



# COLTISHALL PARISH COUNCIL

Parish Clerk: Becky Furr  
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## Minutes of Coltishall Parish Council Annual Meeting held on Tuesday 9<sup>th</sup> May 2023 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, Robert Oakes - Coltishall Allotment Association Chairman and five parishioners

### **Public Forum**

Cllr Copplestone provided a report which was read out by the clerk at the meeting. Please see the end of these minutes for the report.

A parishioner raised two matters which were discussed with councillors. 1. Concerns that the owner of the Mead has not engaged with the parish council in relation to the safety of Church Loke and its future maintenance and repair. 2. A resident on Church Loke is planning to site up to 5 mobile homes near the Mead after joining the BMHC. There are concerns that this will intensify the pedestrian and road safety issues already identified and add to the congestion of traffic accessing Church Loke off Wroxham Road and using Church Loke to get to the mobile home site and the Mead.

It was AGREED that on matter 1; Cllr Chaney and Germany will speak to the business partner at the Mead for a response as the owner has not engaged to date. Regarding matter 2; the parish council will raise their concerns with County Councillor Fran Whymark who is the portfolio holder for Highways.

A parishioner asked if they could speak regarding item 14 when it is considered. This was AGREED. A parishioner informed the parish council that the MUGA had not been unlocked today which the clerk agreed to follow up.

### **Main Meeting**

#### **1. Elections**

- (a) Cllr Richard Germany was ELECTED as Chairman and signed his declaration of acceptance of office.
- (b) Cllr John Haschak was ELECTED as Vice Chairman and signed his declaration of acceptance of office.
- (c) It was NOTED Acceptance of Office forms have been signed by all newly elected Councillors except Cllr Moore who sent apologies and Cllr Sands Moore who subsequently resigned after being re-elected due to work commitments. Disclosure of Interest forms and Cllr Moore's acceptance of office form will be signed/completed and returned to Broadland District Council within 28 days of office.
- (d) Councillors did not wish to attend any training at this time.

#### **2. General Power of Competence**

(a) Coltishall Parish Council AGREED it met the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

(b) It was AGREED to adopt a general power of competence.

### 3. Apologies for Absence

Apologies from Cllr Coplestone and Cllr Whymark were accepted.

Apologies from Cllr Hayley Moore were received just before the meeting but not noted till the next day.

### 4. Declarations of Interests and Requests for Dispensations

None. It was noted that Cllr Thackham and Moore are tenants of Coltishall Allotment Association. Cllr Thackham, Snelling and Spinks are trustees of Coltishall Village Hall and Recreation Ground charity and Cllr Germany, Chaney and Spinks are trustees of Coltishall Commons Management Trust.

### 5. Minutes

The minutes of 4<sup>th</sup> April 2023 were APPROVED as a true and accurate record and signed by the chair.

### 6. Matter Arising

The clerk's report was sent in advance of the meeting and NOTED.

### 7. Planning Applications

- a. 2023/0760 – Clearance of damaged post, wire and hedging (retrospective). Proposal to remove remaining hedge (G1). Installation of new close board fencing, with concrete gravel boards and posts. Remove remaining hedge and install fence and new hedge along the entire rear boundary along roadside at Cloverdale, 10 Westbourne Road. NO OBJECTIONS
- b. BA/2023/0147/FUL - Retention of shop unit at ground-floor. New side-extension separate entrance to office accommodation at first-floor at 18 Wroxham Road (was Sandra's Salon). NO OBJECTIONS

### 8. Finance

a. Payments Received and NOTED		
Allotment Tenants	Rent from 01.04.23 – 31.03.24	£500.00
HMRC	VAT – March 2022	£369.25
Norfolk County Council	Highways Verge Cutting for 2022	£1430.68
Broadland District Council	Precept (1 of 2 instalments)	£20,968.50
Unity Trust Bank	Credit Interest on Savings Account	£215.01
b. Payments Previously Approved and NOTED		
MG Fencing	Supply and install allotment stock fencing	£6450.00
c. Payments APPROVED		
The National Allotment Society	Annual Membership	£66.00
Norse Commercial Services Ltd	Lock & Unlock MUGA daily for March 2023	£595.20
Winchester Tree Services	Reduce/remove conifers at large recreation ground	£4985.00
Becky Furr	Clerks Expenses	£68.32
d. Payments Agreed by Standing Order and NOTED		
Becky Furr	Clerk's Salary – April	£1166.18
HMRC	Tax - April	£169.04

Norfolk Pension Fund	April's Contribution	£385.55
Plusnet	Clerk's Mobile Phone – April	£7.49

- 8e. It was NOTED that the internal control check for Quarter 4 has been completed by Cllr Thackham. A copy of the report was sent to councillors ahead of the meeting.
- 8f. It was AGREED to adopt the recommendations in the Internal Auditors report for year ending 31 March 2023. Cllr Thackham AGREED to be the third signatory on the account and will authorise payments in the absence of either Cllr Chaney and Cllr Germany. The clerk will send a list of passwords to the chair. This will be in a sealed envelope and will be opened, if necessary, as set out in our risk assessment management policy. It was AGREED the clerk will be entitled to a working at home allowance of £13 per month to compensate their personal use of electric, heating and water.
- 8g. The governance statements on the annual return for 2022/2023 were APPROVED and signed by the chairman and clerk/responsible financial officer.
- 8h. The statement of accounts and reconciliation for 2022/2023 were APPROVED and signed by the chairman and clerk/responsible financial officer.

#### **9. Coltishall Village Hall and Recreation Ground Charity (CVH&RG)**

The clerk reported that at CVH&RG's Annual General Meeting the trustees unanimously agreed to appoint Coltishall Parish Council as the sole managing trustees of CVH&RG charity to safeguard the charity's assets for the future. This means Michelle Thackham, Kevin Fisher, Ted McCarter, Michael Spinks and Doreen Snelling will be individually removed as trustees from the charity commission at the appropriate point (as advised by NPLAW solicitors). The company needs to be closed and a new governing document produced. The charity's bank account and financials need to be managed by the PC clerk, and trustee signatories removed.

Full council had been given the report from NPLAW which set out the parish councils options for consideration. The clerk advised that NPLAW estimate it will take another 10 hours legal work to complete the above tasks, which will be charged at a reduced rate for parish councils. It was AGREED to instruct NPLAW to carry out the legal work to make Coltishall Parish Council:

1. the sole managing trustees of CVH&RG, charity no. 1121384
2. to remove the individual trustees at the appropriate time of handover
3. to close the CVH&RG company no. 06383924
4. to draft a governing document for full council approval under the foundation charitable incorporated organisation model

It was AGREED the clerk (also Responsible Financial Officer) will manage CVH&RG bank account and financial needs.

#### **10. Coltishall Allotment Association**

Mr Oakes proposed that there are changes made to the allotment tenancy terms and conditions from April 2024 to protect the cleanliness and purpose of the site. This includes banning tyres and fish ponds from the site and charging a £50 security deposit to all tenants which will be refunded when they/or the parish council terminates a plot and the committee is satisfied it has been left in a clean condition ready for the next plot holder. It was AGREED to make these changes to the tenancy agreement from April 2024 and the clerk will notify all the plot holders of this decision.

Mr Oakes reported that there is still a rat problem on the allotment site. It was AGREED to purchase another 6 rat box stations.

There are still some plots which need to be cleared before than can be allocated. It was AGREED the clerk will obtain quotes.

The clerk reported that she and Cllr Germany met with the residents regarding the boundary issue. They have since supplied a map of their boundary and Cllr Germany and the clerk were satisfied the fence had been erected in line with their boundary. It was AGREED by full council no further action is necessary.

#### **11.Guttering at the Village Hall**

Two quotes were considered. The quotation from AHL Roofing was ACCEPTED.

#### **12.Coltishall Primary School using the temporary overflow car park at the large recreation ground**

It was AGREED the parish council do not want to open the temporary overflow car park to the school. The grass reinforcement mesh was not designed for daily usage and there are concerns that this will damage the mesh and the ground. Cllr Thackham advised that CVH&RG will be writing to the headteacher to explain the reasons for this decision. It was AGREED the clerk will also update the headteacher and respectfully request parents keep to the footpath when accessing the school back gate.

#### **13.Coronation of King Charles III Bench**

Three quotes were considered. The quotation from TPL was ACCEPTED for a recycled bench marking the coronation of King Charles III at the community orchard.

#### **14.MUGA**

It was AGREED to extend the contract with Norse Security to unlock/lock the MUGA daily for June and July 2023. It was AGREED Cllr Germany, Cllr Thackham and the clerk will form a working party to create a draft job description for a groundsman/caretaker to present to full council. It was AGREED the clerk will contact Timotay to arrange a site visit and obtain a revised quote for the noise dampening work, netting and surface cleaning to the MUGA. The clerk reported that Wicksteed had not sent the additional washers needed to test a panel and communication had been inconsistent. An official quote has still not been received to date. Standing orders were SUSPENDED. A parishioner expressed his frustrations about the ongoing delay regarding the noise dampening work. The parishioner was satisfied that the clerk had been investigating an alternative contractor to carry out this work. Standing orders were REINSTATED.

#### **15.Cricket Ball Stop Netting**

The quote from Wicksteed was not received so it was AGREED to defer this matter.

#### **16.Big Broadland Litter Pick (13<sup>th</sup> March – 30<sup>th</sup> June)**

It was AGREED to share details of the event to Mr Musson who co-ordinates a regular community litter pick and to the Brownies and Guides.

#### **17.Norfolk Association of Local Council (NALC) Membership Renewal**

It was AGREED membership to NALC will not be renewed this year. This is because the council are already subscribers to Norfolk Parish Training and Support and have not accessed the resources from NALC over the past year.

#### **18.Norfolk Show Community Champions Tribute**

It was AGREED to nominate Cllr Germany and Joan Milligan (Community Lunch Club) as community champions for the above event held on Wednesday 28<sup>th</sup> June 2023.

#### **19.Memorial bench from Coltishall Royal British Legion (RBL) Branch**

It was AGREED to accept the gift of a memorial bench which will be sited on parish land near Coltishall War Memorial. It was AGREED Cllr Spinks will meet with the chair of the Coltishall RBL branch to decide upon its specific location on behalf of full council.

**20.Date Protection Policy**

The clerk advised that an information audit had been completed and the policy reviewed. This was APPROVED.

**21.Items for the next agenda**

- Donation to the reparation of the Church Clock
- Holding a Village Fete
- Resolving the limiting Pharmacy Service

Meeting closed at 8.15pm

The next parish council meeting will be held on Tuesday 6<sup>th</sup> June 2023 at 6.30pm at Coltishall Church Rooms, Rectory Road, Coltishall, NR12 7HP.

## **News from Broadland District Council**

I am delighted to retain my District Council seat for a third time, and I would like to thank the people of Coltishall, Horstead & Stanninghall for re-electing me. It has been my great privilege to have served you as District Councillor for the last six years, and I look forward to working hard for you all over the next four years.

I very much enjoyed meeting and hearing the views of many people during my campaign, and I received many positive comments about local government, despite the damaging economic turmoil caused by Liz Truss's short-term premiership which fuelled the cost-of-living crisis. This certainly impacted negatively on Conservatives at the local elections, losing over 1000 seats throughout the country and many Council Districts.

There is much change at Broadland with the Conservatives losing heavily, including our Leader Shaun Vincent who lost his seat to the Green Party, resulting in the Conservative Group no longer holding overall control of the council with 21 seats out of 47. The Liberal Democrats have bolstered their numbers by 2 seats to 14 councillors and Labour up 6 seats to 8 with the Green Party increasing to 4 members.

This all happening at a time when Broadland is moving office to the Horizon Building on the Broadland Business Park, sharing space with South Norfolk Council and our one team of staff, as we continue to innovate and modernise to keep council tax low and deliver valued services to our residents.

Kind regards,

Jo

Cllr. Jo Copplestone

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