



COLTISHALL PARISH COUNCIL

Clerk: Rebecca Furr
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To members of the Parish Council

You are summoned to participate in the resolutions of Coltishall Parish Council on **Tuesday 10th November 2020 at 6.30pm** via **Zoom Video Conferencing**.

To members of the Public

Members of the public are welcome to attend. Join Zoom Meeting at <https://us02web.zoom.us/j/88249904813?pwd=STYreWhnNzVaU01Hbk56UUxXYXhBdz09>
Meeting ID: 882 4990 4813 Passcode: 673303. Please note in law, members of the public are not allowed to speak when meetings of the Parish Council are in session except under Public Forum or by invite of the Chairman/Clerk, in which case a vote will be taken to suspend standing orders. Please note Coltishall Parish Council meetings are recorded for minute taking purposes.
Rebecca Furr - Clerk to the Parish Council. Published 4th November 2020

1. **To consider apologies for absence**
2. **Declarations of Pecuniary Interest of items on the agenda and to consider any requests for Dispensations**
3. **To approve minutes** (to be signed at next public meeting)
 - a. Parish Council Meeting 13th October 2020
4. **Matters arising from 13th October minutes**
5. **Public Forum**
 - a. Reports from District and County Councillors – Cllr Jo Copplestone and Cllr Fran Whymark
 - b. Public Participation
 - c. Police Matters
6. **Planning**

To consider Planning Applications and any applications received after agenda set.

 - a. **20201950** – Westbourne House, 6 Westbourne Road – Rear Two Storey Extension and Loft Conversion
 - b. **20201796** – The Old Hermitage, 36A High Street - 13 No replacement windows, 2 no lantern skylights & sliding patio doors to rear (Retrospective)
 - c. **20201875** – Riverview Cottage, 47 High Street – work to protected trees in conservation area. Reduction work to trees TS2, T4, T5, removal of the secondary lateral limbs to reduce weight on T6, fell to ground level T7.
 - d. **20201882** – Willow Lea, 35 Wroxham Road – Removal of side conservatory and extending of existing rear dormer with proposed roof lights on the front elevation
 - e. **20202003 – Woodside, 14 White Lion Road** – work to protected trees in conservation area. T1 Sycamore: Crown lift, remove lower branches over road; T2 Horse chestnut: Crown lift, remove lower branches over road; T3 Oak: Remove Lowest Limb that hangs over road; T4 Sycamore: Remove; T5 Sycamore: Crown lift, remove lower branches over road.
7. **Finance**
 - a. **Payments Received**

None
 - b. **Payments for Approval**

Mr T Warren	Bus Shelter Repair	£450.00
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Barnwell Print	A5 Marlpit Insert (Rectory Rd)	£210.00
The Poppy Appeal	Poppy Wreath	£50.00
BHIB Insurance Brokers	Insurance 06/10/20 – 05/10/21	£725.84
Rebecca Furr	Clerk's Expenses	£35.50
James Matthews	Thank You Gifts	£30.99

c. Previously agreed Standing Orders and Other Payments

Rebecca Furr	Payroll for November 2020	£934.39
(Includes 9 hours overtime agreed at extraordinary meeting 30.09.20)		
Target Trees	Removal of Oak Tree at Ling Common	£780.00

d. Update on transfer of parish accounts to Unity Bank Trust

e. To agree internal auditor for 2020/2021 end of year accounts

f. To review financial regulations policy

8. Draft Budget and Precept 2021/2022

To consider draft budget (budget and resulting precept to be approved at next meeting)

9. Complaint (transfer to vice chair)

To consider complaint sent to clerk

10. Highways/SAM2/Speedwatch – update if any (transfer to chairman)

11. Playground and MUGA

a. To receive update regarding weekly inspections

b. To update on tasks regarding the redevelopment of the play area

c. To receive update on MUGA noise dampening work

12. Coltishall Village Hall and Recreation Ground (CAST)

To receive update from Ms Snelling and Ms Thackham

13. Public Right of Way Application

To receive update regarding discussions with relevant landowners

14. Parish Partnership Scheme

To receive update regarding Village Gateway Sign and approve bid for Parish Partnership Scheme

15. Phone Mast

To receive update regarding upgrade of phone mast

16. Allotments

a. To note the resignations of Mr Dickson (Chairman and Committee Member), Mr Oakes and Ms Matthews (Vice Chairs and Committee Members) of the Allotment Association.

b. To receive update following allotment committee meeting held on 01.11.20 and introductory virtual meeting held with clerk on 06.11.20

c. To consider roles and responsibilities between the parish council and allotment association

17. Bure Valley Football Club

a. To receive update regarding request to parish council for an overflow car park, fencing and hedge cutting

18. Climate Emergency

To receive update from Mr Matthews regarding declaring a Climate Emergency

19. Boundaries at Gt Hautbois Common

To receive update regarding the investigation of boundaries at Gt Hautbois Common

20. Public Sector Pay and Annual Leave Review

a. To approve update to clerk's salary and annual leave entitlement

21. Other meetings and training

Meetings and training attended

- CILCA Session 2 – 14.10.20 – Clerk
- Meeting between Chairman of the Allotment Association and JM and MS – 29.10.20
- Allotment Association Committee Meeting – attended by JM, MS and RG – 01.11.20
- Introductory Meeting between Clerk and Allotment Association Committee Members – 06.11.20

Future meetings and training

- CILCA Session 3 – 18th November - Clerk

22. To report matters for inclusion in a future agenda

23. Feedback of clerk's appraisal (Confidential)

The next scheduled date for Councillors summoned to participate in resolutions will be **Tuesday 8th December 2020 at 6.30pm** via Zoom Video Conferencing.