



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
Tuesday 7th September 2021 at 6.30pm in Coltishall Church Rooms, Rectory Road, NR12 7HP.

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

If you think you have symptoms of Covid 19 please stay at home and take a PCR test.

Rebecca Furr - Clerk to the Parish Council

Published 31st August 2021

AGENDA

1. **Apologies for Absence**
2. **Declarations of Pecuniary Interest and Requests for Dispensations**
3. **To approve minutes of 12th July 2021.**
4. **To report any matters arising from the previous minutes (information only)**
 - a. Removal of no parking signs on War Memorial bollards
 - b. Play Area Renovation Tender live – deadline 5th October 2021
 - c. Update of reports made to Highways (sent in advance of the meeting)
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. **20201627 – Land at Rectory Road** – Reconsultation of Residential Development 30 Dwellings
 - b. **20211449 – Point House Barn, 5 High Street** – Re-build of partially collapsed barn with openings reinstated. 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.
 - c. **BA/2021/0319/TCAA - Burebank House , 4 Anchor Street** - T1: Cherry - remove. T2: Silver Birch - remove. T3: Maple- remove. T4: Rowan - remove. T5&T6: Leylandii - remove. T7: Plum- remove stubs and rebalance the crown with a reduction of up to 2.0m. T8: Magnolia - remove. T9: Holly- remove. T10: Silver Birch x2 -Crown raise to 3m and crown reductions of 2.5m-3.0m. T11: Unknown - cut ivy.
 - d. **BA/2021/0335/TCAA – High House, 43 Wroxham Road** - T1: Cypress - remove the three lowest limbs. T2: Oak - reduce overhang from neighbours (Coltishall Hall) by up to 5 meters, bringing it back to boundary line. G1: Conifer - trim overhang by up to 12inches and tip reduce any branches by up to 1meter to maintain the line. T3: Yew - crown lift up to 5.2 meters. T1: Cypress Macrocarpa - 3m crown reduction, crown raise to 4.5m. T2: Yew x 3 - reduce each individual peripheral crown by 4m on south and east sides only up to the full height of the trees. T3: Sycamore - remove limb supressing holly tree back to stem, reduce lower canopy towards birch by 4m. T4: Holly - reduce canopy by 1.5m around outer peripheral. T5: Cedar - selectively reduce canopy between cedar and silver birch by 1m. T6:

Willow - reduce south facing crown towards road by 4m and north side by 3m. T7: Picea - remove.

7. Finance

- | | | | |
|--|--|----------|--|
| <i>a. Payments Received</i> | | | |
| Rebecca Furr | Overpayment in August due to standing order being unauthorised by payment deadline | £332.07 | |
| CCMT | Memorial Bench at Upper Common | £700.87 | |
| <i>b. Payments for Approval</i> | | | |
| Earth Anchors | x2 benches – Upper Common (additional) and Church Street (replacement) | £1449.60 | |
| Glasdon | Memorial Bench (£400 donation to CCMT) | £1180.87 | |
| Charlotte Stannard | Charity Governance Advice | £130.00 | |
| Biffa | Emptying Service – Lower Common – June | £127.97 | |
| | Emptying Service – Upper Common – June | £67.97 | |
| | Emptying Service – Lower Common – July | £127.44 | |
| | Emptying Service – Upper Common – July | £37.44 | |
| | Emptying Service – Lower Common – August | £127.44 | |
| | Emptying Service – Upper Common – August | £186.91 | |
| Wave | Allotment Water Bill | £0.07 | |
| Rebecca Furr | Clerk's Expenses | £66.57 | |
| Planning Portal | Overflow Car Park – Large Recreation Ground | £259.00 | |
| Imprint | No Parking Sign – Gt Hautbois Common | £47.97 | |
| PKF Littlejohn | External Audit | £240.00 | |
| NALC | VAT Training – Clerk | £30.00 | |
| <i>c. Previously agreed Standing Orders</i> | | | |
| Rebecca Furr | Payroll Aug and Sept 2021 | £2175.82 | |
| Norfolk Pension Fund | Pension Contribution (Aug & Sept 21) | £636.72 | |
| Plusnet | Clerk's Mobile (July & Aug) | £12.00 | |
| <i>d. Payments made under delegated emergency powers</i> | | | |
| Dr Stump | Emergency Work to Oak Tree at Gt Hautbois Common | £270.00 | |
| <i>e. To consider transferring funds in deposit account to a National Savings Account.</i> | | | |
| <i>f. To note receipt of the 20/21 External Auditor Report and Certificate</i> | | | |

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

- To receive report from Ms Snelling – Trustee
- To receive update following CVH&RC review and consider any actions needed
- To consider request from Coltishall and Horstead Pre School to put a named sign above their separate entrance to the village hall.

9. Allotments

- To receive report from Mr Oakes - Chairman of Coltishall Allotment Association and consider any recommendations made by the allotment committee
- To consider making the allotments a dog free zone (following further incidents of dogs faeces on plots and a tenant being bitten)
- To consider providing a skip for allotment clear up
- To note Plot 73 has confirmed in writing they wish to terminate their plot which will be offered to the next person on the waiting list who resides in Coltishall.

10. To consider quotes for

- a. Parish Council Insurance
- b. Tree reduction to the plum tree at the allotments

11.Highways

- a. To receive an update and agree any actions in respect to reducing traffic/mitigating environmental impact of traffic passing through Coltishall High Street
- b. To consider working with the primary school to produce road safety signage to encourage drivers to reduce speed.

12. Large Recreation Ground

- a. To consider what action is needed to reduce the overgrown leylandii trees surrounding the football ground
- b. To consider grass reinforcement mesh pathway to back entrance of school

13.To approve the reviewed “Freedom of Information Act” policy

14.To consider CPRE annual membership renewal

15.To consider donation requests

- a. Coltishall and Horstead Pre School – Donation for gardening tools and outdoor equipment
- b. CPRE – Donation to seek legal advice to challenge elements of the GNLP

16. To consider writing to Norfolk Strategic Flooding Alliance regarding latest flooding leaflet and concerns regarding risks of flooding and lack of preparation

17. To consider a co-option to the parish council

18.Other meetings and training

- a. Meetings and training attended
Introduction to VAT – 13.07.21 Clerk
CVH&RC Review – RC, JH and Clerk
- b. Future meetings and training
None

19. Correspondence

- a. Letter of thanks from parishioner for replacement bench opposite Church Close
- b. Invitation to respond to The Transport for Norwich Strategy Consultation – deadline 8th October
- c. Email from parishioner re. traffic, speeding, safety issues on B1150

20. To report matters for inclusion in a future agenda

21. To consider moving parish council meetings to the second Monday of the month and agree date of the next meeting.