



COLTISHALL PARISH COUNCIL

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Minutes of Coltishall Parish Council Meeting held on Tuesday 5th September 2023 at 6.30pm in Coltishall Church Rooms

Present

Chair: Richard Germany

Vice Chair: John Haschak

Councillors: Nicola Chaney, Hayley Sands Moore, Doreen Snelling and Michael Spinks

District Councillor: Jo Coplestone

Also, Becky Furr – Parish Clerk, Robert Oakes - Coltishall Allotment Association Chairman and eight parishioners.

Public Forum

A member of the public raised concerns about sewage capacity and risk of water overflow in respect of item 6a. Cllr Coplestone gave an overview of the meeting held with Crocus and the parish council earlier that day. Cllr Coplestone confirmed she will be calling this planning application to planning committee, noting that it is outside the settlement limit. Cllr Coplestone has requested that the plans include a tree buffer at the site to protect the agricultural fields to the east side.

Mr Oakes to speak during the meeting regarding item 14. This was AGREED.

A member of the public reported that Highways have still not filled in the pot holes from the bridge on Station Road to the junction with Gt Hautbois Road.

Cllr Coplestone (BDC) and Cllr Wymark (NCC) provided an overview of their current involvement. See summary reports at end of these minutes.

Main Meeting

1. Apologies for Absence

Apologies were ACCEPTED from Cllr Fran Whymark.

2. Co-Option

It was unanimously AGREED to co-opt Hayley Sands Moore.

3. Declarations of Interests and Requests for Dispensations about items on this agenda

Cllr Thackham, Spinks and Snelling are trustees of Coltishall Village Hall and Recreation Ground charity. Cllr Sands Moore and Thackham are tenants of Coltishall Allotments.

4. Minutes of 4th July 2023

These were APPROVED as a true and accurate record and signed by the chair.

5. Matters Arising

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

6. Planning Applications

- a. 2023 / 2422 – Erection of 25 dwellings at land east of Rectory Road. It was unanimously AGREED to OBJECT to the application because the development is outside the settlement limit and BDC is already able to demonstrate a greater than 5-year supply. No transport assessment has been carried out for either Phases and details regarding access to public transport are out of date. The developer has not added any new mitigations to the impact this development will have on pedestrian safety from Ling Way to Rectory Road or for

addressing the volume and safety of vehicles exiting onto the B1150 junction from The Hill. There will also be impact to residents on St James and Westbourne Road. There are concerns about the sewage capacity on site and the risk of flooding. A pumping station will be built in the no build zone and this will generate additional traffic movement and unpleasant smells. The site will be built on land that has been used for agriculture and will affect the landscape as it is sited next to the Bure Valley Railway.

b. North Walsham West Development Brief Consultation

The parish council has been invited to attend a meeting regarding the development brief for 1800 homes in North Walsham. Richard, John and Michael AGREED they would like to attend with Cllr Coplestone and Paul Harris – Place Shaping Manager at BDC.

7. Finance

a. Payments Received and NOTED		
HMRC	VAT Reclaim for Qtr 1	£580.43
Tenant of Plot 18b	Allotment Rent	£10.00
Unity Trust Bank	Credit Interest in Savings Account	£211.40
b. Payments APPROVED		
Norse	MUGA Lock Up for July	£595.20
Becky Furr	Clerks Expenses for August	£93.27
NPLAW	Legal work for July	£41.90
ALB Plumbing	Drains Assessment	£40.00
b. Payments Agreed by Standing Order and NOTED		
Becky Furr	Clerk's Salary – August	£1166.18
HMRC	Tax - August	£169.04
Norfolk Pension Fund	August's Contribution	£385.55
Plusnet	Clerk's Mobile Phone – August	£7.49
c. Payments RATIFIED for August		
Chenery Drop & Go	Allotment Clear Up	£1700.00
Norse	MUGA Lock Up for June	£576.00
NPLAW	Legal Work	£678.18
OAKS CCTV Ltd	Annual service and maintenance contract	£309.60
OAKS CCTV Ltd	Replace surveillance drive	£168.00
PKF Littlejohn	External Audit	£504.00
Becky Furr	Clerks Expenses	£111.80
AGP Cleaning Ltd	Full gutter clearance at village hall	£170.00
Becky Furr	Clerk's Salary – July	£1166.18
HMRC	Tax - July	£169.04
Norfolk Pension Fund	July's Contribution	£385.55
Plusnet	Clerk's Mobile Phone – July	£7.49

d. The conclusion of the external audit and report for 2022-23 was considered and ACCEPTED.

8. Coltishall Allotment Association

- a. Mr Oakes reported that members of the public had been grazing from people's produce from their plots and taking apples from the pre school tree. Mr Oakes has put up CCTV signs up. It was AGREED the clerk will note this in her monthly newsletter and update all tenants.
- b. Three Quotes were considered. The plot from Ashley Ad's was accepted to supply signs for each allotment plot.
- c. It was AGREED the matters regarding non cultivation would be closed in respect of Plots 17, 24 39, 40, 63, 69 and 73. It was AGREED tenants of Plot 35 & 36 should be given a notice to quit one plot of their choice. Plot 55 should be asked to trim the long grass within 28 days and reminded that permission should be sought from the committee for their shed. Plot 57a should be sent a final warning, it has not been cultivated as they agreed to do. Plot 65 has not responded to date and needs a first warning letter. Plot 68a is to fund the removal of the 12 tyres on their plot, which will be carried out by the committee. Mr Oakes asked if Plot 71 could be sent an explanation letter for non-cultivation. This was AGREED.

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

- a. The clerk reported that NPLAW are waiting for the charity commission to respond to the CIO governing document sent. Four new windows have been fitted at the village hall and pre-school. AGP Windows cleared out the guttering which had become blocked and caused a leak at the pre-school.
- b. Charity accessing their bank account and providing finances. The treasurer reports repeated issues with Barclays processing updated details to their account resulting in restricted access. It was AGREED the clerk will write about the problems to the CEO at Barclays. The treasurer has informed the clerk that he is preparing the finances for the charity's year end on 30th September.
- c. Fire Risk Assessment carried out at the Football Pavilion. (Report sent in advance of meeting). Two quotes were considered for two push pads and a FD30 fire door for the kitchen. It was AGREED to obtain another quote. The quote from Ace Fire for a fire extinguisher was ACCEPTED. An external assembly point sign, internal fire signage and fire log book have been purchased and two hardwired interlink smoke detectors have been fitted in the main hallway and landing.
- d. Electrical test carried out at the Football Pavilion. (Report sent in advance of meeting). It was AGREED to accept the quotes from Hyspek to repair the electrics to the main floodlights and Bell and Blowers Drainage Specialist Ltd to carry out the trench work required. BVYFC proposed purchasing portable floodlights 50:50 with CVH&RG. This is a decision for the charity to consider, however the parish council expressed concerns about BVYFC buying used equipment as this will need to be tested and will not include any warranty.
- e. Legionella Risk Assessment for the Village Hall. Two quotes were considered. The quote from Infinity was accepted.
- f. Toilet facilities for the Bowls Club. The clerk reported that the grant to the Wolfston Foundation for the bowls club toilet was unsuccessful. The clerk had a virtual meeting with Active Norfolk about a Pride of Placement Grant. For the parish council/bowls club to be eligible, the parish council / charity would need to work together with the Bowls Club on a wider project to obtain funding – such as holding an open day to recruit new members to the Bowls Club. ALB Plumbing have inspected the proposed site with Dynorod and found that the existing drain feeds to a soakaway. The Drain Doctor carried out a free assessment to determine options available including connecting to the mains and a septic tank. The toilet unit is £2800 + VAT and the drains work is £3876.66 (a septic tank was discouraged due to the maintenance this will

require and the trench work involved). Given the costs there was discussion about adding an additional toilet at the cricket pavilion for all sports to use or supplying a portaloos for the bowls club to use May to September. It was AGREED the clerk will obtain some quotes.

- g. Hedge cutting and clearing at the back of the Bowls Pavilion. The quote from RG Services was ACCEPTED.
- h. Hedge cutting at the large recreational ground car park. The quote from RG Services was ACCEPTED.
- i. Bure Valley Youth Football Club use of the cricket field for two training pitches every Thursday 6-7.30pm. This is a decision for the charity's current trustees. However the parish council discouraged the use of the cricket field, as this is parish land and the football club already have use of the other ground.
- j. Tarmac Grant for Cricket Pavilion renovation. The clerk updated that the application is still pending. The tender was advertised on contracts finder and three quotes have been considered. It was AGREED the clerk will ask the respective contractors to quote for bespoke doors to the shed and fencing around the back of the pavilion.
- k. Incidents of vandalism, graffiti and anti-social behaviour at the recreation grounds. The clerk has reported various incidents to PC Ward which were noted in the clerk's report. Cllr Haschak advised that the CCTV in the village hall can be accessed remotely now there is Wifi. It was AGREED the clerk will contact Oake CCTV to supply the connection.

10. Highways

- a. Worn away keep clear markings opposite the petrol station have been reported. This can take Highways up to 6 weeks for the problem to be fixed.
- b. Anchor Street Public Consultation regarding Yellow Lines. Initial public consultation ended 31st July 2023. Residents responded from 23 properties - 9 in favour of yellow lines and 14 not. Those in favour mostly agreed the double yellow lines should be at least up to No. 20. It was clear from the consultation that there was no desire for yellow lines at the Belaugh end of Anchor Street as this is the only source of parking for those residents. There were also other suggestions to improve parking at Anchor Street which included restricting parking for residents and visitors only and altering the one-way system. One resident also highlighted the issues of overgrown verges, hedges and trees affecting the Highway. Highways state this is the relevant landowner's responsibility. The clerk has asked the local highways engineer and County Councillor Whymark for a site meeting to discuss the responses and address the exceptional circumstances surrounding the residents at 18 Anchor Street which the Broad's Authority are involved with.
- c. Parish Partnership Bid for 2024/25. No bids will be made. A suggestion to improve the crossing at Ling Way will be submitted as part of the objection to Item 6a.
- d. Yellow Lines for Wroxham Road. Design plans were circulated ahead of the meeting and APPROVED. NCC Highways will now carry out a separate consultation with the residents that this affects.
- e. Widening of Church Loke. A small highways work agreement has been issued to Mr Holiday regarding Planning Application BA/2022/0258/FUL - 1, 2 & 3 Barn Mead Church Loke. The work will involve widening the top of the junction at Church Loke with Wroxham Road by approximately half a meter. It was AGREED to write to NCC Highways to advise that the width is not sufficient, and the poor visibility splay will be dangerous, also the loss of footpath is detrimental to pedestrians and for funeral cars that park outside the church. The highways

agreement does not address issues with poor lighting for pedestrians and hedge maintenance which affects the width available to cars and pedestrians passing one another.

- f. Blocked footpath at Ling Close. The clerk reported that Highways have written to the landowner to trim their hedge, but this has not been carried out yet. It was AGREED the parish council will send a letter to the landowner also making this request.

11. Insurance

Two quotes were considered. The existing supplier had not submitted a renewal quote. The quotation from BHIB was accepted for one year.

12.SAM2

Cllr Haschak reported ongoing issues with the SAM2 camera in respect of inaccurate data collected by the SAM2. It was AGREED the clerk will write to the CEO to resolve the matter.

13.Consultations – To consider responding to the following:

- a. Vehicle Related ASB Public Space Protection Order Consultation. FULLY SUPPORTED BY COLTISHALL PARISH COUNCIL.
- b. Swift Technology Group to Commission Carbon-Removing Energy Technology at Scottow Enterprise Park. NO COMMENTS.

14.Grass Cutting

- a. Grass cutting schedule for 2024 tender was approved including the addition of creating two paths at either side of the community orchard for access and strimming around the coronation bench and queens canopy on a monthly basis.
- b. It was AGREED Bure Valley Conservation Group will cut and rake the wildflowers at the Community Orchard on 4th October.

15.Items for the next agenda

Draft budget, Bowls Club Toilet Facilities

16.Confidential Matters

It was AGREED to excluding the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

- a. Four contractors were considered for the self-employed groundsman/caretaker role. Two contractors were selected to meet with Cllr Haschak, Cllr Thackham and the clerk to determine who would be the most suitable.
- b. Parish clerk's annual appraisal. Cllr Chaney AGREED to carry this out.

Meeting closed at 8.53pm.

The next parish council meeting will be held on **Tuesday 3rd October 2023 at 6.30pm** at Coltishall Church Rooms, Rectory Road, Coltishall, NR12 7HP. There is no parish council meeting in August.

Jo Copplestone reported – I attended North Norfolk District Councils Cabinet meeting on 4th September and delivered the following statement:

Broadland Council made representations in response to your Local Plan back in 2021, and within that response the Council identified that significant additional growth in North Walsham would significantly increase traffic volume on the arterial routes to Norwich particularly the B1150 in Coltishall.

Following this, your council undertook a transport assessment in Summer 2021 which would address any potential impact on the road, despite repeated requests to share the findings of the assessment, no information was forthcoming. Eventually a 'Technical Note', which was of limited scope was provided the day before North Norfolk began the Regulation 19 publication of their Local Plan.

Although there was an opportunity to discuss and potentially resolve local concerns about the transport impacts of planned growth of North Walsham, on residents of Coltishall, the opportunity to resolve this important cross border matter was missed, and local people did not get their say.

At a second meeting last Summer, following objections to the local plan on the adequacy of the transport evidence prepared, the County Council told NNDC additional transport work was required.

The promoter of the proposed housing sites at North Walsham engaged Consultants 'Aecom' to undertake a subsequent Transport Assessment, and our newly formed Coltishall & Horstead B1150 Group submitted our 'local points of concern' which need to be addressed before the traffic counts began last Autumn.

Notwithstanding our many 'points of concern', Aecom have only concentrated on increasing traffic flow through the villages as development in North Walsham starts. Their two recommendations for traffic 'Mitigation in Coltishall' which were woefully inadequate, there are no mitigation measures to protect pedestrians and cyclists, nor have they addressed our main concern, the width constraint over the River Bure Bridge.

Fundamental problems with cross border communication have occurred throughout the Local Plan process, and I question the validity of the Transport Assessment to properly inform and justify a public consultation, which if allowed to proceed should include a Face-to-Face Public Meeting in Coltishall, so local people can have finally their say.

Later the same day I received an email from Cavendish Consulting, informing me the Public Consultation on the Development Brief for the North Walsham Extension starts 5th September and continues until 1st October. This can be viewed online at www.northwalshamwest.consultationonline.co.uk and I urge you all to make your representations to North Norfolk Council.

Fran Whymark reported – Henry Cator, Chair, Norfolk Strategic Flood Alliance, is asking residents to clear ditches and keep water flowing across your property. The best way to stop flooding is to keep watercourses clear. Now the nesting season is over checking for blockages could save a lot of inconvenience for you and your neighbours.

I am pleased to let you know that although there is an ongoing challenge to the improvements to the A47 work has already started. These delays are costly financially but also the day to day congestion and inconvenience we all experience. Hopefully the appeal by the Greens will fail and the work will start at the earliest opportunity.

The Park and Ride at Postwick has reopened (4th September). For many of us this will relieve the stress of driving to Norwich on a busy Saturday afternoon, particularly as we head towards Christmas. The only proviso is that we 'use it or lose it'. Hopefully, this will be well used, as it was before and will continue to be an asset to workers and shoppers in the City.

From 4th September all Park and Ride services will be even cheaper. With adults just £3 and additional passengers in the same group just £1. Other fares; concessions and 17-19 year olds £2 and 5-16 year olds £1.50