

COLTISHALL PARISH COUNCIL

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Minutes of the Parish Council Meeting held virtually via Zoom **Video Conferencing on Tuesday 7th July 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 Coplestone – Broadland District Council (BDC), Cllr Fran Whymark (NCC) and Rebecca Furr (Clerk, RF).

All by video conferencing except MS via audio.

1. Apologies for absence

Apologies were received and accepted from Doreen Snelling (DS).

2. Declaration of Pecuniary Interest

None declared

3. Minutes of previous Parish Council meeting

Minutes were APPROVED as a true and accurate record. To be signed by chairman at next public meeting.

OPEN FORUM

4. Matters arising from the previous meeting (for information only)

None declared

5. To receive reports from District and County Councillors

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

6. Public Participation

No members of the public attended.

7. Police Reporting

RF stated that police had been involved with people sleeping overnight in their vehicles near the common in addition to the issues Cllr Coplestone and Cllr Whymark raised in their reports.

8. Highways/SAM2/Speedwatch

JH stated the SAM2 has been upgraded to include Bluetooth connectivity. Mr Jones will trial downloading the data and provide instructions on how to do it. The Chief Constable has agreed Community Speed Watch Teams can reopen but all parties will need to sign a health and safety risk assessment and wait for sanitising products to be delivered first. MT stated she is no longer able to download the SAM2 data due to her other commitments as project manager for the CAST village hall refurbishment. It was AGREED RF will advertise for a volunteer via the Marlpit.

9. Playground and MUGA

(1) To receive update regarding reopening of playground and approve playground risk assessment.

RF reported that the playground was reopened on Saturday 4th July and signage has been displayed giving users safety information in response to Covid-19. The bin outside the play area is the responsibility of the parish council and JM AGREED he will continue to empty it as and when required. The playground risk assessment was APPROVED.

(2) To receive inspection report from Mr Kirkham

A playground inspection was carried out before the playground was reopened and no issues were identified. RF reported Mr Getley was unable to fix the loose bolt on the climbing frame as this would mean dismantling the whole climbing frame to get to it. As the bridge is

supported by other fixings Mr Getley said it is still safe to use but recommended moving the playground inspection forward. This was AGREED with a spending budget up to £300 if the inspectors can repair the problem on the day of inspection.

- (3) To receive update regarding noise dampening work to the MUGA from Mr Getley
RF reported Mr Getley can start work next Tuesday (14th) and work Tuesday 21st for 9am start to finish the work. RF to update Mr Getley with parish councillors' availability.
- (4) To agree opening/closing arrangements for the MUGA
RF reported that Mr Snelling has kindly volunteered to open and close the MUGA and now has all sets of keys. MT confirmed that if Mr Snelling can not open/close the MUGA for any reason there are a group of key holders she can liaise with who can assist temporarily.

MAIN MEETING

10. Planning Applications

All comments and resolutions will be reported to the respective authorities by the clerk.

- (1) **20201151** – The Old Canaries, 7 White Lion Road -T1 Copper Beech - reduce height/upper crown by 1.5-2m from approx 17m to 15m. T2, T3 & T4 Conifers - remove T5 Cherry - reduce height by 1m from approx 7m to 6m to previous pruning points – NO OBJECTIONS
- (2) **BA/2020/0003/REF APPEAL** - Barn Adjacent Barn Mead Cottages Church Loke - Change of Use from B8 to residential dwelling and self-contained annexe. – UNANOMOUS OBJECTION to this appeal. It is outside the settlement boundary and the parish council do not want any further development on the flood plain. Original objections given to this application in 2018 and 2019 remain.
- (3) **Any applications received after agenda set**
BA/2020/0216/TCAA – Meadowside, 62 Anchor Street – T1 Willow – remove – NO OBJECTIONS

11. Finance (details sent in advance via email)

(1) Payments Received

None

(2) Payments for Approval

Direct payment authorisation sheet to be signed off at next public meeting

NPTS – Induction Training for AW and Introduction to CILCA £72.00

Clerk expenses – June £9.00

APPROVED

(3) Previously agreed Standing Orders and other payments

Payroll for July 2020 (R.Furr) £852.41

APPROVED

(4) Internal Control

MT APPROVED to carry out quarterly Internal Control checks of Finance. RF advised

Quarter 1 bank reconciliation is complete and ready for internal control check.

(5) Internal Auditor Report

It was AGREED the Parish Council need to earmark some of the monies held in general reserves as recommended by the internal auditor. It was AGREED to hold an informal meeting in August to discuss this further with a view to holding a public consultation (when it is safe to do so).

It was AGREED the allotment finances should be included in the annual return as they are an asset to Coltishall Parish Council. It was AGREED that any monies additional to income and expenditure in the allotment account will be earmarked under Allotments. It was AGREED RF will update the Asset register and publish this online.

(6) Financial Risk Assessment of Coltishall Parish Council

Financial Risk Assessment APPROVED. It was AGREED parish councillors and clerk will explore banking providers with a view to transferring to a bank account where there is a dual or triple access and authority levels for transfers/payments to safeguard clerk. It was AGREED clerk will provide financial reports quarterly (July, October, November and April) to include income and expenditure against budget and details of monies earmarked and general reserves.

12. Coltishall Village Hall and Recreation Ground (CAST)

MT reported the grant from Tarmac to refurbish the village hall has been second approved by Derbyshire Environmental Trust. MT will be project managing the development and stated CAST will need to start spending the grant within 6 months of the date it is issued and will need to complete the work within a year to meet head of terms. RG agreed he is happy to practically support MT with the development due to his previous experience in construction.

It was AGREED Coltishall Parish Council will donate £5000 to CAST as previously APPROVED for the village hall renovation now the bid is successful (see minutes 11.02.20)

Please see short report from Mrs Snelling at the end of the minutes.

13. Repair or replacement of Bus Shelter on Westbourne Road

It was AGREED to repair the bus shelter. RF to update parishioner whose fence this will affect. RG to obtain a quote for work alongside two quotes RF will obtain.

14. Repair Memorial Bench on Church Street

RF reported Mr Getley has arranged to meet weekly for an hour with a parishioner to undertake this work. This will also include replacing the broken slat on the bench.

15. Standing Orders (sent in advance via email)

These were updated to include holding parish council meetings virtually and were APPROVED.

16. Parish Partnerships Scheme

It was AGREED to hold an informal meeting in August to discuss bids for a highway improvement scheme 2021/2022 as part of the ear marking process of the parish council's general reserves.

Any bid will need to be matched equally between the parish council and Norfolk County Council.

17. Local Council Insurance and Playground Inspection

It was AGREED BHIB will provide the parish council's insurance and AGREED Playforce will complete the annual playground inspection.

18. Confidence Campaign

RF updated that she had spoken with various local businesses regarding hand sanitisers and signage. Highways have approved locations for hand sanitisers on the highways footpath near A Piece of Cake, Coltishall Pharmacy, Londis, Jet Petrol Station and Hewitt and Grant Heritage Butchers. RF is waiting for delivery details.

19. Tree Planting 2020/2021

RF reported that Mr Croot – Tree Warden planted approximately 70 trees earlier this year with a group of people along St Michaels Lane. A proportion of the tree council's budget from BDC has been reserved for any dead/damaged trees which need replacing. Mr Croot proposed an advert in the Marlpit to see if anyone is interested in planting trees on their land as some funds are available for this. It was AGREED RF will advertise this via our Marlpit Newsletter.

20. CILCA (Certificate in Local Council Administration for Clerk)

The clerks learning agreement and registration fee (£350) to the SLCC to undertake the CILCA was APPROVED.

21. Phone Mast

RF reported an email was sent to Shared Access on 24th June stating the amendments the parish council requested to the head of terms (as detailed in minutes 09.06.20). It was AGREED RF will follow this up.

22. Bure Gardens Crocus Homes – Public Right of Way

The parish council AGREE the existing access lane that leads off Rectory Road (as a footpath/cycleway) and the pathways around the perimeter of this land should become a public right of way. RF to liaise with Highways about how to apply and update NC who AGREED to take this matter forward.

23. Parking Issues

(1) To consider proposal from parishioner to support white lines being placed on Anchor Street so that the parishioner can safely get in and out of their driveway.

It was AGREED that advisory markings are not a parish council matter and the parishioner will need to liaise with Highways and find out what they may be entitled based on their health and safety needs. RF will contact the parishioner to discuss.

(2) To consider proposal from parishioner to support a no parking zone opposite The Grove due to safety issues getting in and out.

The Parish Council AGREED they did not wish to extend the no parking zone in front of the allotments at this time. This is because despite the parking issues this can present, parked cars also act as a traffic calming measure and extending the no parking zone may increase speeding.

24. Other meetings and training

Meetings and training attended

- Internal Control Meeting – MT and Clerk
- Mentoring Meeting – Clerk and Mentor Ms Moore

Future meetings and training

- Introduction to CILCA – 8th July – Clerk Approval Needed
- SLCC AGM and Workshop - 22nd July - Clerk
- Induction Training - 22nd and 23rd July – AW

25. Any Other Business

To report matters for inclusion in a future agenda or matters that require no decision from the parish council

- Norfolk Wildlife Trust Report – Hautbois Common. RF to send report to MS and MS to update the parish council if there are any works required to maintain Hautbois Common.
- Climate Control – JM stated 15 parish councils within North Norfolk District Council have declared a state of emergency regarding climate control. Parish Councillors to consider if Coltishall Parish Council wish to support this.
- JM reported he had seen approximately 20 bollard posts with reflectors on the grass verge of Anchor Street. JM to send a photo to FW to investigate with Highways as these have recently appeared.

**The next scheduled date for Councillors summoned to participate in resolutions will be Tuesday 8th September 2020 at 6.30pm via Zoom Video Conferencing.
Please note there is no meeting in August.**

Broadland District Council Report- July 2020

Life has certainly changed for all of us over the last few months, and as the lockdown ease's we are finally seeing our lives heading to a 'new normal'.

Our Council Teams continue to work with businesses to get our Market Towns & Villages back on their feet and our 'Confidence Campaign' have been extended to support the Tourism & Hospitality Sectors which reopened on 4th July with many other businesses including hairdressers. Planning has been relaxed during the crisis to help businesses survive by allowing our pubs and restaurants to offer takeaways, and this has been appreciated by many.

Since the lockdown there has been many visitors flocking to both Horstead Mill & Coltishall Common each day, enjoying the good weather and the beautiful river surroundings. Most visitors have behaved responsibly, but there have been incidences of aggression and minor public order matters

caused by a few, which have been widely reported by local people. At Horstead Mill inconsiderate parking has been a major issue along the very narrow Mill Road, discussions are now taking place with the parish council & highways for Traffic Regulation Order to ensure the road is accessible.

At Coltishall Common there have been ongoing problems and I have been working closely with Tracey who is chair of the Commons Committee and the local Beat Manager PC Lucas Ward to mitigate this. The public toilets have been re-opened, and two industrial sized bins are now located on the Common, Parking Wardens have been attending the Common on a regular basis, as inconsiderate and illegal parking is a major issue for many local people.

I mentioned in my last report the huge amount of goodwill from Volunteers & Neighbourhood Groups during the pandemic, Broadland District Council has now launched the 'Covid Community Hero's special recognition scheme', and I have nominated both Tracey Lister, Chair of the Commons Committee & Julie Douglass who leads the Good Neighbours Scheme for this award. Tracey and her Team have worked tirelessly to clear the rubbish from the Common each day both morning and evening, Tracey has often had to deal with very difficult situations, co-ordinating the response and ensuring this environmentally sensitive area is safe for visitors and locals to enjoy. Julie & her dedicated team of volunteers have been continuing to support those people in the community who needed help throughout the crisis, and a few weeks into the lockdown Julie broke her wrist and had to undergo surgery. Despite this major setback Julie continued to support her Community and worked selflessly to help others. Thank you for your amazing work and I commend you both as our Covid Community Hero's.

Cllr. Jo Coplestone
Portfolio Holder for Economic Development
Broadland District Council

As Portfolio Holder for Housing and Wellbeing I am very aware of the impact COVID- 19 is having upon local residents. I am pleased that it is generally recognised that we need to support people who are lonely and having difficulties with their mental health. There is real concern that many professionals, particularly those in the frontline, will struggle with their mental health and may need specialist help with difficulties such as post-traumatic stress disorder (PTSD) in the future. Wellbeing Norfolk and Waveney have regular online events to support our residents, including virtual quizzes and coffee mornings. More information at www.wellbeingnands.co.uk/norfolk/ or follow them on Facebook or Twitter. Every Mind Matters has a 24/7 helpline at 0808 1963494 or www.everymindmatters.co.uk . There is specialist support for 11-25 year olds at www.kooth.com .

Going forward, Broadland District Council (BDC) and South Norfolk Council (SNC) Communities Team is actively engaging with the many volunteer groups, who have been supporting their communities during the pandemic. It is hoped that the fantastic work undertaken by the groups will continue, with Community Connectors helping to train volunteers. BDC will support this momentum to help neighbours and friends continue to help each other.

COVID-19 will continue to impact upon our lives for some time yet. Norfolk County Council are asking people who have any symptoms (high temperature, a new continuous cough or a change to, or loss of, sense of smell/taste) to get tested. Our nearest testing centre is at Postwick Park and Ride. If you have symptoms isolate (your whole family) and contact NHS at www.NHS.uk/coronavirus or ring 119 for an appointment. Keyworkers can also email: NHScovidtesting@nnuh.nhs.uk . Remain isolated until

you have the result of your test and for at least 7 days. Central Government has given financial support to both Districts and County Councils. An additional £105m is being given to Districts to continue the 'Everyone In' initiative to ensure rough sleepers have a place to stay. BDC and SNC have been very successful with FIRST Step over the last year, starting in August 2019. We have recently employed another worker to support people when they are in accommodation to maintain their tenancy and address any health or dependency difficulties.

Following a campaign by Marcus Rashford (Manchester Utd player) government has given Counties £120m for a Summer Food Fund. This will ensure children are not going hungry over the summer holidays, before they return to school in September. £1billion is also being made available for a 'catch up' package. £650m for schools in England and a further £350 for a national tutoring programme to help our most disadvantaged children.

From Saturday 4th July pubs, restaurants, playgrounds and some leisure facilities have re-opened. Norfolk libraries will open from Monday 6th July. People are asked to continue to social distance, wash/sanitise hands regularly and wear face masks in public places. Things are improving but as we have seen with Leicester an increase in confirmed cases could lead to another lockdown. Locally I am very pleased that not only day boats but overnight hire boats can restart their business. Tourism is very important to the Norfolk economy (worth £3.25 billion) let's hope our economy can benefit positively for the rest of the summer.

Anti-social behaviour (both on and off the water) has been a problem for many of us. On Friday 26th June I visited Coltishall Common with our MP Jerome Mayhew. A party had to be broken up at 11pm by over a dozen police officers that evening. There have also been incidents at Caen Meadow and Salhouse Broad. Jerome has been in contact with Norfolk Police and I have had discussions with both Beat Managers. I have also contacted the Broads Authority and their Head of Ranger Services is aware and will take steps to address any issues.

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

With the Preschool closing on July 21st it seems sensible to close the hall until September or until the refurbishment has been completed. We will be guided by the government advice and act accordingly. Any changes will be made available to those concerned.

Doreen Snelling