

# **COLTISHALL PARISH COUNCIL**

**www.coltishallpc.info**

## **Minutes of the Parish Council Meeting held at the Church Rooms on Tuesday 10<sup>th</sup> March 2020 at 6.30pm**

**Present:** James Matthews (JM), Doreen Snelling (DS), Michael Spinks (MS), Nicola Chaney (NC), John Haschak (JH), Michelle Thackham (MT), Richard Germany (RG), Rebecca Furr (New Clerk, RF), Suzanne Hall (Clerk, SH) and 3 parishioners.

### **1. Apologies for absence**

Apologies were received and accepted from Brian Getley (BGet), Fran Whymark (FW) and Jo Copplestone BDC (JC)

### **2. Declarations of pecuniary interest in items on the agenda**

None

### **3. Minutes of previous meeting 11<sup>th</sup> February 2020**

Minutes were signed as a true and accurate record.

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

DS requested if Parish Council meetings could be moved to the second Wednesday of the month instead of Tuesday. No objections from Councillors present. JM agreed he will contact BGet to seek his views. If new day agreed this will commence in May 2020.

BGet reported he is happy to undertake repair work to Bus Shelter Roof – Westbourne Road with JM's help following consultation and visit with landowner.

#### **Open Forum**

### **5. To receive reports from district and county councillors**

See summary of report from Jo Copplestone at the end of the minutes.

### **6. Public Participation**

None

### **7. Police Report**

- January – 4 reported crimes – 1 Violence & Sexual Offences, 1 Public Order, 1 Drugs, 1 Other Crime

### **8. Highways/SAM2/Speedwatch**

**Speedwatch** – Report from Mr Jones – there are three teams in place. 3 members in two teams and 4 members in the other team. Ideally there would be four teams of 4 volunteers. The speedwatch teams are active every week. PC Lucas Ward has contacted our speedwatch teams and asked them to provide a demonstration for the Aylsham speedwatch team which is currently being set up.

**SAM2** – JH and MT confirmed a handover has taken place with Mr Jones regarding how to download, process and disseminate SAM2 data enabling them to run this for Coltishall.

**Highways** – DS reported issues with the bollards in between A Piece of Cake and the Chip Shop. JM reported vehicles have been seen striking the island. This is an existing problem. RF will re-report the issue to Highways.

#### **Main Meeting**

### **9. To report on planning applications**

- **20200323 – 6 Westbourne House** – proposed single storey extension **NO OBJECTION**

- **20200189 – Point House, 5 High Street** - Change of use of the building to financial and professional services office and one residential unit, remodelling the roof of the rear wing and associated alterations – **COMMENTS** to be submitted -
- Concerns of potential overspill and cars using common opposite to park
- Concerns about safety getting in and out of car park due to volume of traffic through High Street
- Concerns about the view of street scape
- **BA/2020/0064/HOUSEH – 6 Anchor Street** – New vehicle access and front garden wall. Remove hedge and tree – **COMMENTS** to be submitted –
- Parish Council object to tree or hedges being removed. Concerns this will damage historic landscape

## 10. Finance report

### (1) The following payments were received prior to the meeting

VAT for Quarter 3	£1655.94
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### (2) The following payments were approved at the meeting

Wave Allotment Water Bill on behalf of Allotment Association	£80.03
Donation - Grass Cutting for Churchyard	£1000.00
NPTS Clerk's Training	£88.00
S. Hall Clerk's Final Payment including tax refund	£295.55
NPTS Annual Subscription Fee	£283.35
Proposed JH, seconded NC and <b>APPROVED</b>	

### (3) Previously agreed Standing Orders and other payments

Payroll for February 2020 (S.Hall)	£854.20
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### (4) To agree payments to be made in accordance with the Budget

New clerk's salary and setting of standing order  
 £12.85 per hour rising to £14.50 after completion of CILCA qualification **APPROVED**

## 11. Coltishall Village Hall and Recreation Ground (CAST)

- MT advised she has sent off application to Tarmac for a grant for the next phase of improvements to the village hall. We should here the outcome of the Tarmac grant application at the end of May. MT will also contact JC to apply for the Member Grant Scheme fund for 2020/21 of £500. (see JC report at end of minutes).
- DS advised she will explore funding opportunities via Local Giving to replace the door in the Village Hall. DS reported weekly issues with the boiler not working in the village hall. This is being repaired as and when required however this may need to be replaced in the future.

## 12. GNLP – Response to consultation

- JM read out the letter drafted on behalf of the Parish Council in response to objecting the proposed residential development plan POLICY GNLP2019, Land at Rectory Road and south of the Bure Valley Railway, Coltishall. **APPROVED** for submission before GNLP deadline of Monday 16<sup>th</sup> March. RF to proof read and submit.
- JM reported that he is attending Horstead Parish Council meeting tomorrow so both councils can collectively work together in respect of opposing GNLP.
- Crocus Homes Public Consultation is on Friday 13<sup>th</sup> March from 1pm to 8pm at Village Hall. RF, DS and MS to attend. RF will take a copy of Public Consultation leaflet and disseminate on Horstead and Coltishall Community Facebook page.
- JM has put a post on Horstead and Coltishall Community Facebook page encouraging parishioners to respond to GNLP.
- DS confirmed CAST will write their own response objecting GNLP proposal. DS will also contact the school PTA to consider responding. JM has already contacted the GP Surgery. RF will email link to MT to share with Friends of Coltishall Primary Group on social media.

- JM reported that BGet had explored the option of a petition, but it was felt individual responses would add greater weight to opposing GNLP.

### 13. Playground

- Mr Kirkham continues to carry out regular playground inspections. The last inspection was completed today following reports from a parishioner about a loose bolt connecting the footbridge to the main frame. RF has spoken to BGet regarding mending this.

### 14. Correspondence and Councillor Updates:

- **Village assets** – JM reported his plans to process the Parish Council’s archive and explore the agreements made between the Parish Council with CAST and the Allotment Associations to promote working relationships.
- **VE 75th Anniversary Planning Meeting** – NC & RG attended meeting on 3<sup>rd</sup> March. Among other activities, a band has been booked and the school will be involved in activities before and on the day.
- **Quiet Lanes Scheme – Tunstead Parish Council** – Parish Council are interested in working with Tunstead Parish Council regarding the scheme. RF to liaise with clerk regarding next steps.
- **Wroxham Road Footpath** – RF to send letter to parishioner regarding this request.
- **MUGA** – BGet reports he is getting 3-4 volunteers to help him undertake the final works in April/May regarding noise dampening the MUGA.
- **Request for SLCC Clerks Manual – APPROVED**
- **Annual Parish Meeting** – DS to email invitation list to RF. **AGREED** refreshments and biscuits will be supplied for APM by Coltishall Parish Council. Ms Milligan has kindly volunteered to serve in the kitchen.
- **Coronavirus** – NALC will be publishing guidelines later this week in respect of Covid-19. DS reported CAST will be looking into a contingency plan in respect of village hall. JM advised that if there is a coronavirus outbreak in Coltishall future parish meetings will be cancelled and the parish council will consider ways this meeting can be held virtually. If this is not possible the chair and clerk will work together to undertake any necessary duties where possible if in lockdown.

### 15. Other meetings and Training

#### Meetings and training attended

VE 75<sup>th</sup> Anniversary Planning Meeting – 2<sup>nd</sup> March – NC & RG (see update above)

End of financial year accounts training – 4<sup>th</sup> March – RF attended

#### Future meetings and training

VE 75<sup>th</sup> Anniversary Planning Meeting – 23<sup>rd</sup> March – NC & RG

Induction for Clerks and Councillors – 25<sup>th</sup> March - RF

Safer Neighbourhood Action Panel - SNAP – 2 April, 7.30pm at Aylsham Drill Hall – NC & RG

### 16. Any other business

A Parishioner asked if a hopper bus could be provided to link villages and access facilities such as supermarkets, rail stations and bus services in Hoveton and thus into Norwich. This is not a feasible option at this time, however it was agreed this request will be submitted as part of the response to the GNLP consultation.

A Parishioner has expressed an interest in becoming a Parish Councillor for Coltishall. Further information will be shared if co-opted. RF to add this to the agenda for the next meeting. RG to invite someone from the Allotment Association to become a Parish Councillor.

Agenda items for next Parish Council meeting – appoint a vice chair.

The **Annual Parish meeting** will be on **Tuesday 14<sup>th</sup> April 2020** at **6.30pm** followed by the **Parish Council meeting** in the Church Rooms, Rectory Road, Coltishall. All parishioners are welcome.

### **Summary of District and County Councillors Reports**

**JC reported** – Broadland District Council launched the ‘Member Grant Scheme’ last year, which provides £500 for each district councillor to invest in their ward. My grant money for 2019/20 year was equally divided between the ‘Good Neighbour Project’ and the ‘1<sup>st</sup> Coltishall Guide Pack’ and I am very pleased that it will benefit such great local causes. The 2020/21 Grant of £500 is available again from the 1<sup>st</sup> April so if you are a member of a community group in the Coltishall/Horstead area which needs financial assistance and will go towards helping local people, please contact me directly.

Both Broadland and South Norfolk Councils have recently launched a career placement scheme called ‘Future Paths,’ which gives an opportunity for young people to gain invaluable experience working in our teams. We recognise that not every young person is suited to the school and exam environment, but this doesn’t mean they can’t thrive in the workplace, and this will be a unique chance to prove they have the work ethic, skills and enthusiasm to pursue a career path.

They will be helping plan the towns of the future, improve the environment or fight homelessness, working as part of Broadland and South Norfolk’s council team in a wide range of areas, from planning, environmental health or licensing to support local communities and businesses.

The scheme is open to anyone aged 16 or over, and will offer two to six week placements during the school summer holidays, as well as careers advice, C.V. writing and other personal development opportunities. Applications must be submitted online at [www.broadland.gov.uk/futurepaths](http://www.broadland.gov.uk/futurepaths) before 30th April 2020 and successful applicants will be invited to a recruitment day during May half term holiday.

Kind regards,

Jo Copplestone

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