



# COLTISHALL PARISH COUNCIL

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## Minutes of the Parish Council Meeting held virtually via Zoom Video Conferencing on Tuesday 13<sup>th</sup> April 2021 at 6.30pm

**Present:** James Matthews (JM), Michael Spinks (MS), Michelle Thackham (MT), Richard Germany (RG) Nicola Chaney (NC), Cllr Jo Copplestone – Broadland District Council (BDC), Cllr Fran Whymark (Norfolk County Council), Rebecca Furr (Clerk, RF) and two parishioners. All by video conferencing except MS via audio.

The chairman of the parish council expressed his deepest sympathies to her Majesty the Queen, the Royal family and the Nation on behalf of Coltishall Parish Council in honour of his Royal Highness Prince Philip The Duke of Edinburgh who sadly passed away on 9<sup>th</sup> April 2021. Condolences can be given via the online Buckingham Palace Book of Condolences at [www.royal.uk](http://www.royal.uk) or via email to the District and County Council at [condolence@broadland.gov.uk](mailto:condolence@broadland.gov.uk), [condolence@norfolk.gov.uk](mailto:condolence@norfolk.gov.uk) or by post to the Lieutenancy Office, Norfolk County Council, Martineau Lane, Norwich, NR1 2DH.

### 1. To consider apologies for absence

Doreen Snelling's apologies were ACCEPTED. John Haschak (JH) joined the meeting.

### 2. To consider declarations of pecuniary interest on any items on the agenda and any requests for dispensations

Adam Wolton (AW) joined the meeting. NONE

### 3. To approve minutes from 9<sup>th</sup> March 2021 (to be signed at next public meeting)

Minutes were APPROVED as a true and accurate record. To be signed by chairman at next public meeting.

### 4. To report any matters arising from the previous minutes (information only)

- a. RF reported that Horstead Parish Council are liaising with the post office regarding a placement of a temporary mobile post office van at the village hall car park on Rectory Road on a Monday and Thursday. The times are being negotiated so this hopefully doesn't coincide with drop off and collection times at the pre school in the village hall.
- b. JM reported that Cllr Copplestone, Cllr Whymark and himself attended the meeting arranged by the Broadland Tree Warden Network Co-ordinator regarding the management of the Bure Valley Railway. The aim of this meeting was to explore whether the destructive work to the trees and shrubs that has been reported to the parish council could be controlled. JM reported that there didn't appear to be any way that this work could be stopped and there doesn't appear to be an ecological plan for the work being carried out. **Standing orders were suspended so Cllr Copplestone and Cllr Whymark could provide feedback.** Cllr Copplestone reported that it would be very difficult to mitigate the work being undertaken as the BVR are the leaseholders. Cllr Copplestone had made a freedom of information request on behalf of parishioners who wished to see the lease but this was refused due to the content being commercially sensitive. The BVR have stated they will only preserve the forest trees between the railway line and the landowners' properties but have said they are willing to work with Norfolk Wildlife Trust. Cllr

Signed \_\_\_\_\_ (Chairman)

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Copplestone reported that the other side of the Bure Valley Footpath is part of Broadland District Councils (BDCs) green infrastructure. Norfolk County Council have received Interreg funding of 1.2 million and this will be spent on the railway line to make enhancements for tourism and visitors. BDC are also trying to establish a community forum. Cllr Whymark echoed that bridges need to be built between all the parties involved with the BVR so we can work together in the future.

## 5. Public Forum

- a. Cllr Jo Copplestone and Cllr Fran Whymark gave an overview of their recent involvement in community matters. Please see summary reports at the end of these minutes.
- b. Public Participation NONE. **Standing order reinstated for main meeting.**

## 6. Planning - All comments will be reported to the respective authorities by the clerk.

- a. **BA/2021/0093/HOUSEH** – Landfall – 8 Anchor Street - Render and clad exterior, replacements and changes to windows and doors and convert garage to accommodation. NO COMMENT.
- b. **20210503** – Clematis Cottage, 3 Chapel Lane - Demolition of existing rear extension, proposed new ground floor rear extension encompassing existing detached outbuilding and internal alterations. Proposed PV array to existing rear house roof. NO COMMENT.

## 7. Finance

### a. *Payments Received - ACCEPTED*

Allotment Tenants	Allotment Rent Fees	£1160.00
HMRC	VAT Reclaim – Qtr 1-3	£245.00

### b. *Payments for Approval - APPROVED*

Norfolk Rivers Internal Draining Board	Annual Agricultural Draining Fee	£7.86
Peter Croot	Tree Warden Expenses	£73.08
National Association of Local Councils	Annual Membership Subscription	£264.65
Norfolk Parish Training and Support	Annual Membership Subscription	£297.51
Rebecca Furr	Clerk's Expenses	£48.09
Norfolk County Council	Parish Partnership Scheme	750.50
	Contribution to village gateway sign	
East of England Apples and Orchard Project	X3 Norfolk Apples Trees (Community Orchard)	£60.50

### c. *Previously agreed Standing Orders and Other Payments - NOTED*

Rebecca Furr	Payroll April 2021	£885.59
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- d. Michelle Thackham was APPOINTED to undertake quarterly internal control for 2021/2022
- e. It was NOTED that the end of year accounts and associated governing documents will be submitted to the approved internal auditor Luisa Cantera week commencing Monday 19<sup>th</sup> April for internal inspection.

## 8. Playground and MUGA

- a. RF updated that Mr Kirkham has provided his inspection report to date and all risks have been identified as low. Following a report from a parishioner AW undertook some remedial work to the rope net where a connector had broken and a screw was sticking out.
- b. It was AGREED RF will obtain a quote for the connector and ferrule to be replaced on the vertical rope net and present this at the next meeting for approval.
- c. It was noted that the MUGA and Adult Gym Equipment reopened on the 29<sup>th</sup> March.
- d. NC and RG reported they had undertaken three quarters of the noise dampening work to the MUGA and will finish the rest of the work as soon as possible.

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

- a. Please see summary report from Ms Snelling – Trustee at the end of these minutes.
- b. It was AGREED CVH&RC will obtain a quote to install Wi-Fi at the village hall and that the cost of this should be split between the pre-school (main contributor), CVH&RC and Coltishall Parish Council.
- c. RF reported that Charlotte Stannard has undertaken her governance review and sought further advice from another colleague. RF will forward Ms Stannard’s email which explains her findings and recommendations. RF summarised that there are contradictions in the memorandum and articles of association which make the legal framework confusing.
- d. RF reported that Mr Fisher has provided the latest financial report and DS has provided the hiring rates, but the hiring agreements need important attention. RF reported Community Action Norfolk can provide templates if needed.

#### **10. Allotments**

- a. Please see summary report from Mr Thrussell - Acting Chair of Coltishall Allotment Association at the end of these minutes.
- b. It was AGREED the vehicular access gates on Rectory Road and Chapel Lane will be locked from 1<sup>st</sup> November to 28<sup>th</sup> February and remain closed from 1<sup>st</sup> March to 31<sup>st</sup> October. JM AGREED to be the key holder when the gates are locked for any members who need to access the site in the winter. It was AGREED RF will write to members to inform them of this decision and remind members that vehicular access should only be used for unloading/loading heavy goods and remain close when entering/leaving the site. Members are encouraged to walk to their plots where possible and those travelling outside the village should use the roads nearby to park their cars. It was AGREED RF will ask Mr Thrussell to put the gate back on at Chapel Lane and AW will check whether the gate needs to be repaired or replaced based on its condition and report back at the next meeting.
- c. It was NOTED Plot 46 and 57B have been let to new tenants and Plot 18 has withdrawn their request to terminate their tenancy. Tenant of Plot 63 has been asked to submit in writing their wish to terminate their plot which will be allocated to the next person on the waiting list after the agreed notice period is completed.

#### **11. Highways**

- a. It was AGREED RF will write to The Old Bakery Court Management Group and Norwich Traffic Control to remove the no parking signs placed on the barrier bollards owned by the parish council of the War Memorial sharing the email from Highways which identified this area as a BOAT (byway open to all traffic No.12 High Street). The Parish Council feel these deface the war memorial and are an insult to the people in the village who gave up their lives in the world wars. A copy will be sent to MP Jerome Mayhew for information.
- b. It was APPROVED to relocate the dog bin on The Triangle of White Lion Road/Tunstead Road and St James to the verge opposite (with Highways consent) and the dog bin on the bend of Anchor Street to the area near the car park opposite The Kings Head pub on Wroxham Road.
- c. It was AGREED RF will write to Highways to access the possibility of a pedestrian crossing on Rectory Road. RF recommended the parish council consider ear marking some of their general reserves to meet half the cost, with the view that the funding for the other half could be obtained under the Parish Partnership Scheme later in the year. This will be considered after Highway’s assessment.
- d. It was noted that the bid for village gateway sign under the Parish Partnership Scheme was successful.
- e. Mr Rickman – Senior Planning Officer reported that the developer has been given an extension till 28<sup>th</sup> May while sketched revisions are being worked on. A full re-consultation process on the revised plans and documents will take place once these are submitted. Mr Rickman reported that a road safety audit is not something required by Highways Norfolk County Council in respect of this development and he cannot advise on what steps a road safety audit needs to follow. Mr Rickman suggested the parish council liaise with Graham

Worsfold – NCC Highways who responded to the consultation regarding this matter. It was agreed AW will review the transport documents again and draft a letter to Highways and to Mr Rickman as the parish council remain concerned that pedestrian safety has not been addressed in this application. In particular the route from Ling Way to the school, park and doctors and the safety of the junctions around/on the development for all users.

12. It was APPROVED to provide a 1100 litre general waste Biffa bin near the car park next to the Lower Common.
13. It was AGREED to hold the virtual Annual Parish Meeting on Tuesday 27<sup>th</sup> April 2021 at 6.30pm. RF to send invitations and display the agenda on the website and noticeboards.
14. It was AGREED to sign up to the Armed Forces Covenant for Parish Councils. John Haschak was appointed as the Armed Forces Champion and will liaise with the local Royal British Legion.
15. **Tree Warden**
  - a. It was APPROVED to donate £100 to the Broadland Tree Warden scheme
  - b. Mr Stewart Life has been APOOINTED as tree warden covering the Coltishall and Horstead areas.
  - c. It was NOTED that 3 apple trees have recently been planted in the community orchard
16. JH, MS, NC and RG AGREED to inspect the village assets at RF's delegation. RF recommended councillors take a photo of the asset for parish council records which will be updated on the asset register.
17. **Other meetings and training**
  - a. Meetings and training attended  
CILCA Session 6 – 17.02.21 - Clerk  
BVR Management Meeting – TBC Wk/C 22.03.21  
Planning Enforcement Training – 17.03.21
  - b. Future meetings and training  
None
18. **To report matters for inclusion in a future agenda**

NC – To consider providing a bin and two benches at the Upper Common.  
JM – To consider what action is needed to discourage dog owners letting their dogs foul on plots and be off leash on the allotment site.  
MS – To consider if a no parking sign is needed under the Railway Bridge at Gt Hautbois Common.

The next scheduled date for Councillors summoned to participate in resolutions will be at the  
**Annual Parish Council Meeting on Wednesday 5th May 2021 at 6.30pm** via Zoom Video Conferencing.

### Broadland District Council Report- April 2021.

Coronavirus is the biggest challenge the UK has faced in generations, it's impact on people's health, wellbeing and the economy continues to be substantial both globally and locally and ramifications of the pandemic will be felt for years to come.

Our Governments cautious roadmap to ease restrictions has started with pupils returning to schools and from 12<sup>th</sup> April non-essential businesses reopen as we head slowly towards economic recovery, with the launch of our 'Please to see you campaign' across our districts in towns and village centres to welcome shoppers and visitors alike. Restart Grants are now available to customer facing non-essential retail, hospitality, accommodation, leisure, personal care or gym businesses to allow them to open safely as the lockdown restrictions ease.

The Government has recently announced £5 billion of funding for Project Gigabit to enable faster broadband connections to help recovery from the pandemic, growth and levelling up across the country. This includes £210m worth of vouchers released to help those with slow speeds, £110m to connect up to 7,000 rural GP surgeries, libraries and schools, and well as a call for evidence on using satellite and 5G technology to connect very hard to reach areas without 15mbps of fibre connection. In June the Government will announce procurements to connect 640,000 homes in rural counties including Norfolk and Suffolk giving people in rural areas the freedom to live and work more flexibly.

Broadland Country Park has recently been launched, this beautiful mosaic of heath, woodland and marshy grassland, nestled between Horsford and Felthorpe is perfect for walkers, horse riders and cyclists to explore and enjoy. The Country Park was acquired by Broadland District Council with the help of the Greater Norwich Growth Board, adjoins Felthorpe Common and Drayton Drewary, the Park can be accessed from the NDR/Reephams Road or Haveringland Road, NR10 4DF.

I hope you all stay safe & well!

Cllr. Jo Copplestone

Cllr.jo.copplestone@broadland.gov.uk

Portfolio Holder for Economic Development

Broadland District Council

### Norfolk County Council Report- April 2021.

As of 8<sup>th</sup> April 66% of over 16s and 96% of over 50s have been vaccinated. Pubs, libraries (including Wroxham and mobile libraries), hairdressers, leisure centres and self-contained accommodation opened yesterday. Two new recycling centres have been started with a £2.75m investment in North Norwich (Cromer Rd/NDR) which should open Autumn this year and £1.9m being invested at Ketteringham, South Norfolk. At Broadland District Council the Housing Options Team undertook a major restructure of the Housing Allocations Policy. The online portal is now open for any residents wishing to register on the Housing Register. The portal is open 24/7 and can be accessed via phone, tablet or computer.

Take Care

Cllr Fran Whymark

Signed \_\_\_\_\_ (Chairman)

### **Coltishall Village Hall and Recreation Ground**

Additional CCTV cameras are being installed at the village hall and football field to deter vandalism. The village hall should be open from May 17<sup>th</sup> with restrictions but will be updated by the Government. Outdoor games have resumed but with Covid advice to all.

Doreen Snelling - Trustee

### **Allotments**

All plots are let out and there is currently a waiting list. The Parish Council considered whether the vehicular access gates on Rectory Road and Chapel Lane need to be closed and locked. It was agreed the vehicular access gates will remain locked in the winter months from 1<sup>st</sup> November to 28<sup>th</sup> February. James Matthews has agreed to be key holder for anyone who needs vehicular access during that time. From 1<sup>st</sup> March to 31<sup>st</sup> October the gates will remain closed and we ask all members using the gates to make sure they close the gates when entering and leaving the site. It is important that the vehicular access is used for its intended purposes for unloading/loading heavy goods. It should not be used as a car park and members are encouraged to walk to their plots or park on the street if this is not possible.

Philip Thrussell – Acting Chair of Coltishall Allotment Association