

# **COLTISHALL PARISH COUNCIL**

## **Minutes of the Parish Council Meeting held at the Village Hall Lounge on Monday 3<sup>rd</sup> July 2017**

### **Present**

Penny Loiez, Michael Spinks, Doreen Snelling, Mark Rischmiller, June Lillingstone, Amanda Taylor-Pope, Bill Musson, Bob Grindrod and 17 parishioners.

### **Safety notices were read out.**

#### **1. Apologies**

Mike Kirkham, County Councillor Tom Garrod, District Councillor Jo Coplestone, which were accepted. Trevor Goddard had written to advise his resignation as Councillor.

#### **2. Declarations of interest in items on the agenda**

Doreen Snelling and Michael Spinks declared interests in items 16, 18, 19 – Playschool, Village Hall Charity, cricket field.

#### **3. Minutes of the Annual Parish Council Meeting 8<sup>th</sup> May 2017**

It was noted that Doreen Snelling was absent from this meeting, otherwise the minutes were accepted as a true record and signed by Mark Rischmiller as Chairman .

#### **4. Matters arising from the minutes, not on the agenda**

Any other business – the tree in Westbourne Road had been dealt with.

#### **5. Presentations**

Penny Loiez was presented with a token of the Council's appreciation of her work as Councillor and Chairman, and wished well for her move to France. She thanked the Council, and said it had been a privilege and pleasure to serve the parish of Coltishall. Alan Mallett was presented with a crystal paperweight in recognition of his work as Chairman of the Council, and as District Councillor from 2000 to 2017. He was pleased to have taken an active part in the village during the past 25 years, and valued the co-operation and support from the two parish councils and their parishioners. He was disappointed that the new District Councillor is not resident in Coltishall, especially since there are many issues of great local interest to address. He was concerned that local planners appear to disregard the need for infrastructure before new developments are built.

#### **6. Reports from District and County Councillors**

None.

#### **7. Public participation**

Mark Rischmiller explained that shifting public participation to the beginning of the meeting was a trial intended to give parishioners the opportunity to give their views ahead of discussion by councillors, so their views can be taken into account.

Item 20 Mr Roger Bromley advised that he intends to appeal against planning application 20170938, removal of permitted development condition at 4 Great Hautbois Road.

Item 14.6 Mr Yaxley expressed concerns about the misuse of the MUGA by boys who kick footballs into his and neighbours' gardens and into the bowling green.

Item 15 Mr Warren disagreed with the decision to allow the Preschool exclusive use of the lounge area of the Village Hall. It was explained that the income derived from the Preschool was essential to the continued existence of the Village Hall Charity. Only one booking had been received for that area for the entire summer. Julie Douglass was concerned that the Good Neighbours' tea party would be adversely affected. The main hall is still available, and it is hoped that a secure income will allow renovation of the main hall to encourage bookings. Reverend Engelsen proposed that all village organisations should discuss the matter, which he will facilitate.

Parishioners felt that public participation should return to its previous place.

#### 8. Police report

As Amanda Taylor-Pope was on holiday there is no Police report. However, she warned parishioners that 4 x 4 vehicles are being stolen to order in the locality.

#### 9. Highways

Highways had been informed about overgrown verges, to be cut in due course. Following a report about overhanging branches at the Allotments the work has been done. Highways had contacted the clerk about overhanging branches from a tree near the War Memorial. Garden Guardian will do. Trees on the left hand side of Rectory Road have not yet been trimmed. The notice-board at the Pharmacy had been renovated but is in need of new Perspex. The clerk to contact Jeremy Hall.

#### 10. Phone mast

Installation of the mast is due on 31<sup>st</sup> July, and BT Open Reach had requested permission for a wayleave. This to be dealt with by the clerk.

#### 11. Tree survey

David Gillett had been asked to carry out a survey of parish trees, and will be accompanied by Tree Warden Peter Croot.

#### 12. Marlpit grant

Councillors discussed the importance of the Marlpit to the communities it serves. The Editor was pleased with the donation given last meeting, but as costs are rising the magazine is barely breaking even. Bob Grindrod **proposed** that the council should make a more formal allowance of an annual grant equal to a page per issue, thus £60 per issue for ten months, £600 per annum, seconded Mark Rischmiller, unanimous.

#### 13. Reverend Engelsen

The outcome of the application to the Heritage Lottery fund is awaited, so at present there is nothing new to report.

#### 14. Correspondence

1. The War Memorial has now been added to Broadland DC's record of listed buildings.
2. CPRE will hold a meeting at the United Reform Church, Princes Street on 19<sup>th</sup> July to which councillors are invited.
3. The Marlpit and the Bure Valley Conservation group had acknowledged donations with letters of thanks.
4. Major Bradshaw had requested a donation to the church clock. He had obtained three quotations for a major overhaul, cost to be £3499. As no donation was requested last year it was **agreed** to give £500 this year.
5. Mr Yaxley re theMUGA. This issue will be discussed by a working group comprising of Amanda Taylor-Pope, Bob Grindrod and Mark Rischmiller. The problem is largely anti-social behaviour by a small number of youths, and any measures to resolve the issue may be costly. Amanda Taylor-Pope had checked Police records and found that no complaints had been made. An audit log of every incident is needed before Police will take action.

#### 15. Finance

Financial report.

Copies of the current budget to date and bank reconciliation had been sent to all councillors, and were **accepted**.

Payments since last meeting

J B Elvy Salary January	484.90
URM	32.40
Community Action Norfolk	50.00

The Marlpit	140.00
National Allotment Society	66.00
<b>Total</b>	<b>773.30</b>
Receipts since last meeting	
Broadland DC recycling	74.75
Rural Payments Agency	184.00
Allotments Association refund	66.00
Bank interest	0.39
<b>Total</b>	<b>325.14</b>
Bank accounts as at 3 <sup>rd</sup> July 2017	
Current account	32731.03
Deposit account	58729.05
<b>Total at bank</b>	<b>91460.08</b>
Outstanding cheques	113.49
<b>Total</b>	<b>91346.59</b>
Payments due this meeting	
J B Elvy – salary June	484.90
J B Elvy – expenses May-June	219.26
Church clock	500.00
The Marlpit grant	600.00
Clerks's pension, heat light storage, computer depreciation	1440.00
<b>Total</b>	<b>3244.16</b>

**N B** Phone mast agreement payment of £46,038.20 net of legal fees credited to deposit account. Payments **unanimously** approved.

#### 16. Village Hall and Recreation Ground Charity

Doreen Snelling reported that anticipated receipts this year will be £2700. Gas and electricity costs had increased therefore Trustees will be obliged to increase charges from September. Volunteers are needed for fundraising, bookings, advertising.

#### 17. Pre-school

Trudy Hubbard-Fines was disappointed that the decision to allow exclusivity to the Pre-school was not to some parishioners' liking. The proposal had been discussed at previous council meetings, and reported in the Marlpit. It is their intention to expand the range and capacity of the Pre-school to meet current demand, to upgrade the facilities including the kitchen and the toilets, and in the long-term to make some structural improvements. It is hoped that the council will help towards the cost of upgrades. The revenue from the Pre-school will help to ensure the financial viability of the Village Hall.

#### 18. Bure Valley Girls' Football

A meeting was held between the Charity and the Football Club to discuss the current poor condition of the changing rooms. The Club proposed that it should take control of the administration of both the changing-rooms and the fields, to include line-marking, grass-cutting of the pitches, maintenance and cleaning of the changing-rooms. The changing-rooms are poorly cleaned and in an unacceptable condition. In order to produce an income the Club would install a sink and hand-dryer into the kitchen area and sell refreshments during matches. The Club has sponsors including Wroxham Builders who would undertake necessary alterations. Visiting teams have abused the facilities in the past, so in future other users could book the facilities subject to a bond and appropriate payments. An agreement between the Charity and the Club would be needed, fire regulations checked, a food

hygiene certificate displayed, and suitable insurance cover obtained. The Club is to write to the Charity with a formal proposal, and arrangements for grass-cutting of the remaining field area would be needed.

#### **19. Benches**

Doreen Snelling has brochures which will be circulated to councillors for their views.

#### **20. Planning**

There were no objections to :

Application 20170664. 11 Ling Way, sub-division of site, relocation of parking spaces.

Application 20170711. 25 Rectory Road, rear extension and loft conversion.

Application 20170782. 19 Ling Close, single storey side/rear extension.

Application 20170796. 3 The Grove, Rectory Road, single storey front, side and rear extensions, roof window alteration. There are concerns about the size of the extension in a conservation area.

Application 20170843. 33 Wroxham Road, demolition of 11 metre length of unstable listed wall, erection of new brick pier to end of remaining wall, replacement of 11 metre fence continuation (listed building).

In circulation :

Application BA/2017/0174/househ. Meadside, Church Loke, single storey rear extension.

Application 20170938. 4 Gt Hautbois Road, remove permitted development condition that roof lights be obscured glass.

Application BA/2017/0005/TPO. Coltishall Hall, Wroxham Road, tree preservation order.

To consider Broadland DC's request that applications are sent online in future. It was **agreed** that Bill Musson will in future receive and respond to applications via email. It will be necessary to provide Michael Spinks and any resident who so wishes with a paper copy. Broadland DC will supply paper plans on request. Doreen Snelling will step back from Planning pro tem.

#### **21. Parking on Church Street**

Further to the recent accident on Church Street there are renewed concerns that parking on the left leaves no pull-in spaces. The Police maintain that there is sufficient room for three cars abreast, with which councillors disagree. Poor standards of driving contribute to the problem. Cars are often clipped trying to negotiate the road, especially when residents and church-goers park in the area.

#### **22. Speedwatch**

Bob Grindrod had discussed joint Speedwatch with Horstead to attract volunteers from both villages, as some 15-20 people are needed. Volunteers must be checked and trained, but it is hoped that by the end of September Speedwatch will be operational.

#### **23. Neighbourhood Plan**

A meeting with Broadland DC on 15<sup>th</sup> June established the groundwork for a Plan. A steering committee is needed to set the parish priorities – school, surgery, open spaces et al. Parishioners with specialist skills are needed. It was **agreed** that Broadland DC should be informed that we wish to take the existing Parish boundary as our Designated Area. A notice will be printed in the Marlpit.

#### **24. SAM2 Mobile Speed indicator**

This is considered to be the best possible technology to slow traffic by feeding back to drivers the speed at which they are travelling and the speed limit. It also records speeds, helping the Police to identify problem areas. It is intended that Coltishall and Horstead should work together, and monies from the parish councils will be matched by Norfolk County Council. Bob Grindrod offered to produce a plan to be discussed at the September meeting.

#### **25. Web site**

Mike Warren volunteered as webmaster while he was a councillor, and has continued to run it since his resignation for the benefit of the village. It is now in need of updating; Bob Grindrod offered to take over and suggested that a new website should be established with the help of Norfolk Parish Training Partnership. Councillors will receive instruction on setting-up and managing the new site at

a cost of £200.00. **Proposed** Bob Grindrod, seconded Mark Rischmiller, unanimous. Mike Warren was concerned that the ultimate cost will be far greater, as he had investigated establishing a new website in the past.

**26. Land at Church Close**

Bill Musson was concerned that the tree on land at the entry to Church Close needs attention. It is thought that the land on which it stands belongs to Roger Bradbury. Bill Musson **proposed** that Mr Bradbury be asked if the parish council could acquire the land to plant a flower bed, attend to the tree, and make the area welcoming. He suggested that Year 6 pupils could produce designs for planting. The sign is currently obliterated by weeds and should be replaced. Bill Musson is prepared to contact Mr Bradbury, and report to next meeting. Unanimous.

**27. Any other business**

Penny Loiez wishes councillors and parishioners farewell, and received good wishes for the future from all.

**Meeting closed at 9.10pm. Next meeting is on Monday  
4<sup>th</sup> September 2017 in the Village Hall Lounge at 7.30pm**