDC are working together with South Norfolk Council (SNC) and Breckland District Council to offer advice to local businesses and support them to re-open and start trading again, as soon as possible.

BDC, SNC and all District Councils have been working together with NCC as part of the Norfolk Resilience Forum. The NCC helpline for vulnerable residents is 0344 8008020, Monday to Friday 9 AM to 5 PM , more information at [www.norfolk.gov.uk](http://www.norfolk.gov.uk).

Unfortunately, many families will be under additional strain and this can lead to domestic abuse, adult and child abuse. NCC recently started a campaign 'See Something, Hear Something, Say Something'. Everyone should be safe in their own home but this isn't always the case. Call 0344 800 8020 to raise a concern about abuse or 999 in an emergency. The National Domestic Violence Helpline is available 24/7 on 0808 2000 247. Remember you are not alone.

While we are all finding our way during this current difficulty, we must work together to find move forward. As some semblance of normality returns, we must recognise those in our communities who has helped keep us going, kept our morale up and made us smile. BDC have launched COVID-19 Community Heroes. Tell us about someone, or a group, who have gone above and beyond to help at: <https://www.broadland.gov.uk/covidheroes> .

If I can be of any help please contact me.

Take care.

Fran Whymark, District and County Councillor.

### **COLTISHALL VILLAGE HALL & RECREATION GROUND (AKA CAST)**

From March the Village Hall, Football Club, Cricket Club, Bowls Club and Preschool have not been able to operate. This has resulted in a loss of earnings for all.

To date the Preschool are opening on Mondays and Tuesdays and the Football Club are training on Thursdays with the older age groups of 6 social distancing. Small steps in the right direction. Bure Valley Girls football have teamed up with Wroxham Ladies football which will enable the girls to progress on from young to adult players. Many thanks to Ted from BVGF for achieving this.

We have had grant money from Broadland District Council which is most welcome and this will go towards our losses of income and forward losses. Our thanks to the council for this money. More details to follow.

The Village Hall is in the position that our hirer groups are mostly young people and it doesn't seem possible that they will be able to use the Hall with a very reduced class but have to pay for the hire which could not be viable to run financially. We are working towards a way to overcome this to help these groups.

The recently applied for grant to update the Village Hall looks to be successful and this will give us a Hall to be proud of. Many thanks to Michelle for all her hard work.

Doreen Snelling