



# COLTISHALL PARISH COUNCIL

Parish Clerk: Becky Furr  
2 Hall Cottages, The Windle, Acle, NR13 3JT  
Tel: 07446 542156  
Email: coltclerk@gmail.com

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## Minutes of Coltishall Parish Council Meeting held on Tuesday 4<sup>th</sup> October 2022 at 6.30pm in Coltishall Church Rooms.

### Present

Chair: Richard Germany

Vice Chair: John Haschak

Councillors: Nicola Chaney, Doreen Snelling, Michael Spinks and Michelle Thackham

Also, Becky Furr – Parish Clerk, County Councillor - Fran Whymark, Coltishall Allotment Association

Chairman - Robert Oakes and Reverend Christopher Engelson - Coltishall Parochial Church Council.

8 members of the public attended.

### Public Forum

There was opportunity for public participation before the meeting commenced. County Councillor Whymark gave a report on community matters which is included at the end of these minutes.

Reverend Engelson thanked the parish council for their financial support towards the grass cutting for the churchyard and providing the SMART TV in the Church Rooms which will be a shared facility. Reverend Engelson expressed his concerns about item 5 on the agenda and the impact this will have on the access and safety for users of the church. (Full details were put in writing to the parish council ahead of the meeting). A parishioner echoed the concerns Reverend Engelson raised as well as issues with visibility, congestion, future maintenance of the Loke and a lack of consultation with neighbours and Broadland District Council.

### Main Meeting

1. Apologies were ACCEPTED from District Councillor Jo Coplestone who provided a report which the clerk read at the meeting. A copy is at the end of these minutes.
2. There were NO Declarations of Interests and Requests for Dispensations about items on this agenda.
3. The minutes of 6<sup>th</sup> September 2022 were APPROVED as a true and accurate record.
4. Matters arising for information only were noted from the clerk's report sent in advance of meeting.
5. Planning applications considered:
  - a. BA/2022/0258/FUL – Response to amended plans regarding the alteration and extension at Barn Mead Cottages 1,2 and 3. It was AGREED to send a letter OBJECTING to Highway's recommendation to widen Church Loke due to the impact this will have on access safety, particularly for the church' existing use of the area. It was AGREED to request a site visit from the housing officer to view the area in contention.
  - b. 20221450 - Single storey side extension and other minor alterations to the rear fenestration (arrangement of windows) at Glenwood, 9 Westbourne Road. NO OBJECTION
6. Finance

a. Payments Received and NOTED		
T. Taylor	Overpayment of Salary (1 of 3 instalments)	£114.86
G. Robinson	Contribution to removal of Sycamore Tree	£400.00
M.Dann	Allotment Rent	£10.00
b. Payments Previously Agreed and NOTED		
Becky Furr	Smart TV, Wall Mounted Bracket and 3 Year Care and Repair Package	£324.98
	Tea Urn for the Allotments	£255.57
Norfolk County Council	x2 Wig Wag School Flashing Signs (50/50 with NCC under parish partnership scheme)	£3527.00
c. Payments APPROVED		
Wicksteed	Deposit towards play area renovation (TARMAC to reimburse the parish council once project commences 28.11.22) <i>(To note figure on agenda of £26,614 was amended in line with invoice)</i>	£26,600
Westcotec	SAM2 Camera (50/50 with NCC under parish partnership scheme) <i>(To note figure on agenda of £3033.00 was amending in line with invoice. NCC will reimburse the parish council £3033.00 once the bill is settled).</i>	£6066.00
Becky Furr	Clerks Expenses	£42.00
Ashley Ads	Dog Fouling Signs	£72.00
Chris Knott	Allotment Insurance	£336.85
NPTS	The Essential Update Seminar (attended by Cllr Thackham)	£52.00
Fitzpatrick Woolmer	Weymarking Post for Gt Hautbois Common	£238.20
CAS Ltd	Parish Council Insurance	£828.32
Zoro	Gas Hose to Allotment Tea Urn	£32.99
d. Payments Agreed by Standing Order and NOTED		
Becky Furr	Clerk's Salary – September	£1131.08
HMRC	PAYE Bill	£92.66
Norfolk Pension Fund	September's Contribution	£360.26
Plusnet	Clerk's Mobile Phone - September	£6.55
e. Payment Agreed between Clerk and Chairman (4.1 financial regulations) - NOTED		
Executive Retail	Condolence Book	£39.94
Fitzpatrick Woolmer	Logo Artwork	£108.00

f. To note Quarter 2 financial report - NOTED

- g. It was AGREED to order x3 speed awareness signs designed by Coltishall Primary School from FSG Signs and Graphics. Cllr Whymark AGREED to fund this from his allocated budget towards such projects.
  - h. It was AGREED to defer painting the MUGA until noise dampening work is carried out.
  - i. A site visit was carried out by Fosse Contracts on 30<sup>th</sup> September for MUGA noise dampening work however the quote has not been received in time of the meeting. Also, the contractor raised concerns about the stability of the posts welded to the MUGA which are used to secure the ball stop netting. The contractor recommended we consult a structural engineer. The clerk confirmed she is obtaining quotes. Furthermore, the surface of the MUGA has worn and will require pressure washing and infilling. The contractor suggested the parish council may want to consider Sport Astroturf flooring (such as Match 2) as a more sustainable option in the future.
  - j. A site visit was carried out by Norfolk Paving and Builders on the 30<sup>th</sup> September to supply and install Allotment Stock Fencing however the quote was not received in time of the meeting. It was AGREED to DEFER till the next meeting.
  - k. X2 site visits have been carried out by contractors but quotes were not submitted ahead of the meeting. It was AGREED to defer the item.
  - l. It was AGREED to purchase a commemorative plaque at the Community Orchard from The Workshop Aberfeldy.
  - m. It was AGREED The Play Inspection Company will carry out the post installation and annual play area inspection after the renovation work has been completed.
7. The working party AGREED to consider a draft financial budget for 2023-24 will be Cllr Germany, Cllr Thackham , Cllr Haschak and the parish clerk.
  8. Ms Thackham raised ongoing concerns about the governance document between the charity and the parish council and the future of the charity without the recruitment of more trustees. It was AGREED a meeting will be set up between both parties with Clare Fiander from Community Action Norfolk who can advise on the possible solutions moving forward.
  9. Mr Oakes reported that there had been less incidents of dog fouling at the allotments. However there continues to be various reports of theft including produce, netting and tools. Coltishall Allotment Association will be holding their bottles and jars competition on the 8<sup>th</sup> October.
  10. The clerk reported that the start date for the renovation to the play area has been postponed whilst the legal team at National Lottery carry out land registry checks following the successful grant application of £22K. The grant to Saffron Community Foundation for £5K towards the play area renovation has also been successful. It was AGREED the rocking horse in the play area will be donated to Old Catton Parish Council for parts.
  11. It was AGREED to provide a litter bin at Coltishall Station pending authorisation from Broadland District Council.
  12. It was AGREED to submit an application to the NCC Parish Partnership Bid for 2023/24 for improved crossing facilities on the High Street (outside the butchers and across the road neat the pharmacy).
  13. It was AGREED Cllr Germany will present the winners of the speed awareness signs at a celebration assembly at Coltishall Primary School (date to be confirmed once signs have arrived).
14. Correspondence
- Email received from parishioner enquiring whether the speed limit from 30mph to 40mph near Abbey Court on Wroxham Road can be extended past the properties to make it safer. – NOTED.
- The clerk read out a response from Highways explaining that extending the speed limit along this

undeveloped rural road is unlikely to achieve drive compliance and Highways do not have the funding for a Traffic Regulation Order.

15. Items AGREED for the next agenda include

- a donation to Bure Valley Conservation Group for cutting the Community Orchard
- cutting the conifers along the side of the Large Recreation Ground towards the back school gate.
- Christmas Carols around the tree at St John the Baptist Church
- Budget for 2023/24

The next parish council meeting will be held on Tuesday 1<sup>st</sup> November at 6.30pm at Coltishall Church Rooms, Rectory Road, Coltishall, NR12 7HP.