



Minutes of the Parish Council Meeting held Tuesday 2nd November 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, Nicola Chaney (NC), Doreen Snelling (DS), Maggs Pyner (MP) and James Matthews. Clerk: Rebecca Furr (RF) District Councillor: Jo Copplestone (JC) County Councillor: Fran Whymark (FW) 6 members of the public

1. Adam Wolton – Parish Councillor sent his apologies which were ACCEPTED by the parish council.

2. There were NO Declarations of Pecuniary Interest and Requests for Dispensations.

3. The Minutes of 5th October 2021 were APPROVED as a true and accurate record.

4. To report any matters arising from the previous minutes (information only)

RF reported a grant application has been submitted to the National Lottery Community Fund for 22K towards the play area renovation. It has been passed on to their funding officer and we will know within 12 weeks if the application has been successful. Unfortunately, Saffron Community Fund and Norfolk Community Foundation do not have any grants the parish council are eligible to apply for. RF has started a grant application with Tarmac. The closing date is 26th November and decisions will be made in February 2022.

Dr Stump will be carrying out tree work on the large recreation ground on Monday 22nd November. They hope to have it completed within 3-5 days. BVFC have been updated.

Each class at Coltishall Primary is going to run some sessions on road safety, visibility and speed appropriate to the age group and run a competition to create some speed awareness sides. They are hoping to send these to us for the December meeting.

The hedge along the village hall car park has been cut.

RF has written to the owner who allegedly removed the CPC post at Gt Hautbois Common advising that it be restored by the end of the month.

RF has written to Old Bakery Management Court asking them to remove the no parking signs on the fence and properties. No response. Signs remain in place.

5. Public Forum

- a. Cllr Copplestone and Cllr Whymark provided a summary of their involvement on community matters. Please see their report at the end of these minutes. RF asked if Cllrs had sight of the draft report of the traffic assessment undertaken in Coltishall. Cllr Copplestone advised she had emailed Paul Harris Place Shaping Area Team Manager at BDC to chase this up but they are still waiting.
- b. A parishioner raised concerns about the parish council's decision to ban dogs from the allotment site and proposed there should be additional dog bins at the allotments and BVR path.

6. Planning

- a. **20211389** Point House Barn, 5 High Street – Reconsultation Re-build of partially collapsed barn to create dwelling. New main entrance screen to the side elevation. NO COMMENTS. Formalised gardens separating the use from Point House as well as separate parking to be implemented. NO COMMENTS

- b. **20211755** - Church Farm House,21-23 Great Hautbois Road - Installation of two no wood-burning stoves & associated alterations. NO COMMENTS
- c. **BA/2021/0345/HOUSEH** Hazel Wood House, 2 White Lion Road - Reconsultation self contained annex & estate fence to front boundary NO COMMENTS
- d. **20211890** 4 Church Close - Creation of a single storey rear extension with render and inner timber frame and outer blockwork leaf NO COMMENTS
- e. **20211978** Kings Road – Single storey rear extension. Conversion to existing garage into new entrance, WC and store. NO COMMENTS

7. Finance

a. *Payments Received - NOTED*

Norfolk County Council	Precept 2 nd Instalment	£17528.50
Norfolk County Council	Refund from Parish Partnership Bid 2018 (Ling Way/B1150 Safer Crossing Scheme)	£3662.12
HMRC	VAT Claim Qtr 2	£546.00

b. *Payments for Approval - APPROVED*

Chris Knott Insurance	Allotment Insurance	£334.85
	Emergency payment made in advance to secure insurance from renewal date of 20.10.21	
Rebecca Furr	Parish Clerk Expenses	£9.00

c. *Previously agreed Standing Orders- NOTED*

Rebecca Furr	Payroll Nov 2021	£ 1087.21
Norfolk Pension Fund	Pension Contribution Nov 2021	£318.36
Plusnet	Clerk's Mobile (Oct)	£6.00

- d. To note the internal control check has been successfully completed for Qtr 2 bank reconciliation (submitted in advance to the parish council) - NOTED
- e. The draft budget and precept for 2022/23 was considered. It was AGREED the precept will be raised from £35057 to £46844. It is predicted the year end forecast will be over budget (52K) due to additional grass cutting, tree work and providing a bin service at the Commons. This money has been deducted from general reserves. The rise in precept has taken into account projects for 2022 including a new SAM2 camera, flashing school lights on Rectory Road, ongoing tree work at the large recreation ground and a contingency for the play area renovation.

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

- a. Ms Snelling reported that the CVH&RC Annual General Meeting will be held on Wednesday 8th December at 7pm in the Village Hall. All parishioners are welcome to attend.
- b. It was AGREED to meet with Community Action Norfolk and CVH&RC about respective roles and governance options.

9. Allotments

- a. Please see report from Mr Oakes - Chairman of Coltishall Allotment Association at the end of these minutes. RF AGREED to report fly tipping on the bridlepath to Highways,
- b. RF reported two parish councillors had written to her requesting a special motion for the decision of banning dogs at the allotment site to be reconsidered. Standing orders were suspended so a parishioner could respond parish council's concerns. Standing orders reinstated. It was AGREED dogs WILL NOT be banned from the allotment site. However strict signage will be displayed around the site advising dog walkers that all dogs must be kept on a short lead, no fouling and dogs must keep to the footpath. Another sign stating

“no dogs beyond this point” will be placed at Chapel Lane as dog walkers can use bridlepath. It was agreed clerk will obtain quotes for signage and two dog bins to be allocated at either side of the allotment site. DS requested her vote was minuted. DS voted for the ban of dogs at the allotment

- c. Two quotes were considered for crown reduction work to the Allotment Apple Tree. DR Stump was approved.
- d. It was AGREED that the allotment gate will be put back on Chapel Lane entrance. No decision was made whether the gate should be replaced or mended.

10. Play Area and Multi-Use Games Area

- a. RF reported no further tenders have been received and one contractor did not show for a site visit. As the outcome of grants will not be known till February 2022 it was AGREED to continue to advertise the tender till then. It is likely that the tenders received to date will need to be reviewed in line with current building and supply costs.
- b. It was AGREED to appoint Mr Pointer to complete outstanding noise dampening work on MUGA
- c. Three quotes were considered for health and safety signage for the MUGA and Adult Gym Equipment. G&G signs were approved.
- d. To consider revised quote for chains to basket swing which includes labour costs. The quote from Wicksteed (manufacturer) was APPROVED.

11. Donations

- a. A donation of £50 was APPROVED to the Royal British Legion. RF will collect the Poppy Wreath which MS will lay at Coltishall Remembrance Service.
- b. A donation of £100 was APPROVED towards equipment costs for Bure Valley Conservation Group for grass cutting the Community Orchard
- c. Standing orders were suspended. Cllr Copplestone reported on CPRE’s plan to legally challenge the GNLP and concerns that if the GNLP is challenged Coltishall may be open to risk of more development above what has already been identified in the GNLP. Standing orders reinstated. The parish council DECLINED a donation to CPRE (The Countryside Charity) to legally challenge the GNLP (Greater Norwich Local Plan).

12. Highways

- a. It was AGREED RF will pass on the following concerns to the Highway Inspectors – pothole outside 23 Church Street (DS), overgrown verges on B1150 (JM), slippery leaves on Wroxham Road footpath (DS).
- b. It was AGREED not to purchase yellow cones along Wroxham Road. This is because the cones are not enforceable by police and there isn’t a current issue with parking. However, councillors will review this again in the Summer.
- c. The quote from Westcotec to supply and install 20mph flashing light sign under Parish Partnership Bid 2022 was APPROVED.
- d. The quote from Westcotec for a SAM2 camera under the Parish Partnership Bid 2022 was APPROVED.

13. Village Assets

- a. RF advised this had been received by post. It was AGREED to hold a community event in the Village Hall. RF to invite the lieutenancy office to present the memorial plaque. It was AGREED RG and MT will represent the parish council at this event.

- b. RF reported that she had obtained Land Registry details for 43 Rectory Road which suggested the hedge belonged to the owner and not the parish council. It was AGREED RF will write to the owner with this information and ask them to submit evidence if they believe the hedge is the parish council's responsibility.

14. Climate Action

It was AGREED to make an application for free trees under the Community Tree Fund. MS to liaise with Mr Croot – Tree Warden regarding location and type of tree and report back to MP who AGREED to complete the application form on behalf of the parish council (this is via Cllr Fran Whymark County Councillor).

15. Dr Bike

The proposal from Dr Bike to fund and provide land to hold a bike pop up workshop in the village was considered. The Parish Council DECLINED the proposal.

16. Other meetings and training - NOTED

- a. Meetings and training attended
 - 21.10.21 Budget Meeting RG, JH, MS, JM and RF
 - 26.10.21 Play Area Site Visit with Contractor – RF (contractor did not show)
- b. Future meetings and training
 - 10.11.21 Tree Warden Network AGM - RF (subsequently cancelled)
 - 16.11.21 and 18.11.21 - New Councillor Induction Training - MP
 - 23.11.21 Planning Training – MP
 - 01.12.21 Priority Setting Meeting – RG and NC AGREED to attend

17. To report matters for inclusion in a future agenda

Environmental Action Group for Climate Change – MP Standing orders suspended. Cllr Copplestone advised community groups can access £500 grant from BDC Community Heart Lottery. A member of the public said they supported the Dr Bike initiative as using bikes was a sustainable form of transport.

Flood Plan – JM Cllr Copplestone informed JM that he could join Water Resources East which help lead and advise on the management of water resources to tackle climate change. Standing ordered reinstated.

A Special Meeting was called by the clerk at the end of this meeting. This excluded the public and press as it related to the clerk's employment. The clerk gave notice of her resignation ending 30th November 2021. However, it was AGREED the clerk would work up to 10 hours through December to assist with recruitment and handover. The clerk presented a job vacancy, job description, person specification and application form. This was APPROVED for the clerk to advertise as soon as possible. It was AGREED the closing date of applications will be 30th November 2021.

**Next parish council meeting Tuesday 7th December 2021 at 6.30pm at Coltishall Church Rooms,
Rectory Road, NR12 7HP**

Robert Oakes – Chairman of Allotment Association

All plots are let and currently have a waiting list.

The dangerous bow on the plum tree has been cut and made safe.

There has been a good turnout for the gardening club hope this continues and people are enjoying it.

DRAFT