

## Draft Meeting minutes of Coltishall Parish Council

Tuesday 7<sup>th</sup> June 2022 at 6.30pm, held in the Church Rooms, Rectory Road, Coltishall.

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Parish Councillors present: Richard Germany (Chairman), John Haschak (Vice-Chairman), Michael Spinks, Nicola Chaney, Doreen Snelling and Michelle Thackham.

In attendance: Taila Taylor (Parish Clerk), Cllr Jo Copplestone, Cllr Fran Whymark and 4x Public.

### **1 Apologies for absence**

None received.

### **2 Declarations of pecuniary interest and requests for dispensations**

None received.

### **3 Approval of minutes**

- a. The minutes of the meeting on the 5<sup>th</sup> April 2022 were APPROVED
- b. The minutes of the meeting on 3<sup>rd</sup> May 2022 were APPROVED

### **4 To report any matters arising from the previous minutes**

The Clerk gave an update on the playground renovation and advised that a site meeting had been scheduled for Wednesday 15<sup>th</sup> June, at which an installation date should be forthcoming. The Clerk also advised that she had been in contact with the local tree warden regarding the Jubilee tree planting, she confirmed that a Rowan was available and invited members to make suggestions on a location for planting.

### **5 Public forum**

- a. District Cllr Jo Copplestone gave a detailed reported on the purchase of the horizon building and the subsequent benefits this would have for the district. Cllr Copplestone also reported on the treasure trails which offer a variety of free or low-cost days out for local families across the district. An update was given regarding paddle boarding in the village. It was confirmed that boards entering areas under the jurisdiction of the Broads Authority would require a toll licence, however boards outside of those areas (travelling towards Horstead) do not. A suggestion was made that if the Parish Council have any further concerns, they could contact the business owner and make any relevant enquiries. The Parish Council were informed that inconsiderate parking was a policing matter and the proposed paddle board business at 20 Anchor Street had been refused by the Broads Authority. Cllr Whymark gave an update on energy grants, discretionary payments for additional support. Cllr Whymark also briefed members on Norfolk Swift Response Service, which offers urgent help at home. Swift is a free 24-hour service you can call on 0344 800 8020 if you have an urgent, unplanned need at home but you don't need the emergency services. Members were also advised that NCC are inviting people to join the Norfolk Residents Panel and

that the Broads Authority Draft Broads Plan 2022-27 is open for consultation until 15<sup>th</sup> July 2022, details for which can be found on their website.

- b. Public participation: Concerns were raised that paddle boarders had been seen coming down the river without life jackets. A resident enquired about the footpath link from rectory road and sought confirmation on who was financing the footpath. Cllr Copplestone advised the resident that on attending the planning committee meeting where the application was considered and raising objections, Cllr Copplestone asked the committee chairman to ensure that the footpath be included as a condition of the application. Given its importance, this was agreed and as such, Crocus will pay for the footpath as part of their planning obligations. A pothole was reported on North Walsham Road.

## **6 Planning**

None received.

## **7 Finance**

- a. Payments received allotments received 340 in cheques 40 cash BACs to be confirmed – NOTED
- b. Payments for approval – payments totalling £412.48 were APPROVED
- c. Previously agreed standing orders – payments totalling £1,210.89 were APPROVED
- d. Consideration of the Internal Auditors report for the year ending 31 March 2022 was deferred to an EGM later in June.
- e. The statement of accounts for year ending 31 March 2022 were deferred
- f. Consideration and approval of the statements on the Annual Governance and Accountability Return were deferred.
- g. An update and approval of the asset register were deferred.

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

Cllr Thackham gave a brief update and provided members with details of a 'pod' that the preschool had been offered, with the view of having it sited at the back of the hall. Members were asked if they had any objections and unanimously agreed to its placement in the proposed area.

## **9 Allotments**

- a. Mr Oakes gave an update to members, and reported on the significant rise in cases of dog fouling on the allotments. Members were in agreement that if these continued dogs would be banned from the area, but discussed further warnings and signage in the first instance. Mr Oaks also reported that the lid for the tap needed replacing, that the AGM would be moved to March and that the boundary fence was in need of repair, quotes for which would be considered at a future meeting. Cllr Germany and Cllr Spinks agreed to attend a site inspection on June 16<sup>th</sup>. Mr Oaks also requested a folder containing printed copies of all allotment records and files and the Clerk agreed to provide this.

- b. It was AGREED to purchase and provide an additional two dog fouling signs for the allotments.

## **10 SAM2**

- a. It was AGREED to accept the amended quotation and order the SAM2 camera with the additional remote data collection feature for a total cost of £5,614. It was noted that NCC had offered to contribute £2,365 towards the cost following the success of the Parish Councils funding application.
- b. It was AGREED to keep to the current locations.

## **11 Speeding signs**

- a. The Clerk had received notification that the Parish Councils funding application for two flashing 20mph signs had been successful and that NCC had offered a contribution of £3,527 towards the cost. Amended quotations were awaited and would be considered at next month's meeting.
- b. Members considered speed awareness signs designed by Coltishall Primary School students and chose two to designs to feature in the signage being installed on Rectory Road.

## **12 Removal of tree on the village hall playing field**

Members considered four quotations and AGREED to accept the quote provided by Wild Tree Care. The resident neighbouring the tree had agreed to reimburse 50% of the cost to the Council. The tree would be cut to just below hedge level.

## **13 Other meetings and training**

- a. Meetings and training attended – NOTED
- b. Future meetings and training – Playground site meeting on 15.06.2022

## **14 Matters for inclusion on a future agenda**

MUGA noise complaints/sound dampening and cricket netting quotes.

## **15 Date of next meeting**

Tuesday 5<sup>th</sup> July at 6.30pm at Coltishall Church Rooms, Rectory Road.

## **16. Exclusion of the press and public**

It was AGREED to pass a resolution excluding the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

## **17. Parish Clerk six-month performance review**

Due to the Clerks other commitments, including the recent arrival of her daughter, she has been unable to commit to the role and as such it was AGREED her employment would finish at the end of June. Members AGREED to advertise the role in due course and contact the previous Clerk for assistance with temporary cover in the interim.

The Chairman closed the meeting at 7.40pm