



COLTISHALL PARISH COUNCIL

Clerk: Rebecca Furr

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Minutes of the Parish Council Meeting held Monday 12th July 2021 at 6.30pm on the Small Recreation Ground, Rectory Road.

Present: Chairman - Richard Germany (RG), Vice Chairman - John Haschak (JH), Parish Councillors - James Matthews (JM), Michael Spinks (MS), Nicola Chaney (NC) and Doreen Snelling (DS). District Councillor - Jo Copplestone – Broadland District Council (BDC). Parish Clerk - Rebecca Furr (RF). Seven Parishioners.

- 1. Apologies for Absence** – Parish Councillors - Adam Wolton and Michelle Thackham. County Councillor Fran Whymark – Norfolk County Council.
- 2. Declarations of Pecuniary Interest and Requests for Dispensations** – None. DS and MS stated their non-pecuniary interest as trustees of Coltishall Village Hall and Recreation Ground (CVH&RC) in respect of item 9a and participated in the voting process.
- 3.** Minutes of 5th May 2021 were APPROVED as a true and accurate record (to be signed at next public meeting).
- 4. To report any matters arising from the previous minutes (information only)**
None
- 5. Public Forum**
 - a. Cllr Jo Copplestone (BDC) provided a monthly summary of her involvement with community matters. Please see report at the end of these minutes. A parishioner asked that air quality is considered as part of the traffic assessment for Coltishall and Horstead. JC confirmed it would be and confirmed all the traffic mitigation recommendations the parishioner had made directly to her had been shared with both district councils who have a duty to co-operate in respect of the proposed development.
 - b. Public Participation – A parishioner raised concerns about the complaints a number of residents have made about noise from the live music played at the Red Lion pub on a Sunday afternoon/early evening. The parishioner explained how live music had been a relief and brought enjoyment to themselves and other people in the community, especially after the pandemic. Another parishioner advised that a petition had been signed by over 500 people in order to save live music at the Red Lion and support local businesses.
- 6. Planning** - To consider planning applications listed and any received after agenda set.
 - a. **20211031 – Point House, 5 High Street** – Listed building application. Replacement of windows, remodelling the roof of the rear wing and associated external alterations and internal alterations (revised proposal). OBJECTION – There is insufficient parking for the employees based in building which is likely to increase parking issues on the High Street and Upper Common car park. Moreover, there will be additional cars entering/leaving the car park from the High Street at peak times impacting on road safety and traffic. Councillors discussed how the land around this property was being used (and had been for many years)

as an access path to the Broads Walk to Mayton Bridge. It was AGREED to proceed with the application of an easement pathway.

- b. **20211043 – Dairy Farm Cottage Workshop, 32 Wroxham Road** - Variation of condition 2 of 20202268 to allow changes to approved plans: 1. Balcony to rear omitted and roof lantern added in its place with rear window design altered accordingly. 2. Lean-to added to east side to allow for plant space internally. 3. Additional velux to rear and high-level gable window to east added. *Standing orders suspended*. JC advised that a neighbour has objections based on the proposed elevations that would impact on the neighbours privacy. *Standing orders reinstated*. The Parish Council AGREED they DID NOT WISH TO COMMENT.
- c. **20210919 – Woodlee, 29 Wroxham Road** - Retrospective application for creation of retaining wall and formation of garden room and shed. OBJECTION. The development is not consistent with the design plans submitted retrospectively. Neighbours will suffer loss of privacy, overlooking and no consideration has been given for treatment of space. Moreover, the removal of well-established healthy trees is not in keeping with a conservation area where trees should be protected. The removal of the trees will also have a direct impact on wildlife habitat and the environment.
- d. To note report made to BDC planning enforcement team regarding the removal of the original wrought iron gateway at Holy Trinity Church, Great Hautbois Road. It was AGREED clerk to write to Girl Guides and BDC to support the objection to the removal of the gates.
- e. To ratify comments submitted using clerk's delegated powers under planning (ceases 14.07.21)

20210182 Redbourne House – 27 Station Road – Objection to demolition of existing dwelling and garage and erection of six detached dwellings. BDC refused planning permission on 09.06.21. RATIFIED

North Walsham West Consultation – Objection to the development of approximately 1800 new homes. RATIFIED

7. Finance

- a. *Payments Received - NOTED*

HMRC	VAT Qtr 4 2020/21	£1438.88
BDC	Precept (1 st instalment)	£17528.50
BDC	CIL Payment October 2020 – March 2021	£234.84
- b. *Payments for Approval – APPROVED*

K.Fisher	Wifi Installation in Village Hall	£36.00
Rebecca Furr	Clerk's Expenses	£27.45
- c. *Previously agreed Standing Orders - NOTED*

Rebecca Furr	Payroll June 2021	£1571.01
HMRC credit of £202.13 was used fully for this payment.		
Rebecca Furr	Payroll July 2021	£1087.21

To note the parish clerk passed her certificate in Local Council Administration on 12th May 2021 and her salary scale has been increased to point 24 as agreed in contract of employment. NOTED
- d. *To be agreed for payment by Standing Order - APPROVED*

Norfolk Pension Fund	Pension Contribution (July)	£318.36
CVH&RC	Broadband in Village Hall	£10.00
- e. *To ratify the payments made under clerk's delegated powers under finance – authorised electronically by JM and AD (ceases 13.07.21)- RATIFIED*

ALB Plumbing	New taps and standpipes at allotments	£1325.00
Wave	Allotment Water Bill	£103.27

Rebecca Furr	Clerk's Expenses	£45.44
Norfolk Community Foundation	Covid Grant – Returned as Unspent	£1000.00
NPTS	Chairman Training	£48.00
NPTS	Internal Audit	£140.00
Norfolk Pension Fund	Pension Contribution (May and June)	£710.24
Plusnet	Clerk Mobile Monthly Fee (May and June)	£12.00

- f. Qtr 1 financial report distributed in advance of the meeting. No further comments.
 - g. The parish council considered 3 quotes and AGREED to accept the quote from Earth Anchor for two benches (one at Upper Common and the other to replace the dilapidated bench on Church Street). The second bench for the Upper Common will now be a memorial bench for a parishioner who was the chairman and trustee of the Coltishall Commons Management Trust. It was AGREED the parish council will donate £400 towards this bench.
 - h. The parish council considered 3 quotes and AGREED to accept the quote from Imprint signs. RG AGREED to fit the sign.
 - i. The parish council considered 3 quotes and AGREED to accept the quote from The Play Inspection Company.
 - j. The Asset Register was APPROVED.
- 8. War Memorial** – RF stated Highways Boundary Team have completed their investigation and Justin Le May – Highways Engineer states he would support the removal of the no parking signs Old Bakery Management Group placed on the war memorial bollards. RF has emailed Sarah Price – Countryside Officer as recommended by Highways to start this process.

9. Grants

- a. The Parish Council considered an application from Bure Valley Youth Football Club for Grass Reinforcement Mesh on the Large Recreation Ground to create an overflow carpark. It was AGREED the parish council will apply for planning permission and consider the financial aspect of the grant when the outcome of the planning application is known.
- b. The Parish Council considered an application from The Good Neighbours for transport costs for two outings – Christmas 2021 / Outing 2022. It was AGREED to award £250.00. As this is for the benefit of Coltishall and Horstead residents, RF will suggest Good Neighbours ask Horstead PC to match fund.

10. Playground and MUGA

- a. The playground continues to be inspected weekly. No concerns have been raised.
- b. JM gave an overview of his involvement supporting the children at Coltishall Primary with ideas for the play area renovation. The majority identified new equipment they would like to see including a zip wire and accessible roundabout, replacement/enhancements to existing equipment such as the see saw and climbing frame. RF commented that the children also wanted the ground surface replaced due to the existing grass reinforcement mesh either lifting or eroding. It was AGREED JM and RF will consult on design plans based on the children's ideas which will be put out to tender.
- c. Two parishioners had volunteered to help with the noise dampening work however the parish council's insurance policy does not provide appropriate cover. RF advised that this should be undertaken by a qualified contractor. RG and NC have a small area left to be finish which will be inspected by a professional play inspector in August.

- d. To note parishioners concerns regarding the height and condition of the hedge near the cricket pavilion and shed and consider re-netting. NOTED, it was AGREED to obtain quotes to re-net the area for consideration at the next meeting.

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

- a. Please see report at the end of these minutes from Ms Snelling – Trustee
- b. It was AGREED the working party of the review meeting with CVH&RC will consist of the chair, vice chair and clerk. RF to liaise with relevant parties to set date.

12. Allotments

- a. Mr Oakes – Chairman of Coltishall Allotment Association shared his report. It was AGREED RF will write a final warning letter to one plot holder who has been bringing waste onto site – contrary to the tenancy agreement rules. It was AGREED to obtain quotes to reduce limb on plum tree (1412) which is overhanging over path.
- b. AW reported via email that he can repair the allotment gate at Chapel Lane (new top rail fitted and some other repairs) but will need to obtain Oak wood. It was AGREED AW can pursue costings either new or reclaimed to present to parish council for approval.
- c. RG AGREED to remove the “no dogs” sign on the allotment gates.

- 13.** The Parish Council considered whether a bollard or noticeboard at the Community Orchard is necessary to deter vehicles using the site as a turning point. Following consultation with the tree warden and volunteers who maintain the Community Orchard it was AGREED to leave the access open.

14. Highways

- a. AW reported via email that Mr Worsfold – Highways has confirmed in writing to the parish council that he is discussing with colleagues the proposal for 20mph speed limit on the whole of Rectory Road and Westbourne Road. He will also be writing to Mr Rickman – Planning Officer for Rectory Road Development asking that the pedestrian island and other measures on the B1150 be made part of the condition for planning permission.
- b. The following report to Highways were NOTED – Vegetation on Rectory Road impeding visibility at the cross roads, overgrown verges and dilapidation to parts of Anchor Street roadway, overhanging/dead trees outside No. 4 Anchor Street – a letter has also been sent to the occupier and damaged drain cover opposite Coltishall Pharmacy.
- c. The parish council considered a parishioner’s concerns regarding the volume of traffic including HGVs transiting through Coltishall High Street and over the road bridge on the B1150 between Coltishall and Horstead. As previously reported in the minutes an independent traffic assessment is being carried out in Coltishall by an independent body following the tripartite meeting JC attended with BDC and NNC. At this time no further action was agreed until this assessment has been completed.
- d. Persistent speeding in all village areas - most noticeably through the High Street, Ling Way Junction, Church Street and Wroxham Road. RF explained that the parish council had consulted with Highways regarding these matters but Highways no longer promote traffic regulation orders due to prohibitive costs and measures unless there are personal injury accident (PIA) records which suggest the speed may need to be altered. (None of the roads identified met the threshold – minimum 5 PIA’s relating to Highway issues within 3 years).
- e. Parking along the Wroxham Road in Coltishall from the old Post Office as far up as the junction with Kings Road. RF confirmed that the police have put cones at the edge of the path to prevent people parking along Wroxham Road during peak season. Highways would not consider any further action for the reasons stated in item 14d.

15. Art Trail Across Norfolk – It was AGREED in principle to support the placement of an art sculpture at Gt Hautbois Common pending design and size. RF to liaise with the co-ordinator as map shows location is on land outside of parish council ownership.

16. Climate Change – It was AGREED to share information via the next parish newsletter about the BBC documentary The People vs. Climate Change.

17. Review and Approval of Policies and Procedures - APPROVED

- a. Standing Orders
- b. Risk Management Policy
- c. Training and Development
- d. Grant Awarding
- e. Pension
- f. Grievance
- g. Disciplinary

18. Other meetings and training - NOTED

- a. Meetings and training attended
 - Allotment AGM – 19th May – RG and RF
 - NPTS Chairing Successful Meetings – 10th and 17th June - RG
 - Coltishall Primary School Play Area Renovation Open Exhibition – 2nd July – JM and RF
 - Allotment Committee Meeting – 7th July – RG and RF
- b. Future meetings and training
 - Introduction to VAT – 13.07.21 - Clerk

19. To report matters for inclusion in a future agenda – Skip at the Allotments for a working party tidy up and re-netting on Cricket Field.

20. Details AGREED for the next parish council meeting on Tuesday 7th September 2021 at 6.30pm in the Church Rooms, Rectory Road, Coltishall, NR12 7HP.

Broadland District Council Report - July 2021

Cllrs, Whymark, Lawn and myself had a virtual meeting with our Place Shaping Manager Paul Harris and Mark Ashwell Planning Policy Manager at North Norfolk District Council on 15th June to discuss the Duty to cooperate cross border in respect of the heavy levels of traffic on the B1150. NNDC have now commissioned Norfolk County Council to undertake highways assessment work which will provide a technical basis to inform strategic or local impacts that need to be addressed.

On 6th July Broadland's cabinet agreed to support the direct delivery of projects to support skills and training for our residents. The pandemic has increased economic disadvantage in young people and the focus of our direct delivery projects are primarily aimed to support these cohorts:

Work 4 All- to provide person-tailored support and advice to the recently unemployed or underemployed residents, which will include practical support with CV's, links to other services and potential career opportunities.

Choices- this already established programme offers focused training provision to help the recently or long term unemployed back into the workplace.

Apprenticeship Scheme- to provide a comprehensive apprenticeship offer to ensure the councils utilise their apprenticeship levy and to establish a centralised apprenticeship budget to further this ambition.

Future Paths- to provide summer placements within the Councils for 16-18 year olds in the local area who are soon to leave education, with the ambition of providing employment experience.

Kickstart- Government funded work experience placements (both internally and externally) for 18-24 year olds who have been out of work for over six months.

School career advice- To ensure young people receive the best careers advice before starting their careers and promote Local Authorities and Government as a tangible career option's.

Further small business and start up business support measures are due to be announced in September.

I hope you all stay safe & well!

Cllr. Jo Copplestone
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Portfolio Holder for Economic Development
Broadland District Council

COLTISHALL VILLAGE HALL & RECREATION GROUND

Signed (Chairman)

The village hall refurbishment is almost completed with just a few finishing touches. Thanks to Michelle for her hard work in achieving this. It is noted that wherever possible local people were used.

Additional CCTV cameras have been installed on the cricket pavilion, hall and football pavilion. There has been ongoing vandalism of the cricket pavilion and CVH&RG will discuss solutions to prevent this in future.

As reported in the Marlpit there will be an open day on September 12th along with the Preschool open day/garage sale. All are invited to join us.

The village hall is open for hiring with restrictions at the present time of 25 attendees socially distancing but hopefully on July 19th these restrictions will be removed. We are waiting for confirmation of this.

Thanks to all for their support over the last few months.

Doreen Snelling
Trustee

Coltishall Allotment Association
Robert Oakes – Chairman

All plots are currently let, some will be changing hands in the next few months and there is currently a large waiting list.

We welcome two new committee members to the team.

A site inspection is to take place in the next few days for safety and cultivation, and to identify inappropriate trees that need moving or removal. We are hoping to set up a seed catalogue for plot holders so they can purchase seeds at a discounted price.

A dangerous plum tree between the allotment and bridle path requires a large branch to be cut off which the parish council will be attending to this. New signs will be displayed on the allotment gates to control dogs and reinforce no cycling through the site.