

COLTISHALL PARISH COUNCIL

www.coltishallpc.info

Minutes of the Parish Council Meeting held at the Village Hall Lounge on Monday 5th March at 7.30pm

Present: Bob Grindrod (BG), Bill Musson (BM), Doreen Snelling (DS), Michael Spinks (MS), Mike Kirkham (MK), Suzanne Hall (Clerk, SH) plus Jo Copplestone (JC), District Councillor and 7 parishioners.

1. Apologies for absence.

John Haschak offered his apologies, which were accepted.

2. Declarations of interest in items on the agenda

DS and MS declared an interest in item 18 as relating to CAST.

BG declared an interest in item 14 as a resident of Westbourne Road.

3. Minutes of previous meeting 8th January 2018

Minutes were signed as a true and accurate record.

4. Matters arising from the meeting (for information only)

6/11 Item 12: The shed has been re-roofed.

8/1 Item 7: The clothes bank has been removed.

8/1 Item 7: Green bin at Village Hall – A parishioner has kindly volunteered to unlock this for emptying.

8/1 Item 7: Parking on Rectory Road – this will need to be considered as part of a wider village review of parking as the cost of consultation (£2,000-£3,000) makes it impractical to deal with specific issues of parking restriction on a case-by-case basis.

Open Forum

5. Reports from district and county councillors

JC updated the Council on the GNLP including a proposed site for 700 houses adjacent to the RAF Coltishall site. This comes under Buxton Parish Council but would have traffic implications for Coltishall. JC encouraged all parishioners to have their say as individuals and well as being part of the village voice.

6. Public Participation

Parishioners raised concerns about the following matters: usage of the Village Hall including disabled parking spaces – concerns have been passed to CAST, which is the body responsible for the Village Hall.

In response to a query the Parish Council confirmed there was no increase in the parish precept for 2018/19.

7. Police Report

Seven crimes, relating to violence, drugs and public order, were reported in Coltishall in January. The next Safer Neighbourhood Meeting will be in Aylsham on Tuesday 17th April (note: this has since been postponed).

8. Highways/SAM2/Speedwatch

Drainage issues on Westbourne Road, Rectory Road and by the Kings Head have been programmed by Highways for clearance; they have also been added to the Highways schedule so they are cleared annually.

The Lime trees on Rectory Road have had their suckers removed as they were blocking the pavement. Mr Musson is to ask if the trees themselves can be removed as their roots are breaking up the pavement and causing a hazard – Permission is required as they are covered by a TPO.

The Parish Council would like to thank the Guides, Rainbows and Brownies for clearing the snow from the surgery footpaths.

There have been 5 more Speedwatch sessions from which 15 vehicles have been reported. The police have also carried out at least 2 speed checks in the village.

The SAM2 sign is currently sited on the Wroxham Road in Coltishall, from here it will go to the High Street next. The Fixed sign which is currently not working will be mended by Norfolk Highways.

Main Meeting

9. It was agreed the Parish Council would subscribe to both NPT&S and NALC for the 2018/19 year (proposed DS, seconded BM).

10. Finance report, bank reconciliation, budget to date

(1) The following payments were received prior to the meeting

None

(2) The following payments were approved at the meeting

NPT&S – Allotment, New Councillor and Internal Audit training	£160.00
NPT&S annual Subscription from April 2018	£250.00
NALC annual subscription from April 2018	£awaiting confirmation
CAB donation	£200.00
BDC – Dog bin emptying 4/17 – 3/18	£496.79
Clerks expenses Dec - Feb	£59.00
M Kirkham travel expenses	£9.90
Clerks March Salary	£510.34
Coltishall PCC – Room Hire for SAM2	£5.50
B Musson – Gritting Salt for village hall meeting	£19.96

(Proposed MK, seconded DS).

(3) It was resolved to change the signatories on the bank accounts (proposed DS, seconded BM) to remove the former Chairman and Clerk and to add SH and MK.

(4) Councillors approved the new Internal Control Policy (signed by BG and clerk).

(5) Councillors approved Ms P James to act as Internal Auditor for EOY accounts (Proposed DS, Seconded MS).

11. Future meetings for full council and planning committee – dates, time and venue

The Council approved the new meeting dates and venue – From May these will be monthly on the second Tuesday of the month at 7.30 in the Church Rooms. There is no meeting planned for August. Planning applications will be considered at the main meetings. The Annual Parish meeting will take place on 17th April in the Village Hall (Proposed BM, seconded MK).

12. To report on planning applications:

BA/2018/0026/COND – The Parish Council will be objecting to this application

20180317 – Rectory Road – Change of Use & Conversion of Garage/Workshop to Holiday Let Unit – notification of application received today – to be investigated.

Councillors approved the minutes of the February Planning group meeting.

13. GNLP

Following the village meeting on 26 February, it was agreed the Parish Council (BG, MS, MK and BM) will make a formal response. Offers of assistance both technical and financial have been offered by Parishioners, for which the Parish Council is extremely grateful. A petition is currently in various village locations and online.

14. Gritting in Coltishall

A request has been received by the Parish Council for Westbourne Road to be gritted. Highways have advised that the gritting lorries are unable to 'double back' -due to the mileages they need to cover on their routes. This means either Westbourne Road or the one way section of Rectory Road can be covered – not both. The basis of the request is that Westbourne Road is part of the bus route and has the higher traffic volume. As any changes will not come into effect until next winter, it was agreed that potentially affected Parishioners on Rectory Road would be consulted and a decision would then be made at the May meeting.

Highways will also be consulted again regarding the gritting of Hautbois Road (which has previously been rejected) and the potential location of additional grit bins in the village.

15. Allotments

Correspondence regarding a fallen tree on the allotments has been passed back to the Allotment Association.

16. Playground Inspection

MK is regularly inspecting the play area

17. Tree Works

Work will start on the War Memorial tree and Hautbois Common tomorrow.

BM will ask for the tree stump on the football field to be prioritised.

18. Bowls Club complaint

Following complaints received at the previous two PC meetings, BG reported as follows:

The bowls pavilion is on CAST property so it is not appropriate for the PC to discuss issues or get directly involved in their resolution other than by invitation from CAST. Investigations of founding documents in conjunction with CAST give no indication of any obligation to maintain the bowls pavilion.

19. Other meetings and Training

Meetings and training attended

CiLCA training Clerk – ongoing

Allotment Training – Mr Dickson – reported that the training was very informative, Mr Dickson has shared training notes and sample documents with the Parish Council.

Internal Audit Training – MK and Clerk – a very informative session – Internal control policy above is one of the outcomes.

Grants and Funding Training - BM – key outcomes were that a good well organised business plan is essential as is evidence of what the community wants.

Future meetings/training

Playground inspections – MK – 9 April

New Councillor Training – Mr Haschak – 24 April

20. Any other business

WW1 celebrations – BG is in discussions with Horstead Parish Council about a joint programme of events to get as many people, including children, involved. There were no objections to Coltishall Parish Council making a financial contribution to these events.

The next meeting date will be **17th April 2018** in the Village Hall lounge when a brief Parish Council meeting will follow the Annual Parish Meeting

DRAFT