

COLTISHALL PARISH COUNCIL

You are summoned to participate in the resolutions (decisions) of the Parish Council via Zoom Video Conferencing on Tuesday 7th July 2020 at 6.30pm. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 enables Parish Councils to hold meetings remotely from 4th April 2020 to 6th May 2021 and remove the requirement to hold annual meetings.

This meeting is open to all members of the public to attend virtually. If you wish to attend please contact the clerk via email on coltclerk@gmail.com or on 07446 542156 and an invitation will be sent via email to you.

Please note our meetings will be recorded to enable clerk to host the virtual meeting and refer to the recording for minute taking and evidence of resolutions made.

Rebecca Furr

Clerk to the Parish Council

1st July 2020

Public Participation

In law, members of the public are not allowed to speak when meetings of the Parish Council are in session. As a result, the clerk will automatically mute public participants on Zoom. The Council recognises, however, that members of the public may wish to make submissions related to items on the Agenda or raise concerns for discussion at a future meeting and will therefore permit them to do so briefly in the Open Forum. Once the Open Forum ends no further public participation will be allowed, unless specifically invited by the Chairman/Clerk for a point of clarification, in which case a vote will be taken to suspend standing orders. (See Notes for the Public Attending Parish Council Meetings).

If you wish to speak at the meeting please let the clerk know in advance so that this can be arranged accordingly. Please note we will not allow public to speak unless a submission has been made in advance of the meeting.

AGENDA

1. Apologies

To receive and consider apologies for absence

2. Declaration of Pecuniary Interest

To accept declarations of pecuniary interest in items on the agenda

3. Minutes of previous Parish Council meeting

To approve minutes of previous meeting 9th June 2020 (to be signed at next public Parish Council meeting)

OPEN FORUM

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

Update from parish councillors

5. To receive reports from District and County Councillors

Cllr Fran Whymark - Norfolk County Council and Cllr Jo Coplestone - Broadland District Council

6. Public Participation

An opportunity for parishioners to ask questions and comment

7. Police Reporting

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To receive update and consider approval for any actions required

8. Highways/SAM2/Speedwatch

To receive update and consider approval for any actions required

9. Playground and MUGA

- (1) To receive update regarding reopening of playground and approve playground risk assessment
- (2) To receive inspection report from Mr Kirkham
- (3) To receive update regarding noise dampening work to the MUGA from Mr Getley
- (4) To agree opening/closing arrangements for the MUGA

MAIN MEETING

10. Planning Applications

To consider applications for approval and any applications received after agenda set. Details can be viewed on respective websites <https://planning.broads-authority.gov.uk/online-applications/> and

<https://secure.broadland.gov.uk/Northgate/PlanningExplorer/GeneralSearch.aspx>

- (1) **20201151** – The Old Canaries, 7 White Lion Road -T1 Copper Beech - reduce height/upper crown by 1.5-2m from approx 17m to 15m. T2, T3 & T4 Conifers - remove T5 Cherry - reduce height by 1m from approx 7m to 6m to previous pruning points
- (2) **BA/2020/0003/REF APPEAL** - Barn Adjacent Barn Mead Cottages Church Loke - Change of Use from B8 to residential dwelling and self-contained annexe.
- (3) **Any applications received after agenda set**

11. Finance (details sent in advance via email)

(1) Payments Received

None

(2) Payments for Approval

Direct payment authorisation sheet to be signed off at next public meeting

NPTS – Induction Training for AW and Introduction to CILCA £72.00

Clerk expenses - June £9.00

(3) Previously agreed Standing Orders and other payments

Payroll for July 2020 (R.Furr) £852.41

(4) Internal Control

To approve MT to carry out quarterly Internal Control checks of Finance

(5) Internal Auditor Report

To consider recommendations on Internal Auditors report and agree any changes to improve financial procedures

(6) Financial Risk Assessment of Coltishall Parish Council

To review and approve Financial Risk Assessment which has been updated following finance training and holding meetings virtually.

12. CAST

Update from Mrs Snelling and Ms Thackham

13. Repair or replacement of Bus Shelter on Westbourne Road

To consider and approve course of action.

14. Repair Memorial Bench on Church Street

To receive update from Mr Getley.

15. Standing Orders (sent in advance via email)

To review and approve standing orders which have been updated to include holding parish council meetings virtually.

16. Parish Partnerships Scheme

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To consider submitting a bid for a highway improvement scheme 2021/2022 – deadline December (50% funded by NCC)

17. Local Council Insurance and Playground Inspection

To consider quotes from Zurich, Came and Company, BHIB, Playforce and HAGS and approve insurance/playground inspection provider commencing 06.10.20.

18. Confidence Campaign

To receive update regarding BDCs offer of free supplies to help local businesses safely introduce customers to their shops. To agree any actions required.

19. Tree Planting 2020/2021

To receive update from Mr Croot - Tree Warden

20. CILCA (Certificate in Local Council Administration for Clerk)

To approve learning agreement and funding of £350 for registration fee to SLCC – commencing September (£350).

21. Phone Mast

To receive update and consider approval for any actions required.

22. Bure Gardens Crocus Homes – Public Right of Way

To consider proposal from parishioner to support the existing access lane that leads off Rectory Road (as a footpath/cycleway) and the pathways around the perimeter of this land to become a public right of way.

23. Parking Issues

- (1) To consider proposal from parishioner to support white lines being placed on Anchor Street so that the parishioner can safely get in and out of their driveway.
- (2) To consider proposal from parishioner to support a no parking zone opposite The Grove due to safety issues getting in and out.

24. Other meetings and training

Meetings and training attended

- Internal Control Meeting – MT and Clerk
- Mentoring Meeting – Clerk and Mentor Ms Moore

Future meetings and training

- Introduction to CILCA – 8th July – Clerk Approval Needed
- SLCC AGM and Workshop - 22nd July - Clerk
- Induction Training - 22nd and 23rd July – AW

25. Any Other Business

To report matters for inclusion in a future agenda or matters that require no decision from the parish council

**The next scheduled date for Councillors summoned to participate in resolutions will be Tuesday 8th September 2020 at 6.30pm via Zoom Video Conferencing.
Please note there is no meeting in August.**