



COLTISHALL PARISH COUNCIL

Clerk: Rebecca Furr
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To members of the Parish Council

You are summoned to Coltishall Annual Parish Council Meeting on **Monday 12th July 2021 at 6.30pm**. This meeting will be held on the cricket field opposite the village hall. However, if the weather is poor, it will take place inside the Village Hall, Rectory Road, Coltishall.

To members of the Public

Members of the public and press are welcome to attend. Please note in law, members of the public are not allowed to speak when meetings of the Parish Council are in session except under Public Forum or by invite of the Chairman/Clerk, in which case a vote will be taken to suspend standing orders.

TO ALL ATTENDING

Please note that we are back to face-to-face meetings. Please do not attend if you are feeling unwell in any way, or have been close to anyone who has any symptoms of Covid-19. You may wish to take a lateral flow test which are available from your local pharmacy or online at <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. Please practice social distancing and use hand sanitiser where provided. If we meet inside the hall, please wear a face mask (unless exempt) unless seated. Numbers in the hall are limited to 25 but sufficient for a normal meeting and the normal number of residents who attend.

Rebecca Furr - Clerk to the Parish Council

Published 5th July 2021

AGENDA

1. **Apologies for Absence**
2. **Declarations of Pecuniary Interest and Requests for Dispensations**
3. **To approve minutes of 5th May 2021.**
4. **To report any matters arising from the previous minutes (information only)**
5. **Public Forum**
 - a. Reports from District and County Councillors – Cllr Jo Copplestone and Cllr Fran Whymark
 - b. Public Participation
6. **Planning** - To consider planning applications listed and any received after agenda set.
 - a. **20211031 – Point House, 5 High Street** – Listed building application. Replacement of windows, remodelling the roof of the rear wing and associated external alterations and internal alterations (revised proposal)
 - b. **20211043 – Dairy Farm Cottage Workshop, 32 Wroxham Road** - Variation of condition 2 of 20202268 to allow changes to approved plans: 1. Balcony to rear omitted and roof lantern added in its place with rear window design altered accordingly. 2. Lean-to added to east side to allow for plant space internally. 3. Additional velux to rear and high-level gable window to east added.
 - c. **20210919 – Woodlee, 29 Wroxham Road** - Retrospective application for creation of retaining wall and formation of garden room and shed.
 - d. To note report made to BDC planning enforcement team regarding the removal of the original wrought iron gateway at Holy Trinity Church, Great Hautbois Road.
 - e. To ratify comments submitted using clerk's delegated powers under planning (ceases 14.07.21)

20210182 Redbourne House – 27 Station Road – Objection to demolition of existing dwelling and garage and erection of six detached dwellings. BDC refused planning permission on 09.06.21.

North Walsham West Consultation – Objection to the development of approximately 1800 new homes.

7. Finance

a. *Payments Received*

HMRC	VAT Qtr 4 2020/21	£1438.88
BDC	Precept (1 st instalment)	£17528.50
BDC	CIL Payment October 2020 – March 2021	£234.84

b. *Payments for Approval*

BT	Wifi Installation in Village Hall	£36.00
Rebecca Furr	Clerk's Expenses	£27.45

c. *Previously agreed Standing Orders*

Rebecca Furr	Payroll June 2021	£1571.01
HMRC credit of £202.13 was used fully for this payment.		
Rebecca Furr	Payroll July 2021	£1087.21
To note the parish clerk passed her certificate in Local Council Administration on 12 th May 2021 and her salary scale has been increased to point 24 as agreed in contract of employment.		

d. *To be agreed for payment by Standing Order*

Norfolk Pension Fund	Pension Contribution (July)	£318.36
CVH&RC	Broadband in Village Hall	£10.00

e. *To ratify the payments made under clerk's delegated powers under finance – authorised electronically by JM and AD (ceases 13.07.21)*

ALB Plumbing	New taps and standpipes at allotments	£1325.00
Wave	Allotment Water Bill	£103.27
Rebecca Furr	Clerk's Expenses	£45.44
Norfolk Community Foundation	Covid Grant – Returned as Unspent	£1000.00
NPTS	Chairman Training	£48.00
NPTS	Internal Audit	£140.00
Norfolk Pension Fund	Pension Contribution (May and June)	£710.24
Plusnet	Clerk Mobile Monthly Fee (May and June)	£12.00

f. To consider Qtr 1 financial report

g. To consider quotes for X2 benches at Upper Common and x1 at Church Street (replacement)

h. To consider quotes for no parking sign at Gt Hautbois Common

i. To consider quotes for Annual Playground Inspection

j. To approve Asset Register

8. To receive update and agree any actions regarding the removal of the no parking signs on the war memorial bollards

9. Grants

a. BVFC Application for Grass Reinforcement Mesh on Large Recreation Ground to create an overflow carpark

b. Good Neighbours Application for Christmas Boxes and transport costs for a trip

10. Playground and MUGA

- a. To receive update regarding weekly inspections
- b. To receive update following open exhibition from Coltishall Primary School to renovate the play area and agree next actions
- c. To receive update regarding MUGA noise dampening work and agree any action required to complete this.
- d. To note parishioners concerns regarding the height and condition of the hedge near the cricket pavilion and shed and consider re-netting.

11. Coltishall Village Hall and Recreation Ground (CVH&RG)

- a. To receive report from Ms Snelling – Trustee
- b. To agree arrangements for CVH&RC review

12. Allotments

- a. To receive report from Mr Oakes - Chairman of Coltishall Allotment Association and consider any recommendations made by the allotment committee
- b. To receive update from AW regarding Chapel Lane gate and agree action required to mend or replace gate.
- c. To agree removal of contradicting signage re. dogs on allotment site

13. Community Orchard – to consider the installation of a bollard or noticeboard to deter vehicles using this area as a turning point for vehicles.

14. Highways

- a. To receive an update from AW and consider any actions in relation to pedestrian safety and the proposed development on land at Rectory Road 20201627.
- b. To note open cases reported to Highways where agreed action will be taken – Vegetation on Rectory Road impeding visibility at the cross roads, overgrown verges and dilapidation to parts of Anchor Street roadway, overhanging/dead trees outside No. 4 Anchor Street – a letter has also been sent to the occupier and damaged drain cover opposite Coltishall Pharmacy.
To consider parishioners concerns and agree any actions required regarding
- c. The volume of traffic including HGVs transiting through Coltishall High Street and over the road bridge on the B1150 between Coltishall and Horstead.
- d. Persistent speeding in all village areas - most noticeably through the High Street, Ling Way Junction, Church Street and Wroxham Road.
- e. Parking along the Wroxham Road in Coltishall from the old Post Office as far up as the junction with Kings Road.

15. Art Trail Across Norfolk – To consider the placement of a permanent art sculpture (design and size to be agreed at a later date) on the east side of Great Hautbois Common

16. Climate Change – to consider sharing information via parish newsletter about the BBC documentary The People vs. Climate Change.

17. Review and Approval of Policies and Procedures

- a. Standing Orders
- b. Risk Management Policy
- c. Training and Development
- d. Grant Awarding
- e. Pension
- f. Grievance
- g. Disciplinary

18. Other meetings and training

a. Meetings and training attended

Allotment AGM – 19th May – RG and RF

NPTS Chiring Successful Meetings – 10th and 17th June - RG

Coltishall Primary School Play Area Renovation Open Exhibition – 2nd July – JM and RF

Allotment Committee Meeting – 7th July – RG and RF

b. Future meetings and training

Introduction to VAT – 13.07.21 - Clerk

19. To report matters for inclusion in a future agenda

20. To confirm the date of the next parish council meeting on Tuesday 7th September 2021 at 6.30pm in the Village Hall, Rectory Road.