



Minutes of the Parish Council Meeting held Tuesday 7th September 2021 at 6.30pm in the Church Rooms, Rectory Road, Coltishall.

Present: Chairman - Richard Germany (RG), Vice Chairman - John Haschak (JH), Parish Councillors - Michael Spinks (MS), Michelle Thackham, Adam Wolton, Nicola Chaney (NC) and Doreen Snelling (DS).
Clerk: Rebecca Furr (RF) District Councillor: Jo Copplestone 11 members of the public

1. **Apologies for Absence** – Parish Councillor – James Matthews and County Councillor Fran Whymark – Norfolk County Council.
2. **Declarations of Pecuniary Interest and Requests for Dispensations** – None.
3. **Minutes of 12th July 2021 were APPROVED as a true and accurate record.**
4. **To report any matters arising from the previous minutes (information only)**
 - a. The no parking signs placed on the bollards of the war memorial on behalf to Old Bakery Management Group were removed by the parish council with the support of Highways.
 - b. Wicksteed have arranged a site visit to quote for the play area renovation. To consider all tenders received at the next meeting – deadline 5th October.
 - c. Report distributed to councillors ahead of the meeting with Highway updates.
5. **Public Forum**
 - a. Cllr Jo Copplestone (BDC) provided a monthly summary of her involvement with community matters. Please see report at the end of these minutes.
 - b. Public Participation – concerns raised by a parishioner regarding item 10a about the increasingly dangerous volume of heavy traffic approaching Coltishall High Street and over the bridge through to Horstead. Parishioner reported that large vehicles have to mount the pavement to negotiate the road with oncoming traffic which is a risk to pedestrian safety. One suggestion the parishioner made included restricting the size of vehicles permitted to travel through the High Street. JC reported that she hopes to see the draft traffic survey within the next week which was undertaken in Coltishall and hopes that the findings will enable BDC to obtain financial support from North Norfolk District Council to mitigate the impact future development will have on traffic through Coltishall.
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. AW had written a draft response to the reconsultation which was shared with the parish council to consider ahead of the meeting. This objected to the development, however it included conditions in case BDC planning are mindful to give consent. The draft response was APPROVED.
 - 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. **Standing orders were suspended** so that the neighbour who backs onto this property could share their concerns about the impact this will have on their amenity, implications on

existing habitat and ancient willow tree. **Standing orders reinstated.** It was agreed to OBJECT to the planning application unless the agreed conditions could be met including a no dig zone around the Willow Tree and an ecological survey.

- 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. The Parish Council OBJECT – there is no good reason to remove healthy trees in a conservation area.
- 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. The Parish Council had NO OBJECTIONS

7. Finance

a. *Payments Received*

Rebecca Furr	Overpayment in August due to standing order being unauthorised by payment deadline	£332.07
CCMT	Memorial Bench at Upper Common	£700.87

b. *Payments for Approval*

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

c. *Previously agreed Standing Orders*

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

d. *Payments made under delegated emergency powers*

Dr Stump	Emergency Work to Oak Tree	£270.00
----------	----------------------------	---------

at Gt Hautbois Common

- e. It was AGREED to transfer the funds in the deposit account to a National Savings account
- f. To note receipt of the 20/21 External Auditor Report and Certificate – NOTED, displayed on noticeboards and website.

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

- a. Please see report from Ms Snelling – Trustee at the end of these minutes.
- b. MT reported that CVH&RC are now gold members of CAN so they can access legal advice and put the necessary agreements in place.
- c. It was AGREED Coltishall and Horstead Pre School may put a named sign above their separate entrance to the village hall.

9. Allotments

- a. Please see report from Mr Oakes - Chairman of Coltishall Allotment Association at the end of these minutes. The following actions were agreed. RF to contact National Allotment Society for advice regarding cyclists speeding along the permissive footpath. It was AGREED to monitor the situation. It was agreed the half plot of 48 which is to be given up could be offered to the other tenant of the half plot first. A warning letter will be sent to Plot 18 and Plot 60 for non-cultivation. Warning letter to be sent to Plot 64 regarding disused chicken run.
- b. It was AGREED RF will write in the Marlpit about the issues with dogs on site and encourage owners to ensure any dog mess is cleared and dogs are kept on leads at all times. RF will also consult with the National Allotment Society for advice on this matter and the parish council will continue to monitor the matter.
- c. It was AGREED to provide a skip for the allotment clear up. Mr Oakes will let RF know what date this will be required for.
- d. It was noted Plot 73 wishes to terminate their plot. RF confirmed this has been offered to the next person on the waiting list.

10. To consider quotes for

- a. 3 quotes were considered from Came and Co, Zurich and BHIB. It was AGREED to accept the quote from BHIB – current insurance provider.
- b. 2 quotes were considered from Dr Stump and Target Trees (another provider contacted did not provide a quote). It was AGREED Dr Stump will undertake the tree reduction work to the plum tree at the allotments. RF will also obtain a quote for reduction work to the Apple Tree pending a site visit from MS – Parish Councillor and Tree Warden.

11. Highways

- a. This item was discussed within public participation.
- b. It was agreed to write to Coltishall Primary School to see whether the children would like to design road safety signage to encourage drivers to reduce speed along Rectory Road / St John's Close.

12. Large Recreation Ground

- a. RG and MS to undertake a site visit regarding what action is needed to reduce the overgrown leylandii trees surrounding the football ground. RF to obtain quote following visit.
- b. It was AGREED CVH&RC can supply and install a grass reinforcement mesh pathway at the side of the large recreation ground from the car park to the back entrance of the school playground.

13.The “Freedom of Information Act” policy was reviewed and APPROVED

14.CPRE annual membership renewal was AGREED

15.To consider donation requests

- a. Coltishall and Horstead Pre School – Donation for gardening tools and outdoor equipment. This was REFUSED as Cllr Copplestone has already awarded £500 Member Award Grant for this cause.
- b. CPRE – Donation to seek legal advice to challenge elements of the GNLP. This was AGREED in principle; however, AW will contact CPRE to explore this further and report back to parish council if there is a deadline to send donation.

16. To consider writing to Norfolk Strategic Flooding Alliance regarding latest flooding leaflet and concerns regarding risks of flooding and lack of preparation – DEFERRED to next meeting as item was requested by JM who is not present.

17. To consider a co-option to the parish council – Margeret Pyner was unanimously co-opted onto the parish council and ACCEPTED office.

18.Other meetings and training - NOTED

- 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 - NOTED

- 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

Grass Cutting Contract – to consider options to renew current contract for a further two years or consider invitations to tender. RG, MS and RF meeting Garden Guardian on 10th September to review current grass cutting schedule and obtain quote.

21. It was AGREED to move future parish council meetings to the first Tuesday of the month at 6.30pm. These will be held in the Church Rooms, Rectory Road.

The next parish council meeting will be on Tuesday 5th October 2021 at 6.30pm at the Church Rooms, Rectory Road, Coltishall, NR12 7HP

Broadland District Council Report- September 2021.

Autumn is now upon us and thankfully the Summer has been much quieter than 2020 at both the Common and at Horstead Mill. As our Schools return for the Autumn Term, I am delighted to have awarded my £500 Member Ward Grant to Coltishall & Horstead Pre-school. This money will fund

additional Gardening Resources and Tools for the children, to enhance their learning whilst teaching the life cycles of plants & composting and growing their own healthy snacks.

Construction work is now well underway at the Food Enterprise Park, with contractors commencing building work at the Broadland Food Innovation Centre (BFIC) and Vertical Farm which will join the Condimentum factory on site, which is producing mustard and mint on licence for Colman's.

The Broadland Food Innovation Centre is the largest infrastructure project to date for the Council with inward investment of £11.4 million into the local economy, £5.7 million from the European Regional Development Funding, £1.44 million from the New Anglia LEP and a further £2.7 million from the Governments Getting Building Fund in external funding.

Once developed the BFIC will see the creation of 13 British Retail Consortium Standard food incubator Units, test kitchens and sensory testing facilities. Part of the funding will facilitate the creation of a Food Innovation Cluster which will encourage collaboration in our local food sector with support from Hethel Innovation and the Norwich Research Park. This work is vitally important for East Anglia, improving productivity and adding value to Agricultural produce from our region, whilst supporting businesses and creating new jobs.

I hope you all stay safe and well!

Cllr. Jo Copplestone

Cllr.jo.copplestone@southnorfolkandbroadland.gov.uk

Portfolio Holder for Economic Development

Broadland District Council

Broadland District Council Report- Traffic & Road Safety September 2021.

The Consultation for the Transport for Norwich Strategy has now opened and will run for six weeks until 8th October 2021. The Strategy sets out a vision, objectives and long term aspirations however the core policy messages to which the Strategy seeks to react are covering the following themes:

The Environment- reducing carbon emissions from transport, protecting and improving the environment and improving air quality

The Economy- Supporting economic growth and recovery from the Covid pandemic whilst providing and enhancing connectivity between hubs such as employment sites, transport networks, towns and cities.

Society, health and equality- improving employment/training opportunities, encouraging equality and equal access to travel for all, improving air quality for the health of communities and providing green space and a safe healthy and attractive environment for people to live and work in.

Technology- Adapting to new technologies in transport (electric vehicles, micro-mobility and autonomous vehicles.

The Scottow Enterprise Park which is owned by Norfolk County Council is operating at near capacity and is a key employment site in the County, and the transport and road network connecting this important economic area with Norwich is via the B1150.

I hope to finally see a draft of NNDC's traffic study shortly, which should help us understand the technical basis for making positive changes to mitigate the problem of heavy traffic in Horstead and Coltishall and this information could help influence a local response to this Transport of Norwich consultation for the Greater Norwich Area.

If you would like to respond to Norfolk County Councils Consultation and reduce congestion on the B1150 you can have you say on the following link: <https://www.norfolk.gov.uk/roads-and-transport/major-projects-and-improvement-plans/norwich/proposed-transport-for-norwich-strategy>

I hope you all stay safe & well!
Cllr. Jo Copplesstone
Cllr.jo.copplesstone@southnorfolkandbroadland.gov.uk
Portfolio Holder for Economic Development

Norfolk County Council Report

As part of Norfolk County Councils (NCC) pledge to achieve net zero by 2030 we are urging councils and individuals to comment on the Transport for Norwich Strategy at www.norfolk.gov.uk/tfnstrategy running until 8th October 2021. The Norfolk Strategic Flood Alliance has been allocated £695k for highways and ditch maintenance and an additional £395k for drainage asset improvement. This should improve our drains and gullies around the County. Currently NCC has an annual budget of £42m for Highways. An additional £10m has been allocated for road maintenance over the next 4 years. This will focus on potholes and road surfacing to prevent potholes. An extra £1m will also be available for road safety schemes over the next 4 years. NCC have been concerned about the declining uptake of apprenticeships over the last few years. To address this we are working with schools, colleges and employers with some success. Watch this space.

I hope to see you next month

Fran
Cllr Fran Whymark
Wroxham Division
fran.whymark.cllr@norfolk.gov.uk
Norfolk County Council

COLTISHALL VILLAGE HALL & RECREATION GROUND

Report for Parish Council September meeting

The Preschool have their garage sale on Sunday September 12th and are open in the village hall from 10am to 3pm. They will be serving refreshments and members of CVH&RG will be attending. This a chance to see the improvements made to the village hall.

We have had a first birthday party and soon to have a 90th birthday party and 3 regular hirers are now back.

When the benches have been renovated there is a plaque dedicated to Dr Hancock which was taken off the broken bench.

Doreen Snelling
CVH&RG trustee

Coltishall Allotment Association

All plots are currently let there is a large waiting list.

Plot 73 is changing hands and is liaising with the new tenants regarding what they would like left behind.

A tree in the bank between the allotments and bridel path is having a dangerous branch removed.

A very old apple tree between two plots is being looked at for safety concerns.

Some plots that are not being cultivated and plots with disused chicken runs sent a letter.

Plot 28 is the new communal area a shed is going to be erected for a meeting place and a gardening club is going to be set up.

The banks beside the footpath are gradually being cleared and wild flowers are going to be planted

Many thanks
Robert

Signed (Chairman)