



# COLTISHALL PARISH COUNCIL

Parish Clerk: Becky Furr  
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## Minutes of Coltishall Annual Parish Meeting held on Tuesday 4<sup>th</sup> April 2023 at 7.30pm in Coltishall Church Rooms

### **Present**

Chair: Richard Germany

Vice Chair: John Haschak

Councillors: Nicola Chaney, Andrew Sands Moore, Doreen Snelling, Michael Spinks and Michelle Thackham

District Councillor: Jo Copplestone

Also Becky Furr – Parish Clerk,

### **1. Welcome from Richard Germany - Chairman of Coltishall Parish Council**

Cllr Germany opened the meeting and welcomed everyone.

### **2. To receive apologies for absence**

None.

### **3. To approve the Minutes of the Annual Parish Meeting held on 3<sup>rd</sup> May 2022.**

The previous clerk ceased employment before the minutes were produced from 03.05.22. The reports provided by the Chairman of Coltishall Parish Council, Coltishall Village Hall and Recreation Ground and St John the Baptist Church were signed by the chairman as a true and accurate record.

### **4. To receive the Chairman's annual report from Coltishall Parish Council**

Cllr Germany thanked all the councillors for their support this year and stated it had been a good and productive year reporting on all the projects carried out. This included:

- The play area renovation
- The grass reinforcement mesh for the football ground
- The flashing 20mph speed signs for the school
- The speed awareness signs
- The new stock fencing at the allotments to secure and tidy the site
- Cutting and removing dead conifers at the large recreation ground used by BVYFC
- The Keep Clear signs on the High Street, near Church Road – thanks to County Councillor Fran Whymark's support.

### **5. To receive reports from other organisations in the community**

#### Tracey Lister on behalf of Coltishall Commons Management Trust

Tracey reported that The Common land in Coltishall was owned by Kings College, Cambridge – hence we have Kings Road and College Close. The Commons were managed on behalf of Kings College by a Management Committee made up of local volunteers: and there are hand-written minutes of meetings dating back to 1952. In the 1970s Kings College proposed selling the Commons for development, prompting a campaign to save the three Commons by raising funds to purchase them for the village. Donations were made by some organisations, and local people made substantial cash gifts, eventually raising the funds to purchase the Commons. Following concerns that pressure could be put upon the Committee to sell the Commons for development, it was decided to create a

charity and put the land into Trust. Thus, the committee became the Coltishall Commons Management Trust, as it is still today. Its purpose was, and is, to preserve and protect the Commons in perpetuity for the enjoyment of parishioners and to provide habitats for our flora and fauna. In more recent years Trustees have further protected the land by membership of Fields in Trust and Open Spaces. Part of Upper Common is managed under a Higher-Level Stewardship arrangement; you will have seen cattle grazing on it which help to deter pinrush and encourage the growth of indigenous plants. Trustees take their role very seriously; Risk Assessments, Tree Surveys and tree works are undertaken, the car park at Lower Common is maintained, grass cutting, post repairs and renewals, litter clearing, signage - all done by our team of eight Trustee volunteers. Funding comes partly from grants and partly from licence arrangements with the Kings Head and the Rising Sun for their use of the car park, which remains part of the Common. We have six meetings a year, one of which is the AGM. It is in October and is open to all parishioners. The date is published in the Marlpit, and regular updates on the work of the Trust are also published.

#### Julie Douglass on behalf of Coltishall and Horstead Good Neighbours

Julie reported that there are 16 volunteers that are all local. Any resident in Coltishall or Horstead can access support from Good Neighbours via their mobile phone number. Last month they received 56 requests for support. This mainly included transport to health appointments and shopping. Each service user is charged a set amount of 50p per mile which they pay to the volunteer directly. This saves them a considerable amount of money than using taxis. Also, the volunteers are happy to accompany service users to their appointments and assist them practically with shopping. Good Neighbours also run social events for its members and hold monthly teas parties which transport is provided for. They have a summer trip planned to Gorleston Variety Summer Show and a Christmas Outing to the Rectory in Crostwick. They rely on such events to fundraise and grants/donations to provide their service. The defibrillator on the old post office wall will be moved to the wall of the Kings Head pub opposite Lower Common.

#### Campbell Jones on behalf of Coltishall and Horstead Community Speedwatch

##### What is Community Speed Watch?

Community Speed Watch is a community operated initiative designed that was launched in 2007 by the Norfolk Constabulary to allow volunteers to officially monitor and report to the Police details of speeding vehicles in areas of concern to the community.

##### Community Speed Watch is not enforcement

The Community Speed Watch initiative allows members of the community to address speeding issues by becoming actively involved in road safety, using speed detection equipment to monitor speeds from safe locations.

Whilst all of the road safety partners are working together to achieve casualty reduction targets and reduce the number of people killed and seriously injured on our roads we cannot expect Police Officers to carry out enforcement checks in every community on a regular basis. This is where Community Speed Watch can help by working with the partnership.

Our aim is **NOT** to catch as many speeding drivers as possible but to raise awareness that excessive speeds are socially unacceptable. We aim to reduce speed in areas of concern and address issues from communities by raising awareness.

##### Background

In May 2017 the idea of resurrecting a Coltishall & Horstead CSW was proposed by the then Coltishall Parish Councillor, Bob Grindrod. In August 2017 Bob and myself met with a Police & Safety Camera Partnership representative to agree sites and to carry out a risk assessment on them. They had a record of the sites used by the previous Speed Watch teams already so it was quite a quick

process to re-evaluate them and have them signed off. There were originally ten approved locations, there are now twelve.

By September 2017 the training of volunteers had commenced, and by the end of the October twelve volunteers had been recruited and a trial CSW session was held on the North Walsham Road near to the Ling Way junction.

As Bob noted at the time, *(It) was highly effective in slowing traffic. At one point it was going slowly enough that cars stopped to allow pedestrians to cross! This session was also partly designed to iron out any process issues. No drivers were reported for speeding on this occasion.*

#### Where we are now

Over the years we have lost and gained volunteers and the role of co-ordinator has fallen on several shoulders. We used to have four teams of four members but are now running with twelve volunteers across two teams, one for Coltishall and one for Horstead. Each team has a two-week window, this gives the team leader greater flexibility for when to hold at least one session. Across Norfolk there are over nine hundred volunteers spread across over one hundred CSW Teams.

As there is an increasing demand from communities for more schemes and less and less funding for new kit then we are required to hold at least twelve sessions a year, anything less and a CSW Team would be in jeopardy of being disbanded.

I'm pleased to say we easily exceed the minimum.

#### How we operate

Community Speed Watch volunteers monitor vehicles from the designated sites which have been risk assessed and approved by the police. Working as a minimum of three in a team we use police approved hand-held speed detection device to check the speed of vehicles and any vehicles recorded driving 24+ mph in 20mph zones, 35+ mph in 30mph zone and 46+ mph in 40mph zones is written down on a monitoring sheet. The details recorded are time, date, site, make, model, colour, registration and speed.

The CSW Co-ordinator, that's myself, enters the details into a spreadsheet which is emailed to the CSW Administrator for processing. The spreadsheet is compiled in such a way that it interfaces directly with their EROS system. A PNC (Police National Computer) check is run on the vehicle and the registered keeper's information is obtained and a letter is sent.

**For a first offence** – A letter is sent to the registered keeper advising details of the offence and a reminder of the effects of their action

**For a second offence** – A follow up letter is sent to registered keeper with stronger wording

**Persistent offenders and High Speeders** will be added to a tasking list and circulated for targeted police intervention

#### Statistics

In 2022 we held 24, 1-hour sessions across our community. Of those, 225 were sent a 'First Letter', 2 a 'Second Letter', no 'Further Actions' FA's and there were 20 'No Further Actions', NFA's.

Team	Offence Date	Location Name	Location Code	Area	Sessions	Vehicles	Letter 1	Letter 2	Further Action	NFA	Hours
Coltishall	01/01/2022	Dome			2	33	29			4	2
Coltishall	01/02/2022	Dome			3	27	25			2	3
Coltishall	01/03/2022	Dome			3	27	26			1	3
Coltishall	05/04/2022	Coltishall, Wroxham Road	CSWN1121	Broadland	1	13	13	0	0	0	1
Coltishall	14/04/2022	Horstead, Norwich Road	CSWN1127	Broadland	1	1	1	0	0	0	1
Coltishall	04/05/2022	Coltishall, North Walsham Road	CSWN1123	Broadland	1	17	14	0	0	3	1
Coltishall	12/05/2022	Horstead, Rectory Road	CSWN1132	Broadland	1	16	15	0	0	1	1
Coltishall	20/05/2022	Horstead, Rectory Road	CSWN1132	Broadland	1	3	2	0	0	1	1
Coltishall	31/05/2022	Coltishall, Wroxham Road	CSWN1121	Broadland	1	26	25	0	0	1	1
Coltishall	08/06/2022	Horstead, Norwich Road	CSWN1127	Broadland	1	6	6	0	0	0	1
Coltishall	28/06/2022	Coltishall, North Walsham Road	CSWN1123	Broadland	1	14	11	1	0	2	1
Coltishall	26/07/2022	Coltishall, Wroxham Road	CSWN1121	Broadland	1	9	8	1	0	0	1
Coltishall	04/08/2022	Horstead, Rectory Road	CSWN1132	Broadland	1	8	7	0	0	1	1
Coltishall	02/09/2022	Horstead, Norwich Road	CSWN1127	Broadland	1	8	8	0	0	0	1
Coltishall	28/09/2022	Horstead, Rectory Road	CSWN1132	Broadland	1	6	6	0	0	0	1
Coltishall	05/10/2022	Horstead, Rectory Road	CSWN1132	Broadland	1	9	8	0	0	1	1
Coltishall	16/11/2022	Horstead, Rectory Road	CSWN1132	Broadland	1	8	6	0	0	2	1
Coltishall	24/11/2022	Horstead, Norwich Road	CSWN1127	Broadland	1	9	9	0	0	0	1
Coltishall	12/12/2022	Coltishall, Wroxham Road	CSWN1121	Broadland	1	7	6	0	0	1	1
<b>Coltishall Total</b>					<b>24</b>	<b>247</b>	<b>225</b>	<b>2</b>	<b>0</b>	<b>20</b>	<b>24</b>

With reference to NFA', a breakdown of the rejected returns are as follows;

*HIRE = Hire vehicle for which letters are not issued.*

*INCORRECT = Where the details supplied on the return do not match with the Police National Computer details. Letters not issued.*

*OUT OF TIME = Where returns have not been able to be processed within the time limit. Letters not issued.*

*BELOW LEVEL = When vehicles are reported below either 24, 35 or 46 in the respective speed areas. Letters not issued*

*DISPUTE LETTER = Where somebody has disputed either the speed the vehicle was travelling or their car was not in the vicinity.*

*RTS = Letter returned as not known at this address*

*NO UPDATE ON PNC = Keeper has told DVLA no longer keeper, no update on PNC for the new keeper. Letter not sent.*

*UNABLE TO READ PLATE – Unable to read number plate due to dirt, broken plate etc, Letter not sent*

So far this year we have held eight sessions, four in each Parish and reported sixty 'speeder's and three abusers.

Across Norfolk as of the end of February, the March stats haven't been released yet, 348 sessions were held and 2,234 vehicles were logged. 1,870 first letters, & 119 second letters were issued. And 16 were followed up with further action by the Police.

Finally, a big thank you from me to all our volunteers passed and present who have given up their time, sometimes in quite grotty weather, in supporting the CSW initiative. I also thank both Coltishall and Horstead with Stanninghall Parish Councils for their continued support. - Thank you.

#### John Hindley on behalf of Broadgrace Church

This year has seen the usual mix of joys and sorrows that make up the life of a church family. In this we are generally encouraged and hopeful, for which we give thanks to Christ. The main focus of our thankfulness is that we weathered the pandemic with unity and even saw spiritual growth through this very hard time. Over the last year we have also seen some growth in numbers, and have grown from two to three community groups. We are starting to feel quite busy on Sundays, which is nice, but are appreciating the lighter evenings so the children can play on the Upper Common after the meeting.

Particular things to report are:

- Tiddlers continues to be a welcoming and important group for the children and their parents and carers who attend. We have a good regular core and a strong team meaning that we are now running weekly, on Wednesday morning during term time at The Tithe Barn in Horstead.
- The River Rooms is a fantastic venue for us and serve as an opportunity to serve the village as we partner with A Piece of Cake and our other tenants.
- The cost of living Crisis has affected us all. Members of the church have responded by producing a community leaflet as well as informally supporting friends and neighbours. We have also been able to provide a listening ear and some financial support to those who have approached the church with particular needs.
- Kids Club and our other groups for children and young people have all grown in number and provide fun and friendly settings for children and teenagers to explore their faith.
- Coltishall Primary School has recently asked John, our minister, to start taking assemblies, which he is going to be doing regularly. We are grateful for this opportunity to partner with the school like this.
- The Marlpit has a regular column that John enjoys writing, and we are keen to support this vital village magazine as best we can.
- Jesus Christ unsurprisingly continues to be at the heart of all we do. We love being part of village life, we are glad to serve where we can and we are always happy to walk alongside anyone who would like to find out more about him.

#### Report from Peter Croot on behalf of Coltishall Tree Wardens Community Orchard

Training via Zoom meetings has taken place this year. In the community orchard more trees have been planted to make up for losses and additions to the diversity of the orchard. Some trimming of trees around orchard has been carried out.

The regime of 'one cut and rake' late September by the Bure Valley Conservation Group continues to improve the wild flower area which has been regularly visited by Coltishall Primary School pupils for recreational and educational purposes. Indeed, one little girl was very excited to spot a patch of bee orchids which hadn't spotted!

Lucy Seeley of Norfolk Wildlife Trust and Dr Stewart Wright, both in experts in flora and fauna, have visited and surveyed the site and made some very interesting discoveries. With the help of volunteers we have replaced some of the recently planted hedging as some didn't survive last year's drought.

We have also planted a rowan tree on the community orchard site for the recently departed Queen for her Platinum Jubilee. The plaque denoting this was placed by the tree but was not deemed to be secure so volunteers removed it to make improvements.

It is thought that a bench for people to sit on within the site would be a good idea. Perhaps a member of the community would like to donate in memory of a loved one?

#### St John the Baptist Church

On May 19<sup>th</sup> Lucy Seeley of the Norfolk Wildlife Trust, Peter Croot and volunteers will lead a group of people on a walk and talk. The theme is a tour of the community orchard and Wildlife-friendly Churchyard. Conserving John the Baptist churchyard, we planted a new hedge between church yard and church field.

We have been involved in cutting and raking of the conservation areas in the old church yard as well as restoring a copse at the south end of the church field. It would be good in future for a bench to be placed in this area for people to sit and reflect.

We also assisted Coltishall Parish Council in running a wildlife day at the Church in June. Dr Bob Leavey and Peter Croot led interesting groups around the churchyard to look at the variety of wild flowers. We also planted a rowan tree with the assistance of Rev Chris Engelsen to celebrate the Queens Platinum Jubilee.

It is also hoped that we volunteers will cut and rake the area known as Jill's Garden in July to encourage butterflies to breed in the area.

#### St Michael's Lane

We have also throughout Autumn and Winter been involved in replacing saplings lost in St Michael's Lane due to last year's Summer drought. This has involved the help of some local volunteers who will take charge of watering trees should we have another hot Summer.

#### Future Planting Projects

As tree wardens we are looking to plant more trees within the Parish and tree wardens Michael Spinks and Stewart Life are currently investigating the possibilities of this. Stewart is in communication with Rufus Phillip of Norfolk County Council to look at funding for tree planting on a Parish Council plot of land between the Mill and the Common.

An article in the Marlpit appealing for local landowners with the potential site for more planting has led to some initial communications which are ongoing.

#### Conclusion

We continue to be a source of information for Parishioners regarding tree matters and if we can't help, to direct them to the appropriate source of help.

We would to finish this report to thank Coltishall Parish Council for the continuing excellent support of us and our work, John Fleetwood of Broadland Tree Wardens Network and parishioners who are supportive of us. We are very pleased and proud to continue to volunteer our services.

Peter Croot

Michael Spinks

Stewart Life

#### Report from Joan Milligan on behalf of Coltishall Community Lunch Club

The past year has been a good one. Service fully returned to normal and with the number of people joining up to capacity. Grateful thanks to the Parish Council and other organisations who were able to give support enabling us to obtain a new cooker. We continue to provide balanced 2 course meals with soft drinks & tea or coffee. Special occasions are celebrated, including for the Platinum Jubilee.

#### **6. Open Forum**

Cllr Germany thanked all the organisations who support the community and thanked Michelle Thackham as chair of Coltishall Village Hall and Recreation Ground and Robert Oakes as Chair of Coltishall Allotment Association.

The meeting closed the meeting at 8.32pm.