

# **COLTISHALL PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council held at the Village Hall 10<sup>th</sup> May 2010

## **Present**

John Harding, Doreen Snelling, Michael Spinks, Robert Watson, Mike Warren, Peter Baker, Dave Smith, Nigel Haines, Joe Chapman, Keith Childerhouse, Mark Rischmiller, District Councillor Alan Mallett, PC Mark Timmins, 5 parishioners.

## **1. To elect the Chairman of the Council and witness the acceptance of office**

Nominations were invited for Chairman. John Harding was proposed, and unanimously elected on a show of hands. An Acceptance of Office form was duly signed by John Harding. Doreen Snelling was elected as vice-chairman. John Harding and Doreen Snelling indicated their intention to stand down as Chairman and vice-chairman at the next Annual Parish meeting in 2011, as they feel that the parish council's aim of gaining Quality Council status requires a better-qualified person.

## **2. Apologies for absence**

County Councillor James Carswell sent apologies, which were accepted. He had given a report at the Annual Parish meeting, and sent a printed report on County Council activities during 2009-10. It will be reproduced on the web-site, a copy sent to the Marlpit, and copies available on request to any parishioner.

## **3. To nominate parish representatives**

Planning Committee	Doreen Snelling, Peter Baker, Michael Spinks, Nigel Haines, John Harding.
Highways	Nigel Haines.
Footpaths	John Harding, assisted by Peter Croot.
Play Inspections	Mark Rischmiller, Mike Warren.
Grants	Keith Childerhouse.
Accounts audit	Peter Baker for the Parish Council. Paul Austin will again act as independent internal auditor.
Youth Matters	Mike Warren.
Police Liaison/Security	Mike Warren.
Allotments	Michael Spinks.
Tree Warden	Michael Spinks.
Village Hall and Rec.	
Ground Charity	John Harding, Doreen Snelling, Peter Baker
CETAG	Keith Childerhouse
Web site	Mike Warren, John Harding
Parish Plan	Dave Smith, John Harding, Keith Childerhouse, Doreen Snelling, Robert Watson

All appointed as above.

## **4. Declaration of Interests in Items on the Agenda**

John Harding, Peter Baker and Doreen Snelling declared an interest as Trustees of the Village Hall and Recreation Ground Charity.

## **5. To confirm the minutes of the meeting on 1<sup>st</sup> March 2010**

The minutes of the previous meeting were considered and accepted as a true record. John Harding signed the minutes as Chairman of the Parish Council.

## 6. Matters Arising from the Minutes

None.

## 7. P C Mark Timmins attended the meeting, and was invited to give a report on Police matters

He acknowledged concerns about the trial of the one-way system from residents and parents of school-children that the alterations would increase volume and speed of vehicles along Rectory Road. The council had requested a police presence during the first weeks after implementation of the scheme to enforce weight and speed restrictions. P C Timmins confirmed that he would formally request that this be done. Speedwatch will also target this area to reinforce police action. He reported that PCSO Laura Munro-Oakley had attended school and Brownie meetings, and was working with residents at Coltishall Hall on a Homewatch scheme. Anti-social behaviour from youths around the village hall will be targeted.

## 8. Proposals for Rectory Road

The council was required to give a decision to Norfolk County Council Highways department on the proposals for Rectory Road by the end of April. A meeting on the 22<sup>nd</sup> April confirmed previous discussions that the proposals should be implemented. Councillors asked that Highways consider some recommendations to further improve pedestrian safety, although it is accepted that traffic-lights or a roundabout at the Ling Way/North Walsham Road junction will not be considered by Highways.

## 9. District Councillor's report

Alan Mallett had given a report which was read out at the Annual Parish meeting. He explained that the decision to count the election votes on the Friday rather than on the Thursday night was taken because the 100 staff manning the polling booths left too few staff available to count through the night. The count went smoothly and was completed satisfactorily. He reported that the Broads Authority had bid to become a World Heritage Site. It would not be too costly, would boost tourism and local businesses, and give access to grants circa £400,000.

## 10. Correspondence

1. Site Allocations Document – Consultation meeting at Broadland District Council on Thursday 17<sup>th</sup> June 2010. Doreen Snelling and Keith Childerhouse to attend.
2. CPRE request for funding. Deferred to later in the financial year.
3. The Environment Agency's Flood Warning Direct System is to be the subject of a scrutiny meeting on 18th May, at the request of Norfolk County Council.
4. Anita Brinded had raised concerns that the dog waste bin in Ling Way is being used for other pet waste, and is therefore often full. A second bin might help, but not if it is also used for other waste. Mark Rischmiller is to monitor the situation. Ms Brinded raised a further concern about the danger to children and the elderly from the volume and speed of traffic to the new housing area.
5. Broadland DC had reduced the cost of emptying the bin opposite the garage from £3.15 per empty to £2.75.
6. Broadland DC had offered a grant of £1050 towards Parish Plan costs. The offer was gratefully **accepted** by the council, and the agreement form signed by John Harding as Chairman of the Parish Council.
7. East Anglian Children's Hospices requested a donation, which was also deferred.
8. Norfolk County Council had notified the registration of part of Hautbois Common at 4 Frogge Lane to private individuals. The clerk had consulted County Council records, and written to Land Registry as it appears that the land is owned by the parish council.

### **11 - 13. Review of Standing Orders, financial regulations, clerk's contract, grievance procedure and appraisal, complaints procedure and training policy.**

The Standing Orders and Financial Regulations had been reviewed and amended in January 2010, so no change was considered necessary. The CiLCA course attended by Robert Watson and the clerk had highlighted the need for formal documents and written procedures. The necessary documents were produced from standard forms, tailored to suit our council, and copies had been supplied to all councillors for their perusal. Peter Baker pointed out that DDA requires font to be Ariel rather than Times New Roman, and that large print copies should be available. Any request would be accommodated to the best of the council's capacity. All documents were **ratified** by the council on a show of hands. The clerk's appraisal had been carried out on 9<sup>th</sup> March 2010 by John Harding, Doreen Snelling and Robert Watson. They recommended that a merit point should be awarded immediately, with a second merit point on successful completion of the CiLCA course. It was **resolved** to accept their recommendations.

### **14. Finance**

- a) Peter Baker for the parish council and Paul Austin as independent Internal Auditor had examined the accounts, and agreed that they were in order. The Audit Return to the Audit Commission for the financial year ending 31<sup>st</sup> March 2010 had been completed, and was presented to the council for consideration and approval. Sections 1 and 2 of the Annual Return were checked and accepted by the Council as a true statement of parish accounts and financial procedures. Proposed Robert Watson, seconded Peter Baker, unanimous. The Audit Return was signed by John Harding as Chairman of the Parish Council.
- b) Copies of the reviewed Financial Risk Management and Internal Audit Procedures had been circulated, and it was **resolved** that they should be accepted.
- c) To agree payments in accordance with the Budget -

#### Payments since last meeting

Coltishall PCC Hall hire	6.00
Norfolk Rivers Drainage Board	6.72

#### Receipts since last meeting

Broadland DC Section 106	1601.76
Broadland DC Precept half year	6750.00
Norfolk County Council grass cutting	907.12
Web advertising	10.00

Current account balance as at 10 <sup>th</sup> May 2010	9990.97
Deposit account balance as at 10 <sup>th</sup> May 2010	4808.47
Total at bank	14799.44

#### Payments due this meeting

Coltishall VH&RGC 20% insurance	509.02
Coltishall VH&RGC Hall hire Apr-July	30.00
Peter Baker travelling expenses	16.00
Peter Croot Tree Warden expenses	62.12
Paul Austin – annual audit	29.44
Norfolk ALC subscription	213.14
Coltishall PCC – hall hire	4.00
J B Elvy salary April – May	707.06
Expenses incl. CiLCA training	254.52

#### Allotments account

Coltishall VH&RGC – Hall hire	15.00
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It was **resolved** to approve payments as above, proposed Keith Childerhouse, seconded Robert Watson, unanimous.

#### **14. Planning report**

No objections were raised to the following :-

1. Revised application at 8, College Close – two storey side extension (20100232)
2. 11 Church Street - vehicular access, erection of two garages and boundary walls, change of use to residential, alterations to 3 existing dwellings (20100332)
3. Revised proposal at 1 The Street, St James – erection of open-fronted double garage at front of dwelling. Concerns were expressed that the height should not overlook neighbouring properties. (20100476)
4. Addison Close – demolition of garage block and erection of 2 two-storey dwellings with parking. Applicant is Wherry Housing. This was a majority decision.(20100338)
5. Randells, Norwich Road, Horstead – change of use from agricultural/garden machinery to retail and wholesale butcher and fish shop. Advised to the parish council following objections from local businesses. No objection from council, but concerns over access/egress at busy roundabout. (20100279)

The request that land at 31 Station Road be included in the Local Development Plan will be discussed at the July meeting.

#### **15. Allotments play-house**

A request had been received by the chairman of the Allotments Committee for erection of a children's play-house on an allotment. Broadland District Council's Planning Officer had advised that small sheds and greenhouses are not considered developments, but that all other structures would require planning permission. A playhouse could not be considered in any way related to the maintenance of the allotment, and therefore planning permission would probably not be granted. The allotment-holder explained that his family lived in Tavern Court, which had no gardens, hence the request. The parish council understood the problem, but would have to abide by the advice given by the Planning Officer.

#### **16. Parish Plan Presentation Day**

This event will be on 29<sup>th</sup> May, to include a dance in the evening and the grand draw. Display boards will show results of the questionnaire, and there will be a photo display of Coltishall past and present. An events licence would be needed; proposed David Smith, seconded Keith Childerhouse, unanimous.

#### **17. Play equipment quotations.**

A three-stage plan was put forward at the April meeting to a) renovate the existing equipment using Section 106 monies, b) extend the play area by reducing the tennis courts by four sections, 3) install a Multi Use Games Area (MUGA), large enough to accommodate a five-a-side pitch, when grant funding has been sourced. Renovation work is complete, and two quotations for stage 2 have been received, using very different methods. Mr Beardsmore would reuse existing fence posts at a cost of £1370; Mr Webb would install new posts and dispose of existing posts at a cost of £2135.00. Stage three would require detailed plans from prospective suppliers of new equipment, and three quotations. It may be necessary to invite tenders. It was recognised that the myriad play equipment available would likely result in very different designs. Mike Warren felt that the target age-range would be 9-13 year-olds, for whom no facilities currently exist. Issues concerning fencing around the play area to exclude animals would be addressed, although no fencing is presently in place. It was **resolved** to accept Mr Beardsmore's quotation to re-site the fence. Keith Childerhouse **abstained** from the vote.

### **18. Coltishall Village Hall and Recreation Ground Charity.**

Robert Watson's retirement as Trustee of the Charity was formally accepted by the Parish Council. He was thanked for his work and advice during his Trusteeship. As a replacement for Robert Watson would have to be found, the matter will be placed on the July agenda, and prospective new Trustees considered by the Council. A question concerning responsibility for payment of insurance premiums was asked. The Charity's constitution confirms that insurance premiums are payable by the Charity.

### **19. Kimberley Terrace**

Doreen Snelling reported that quotations are still awaited, and requested that the matter be deferred until the July meeting.

### **20. Any other business**

1. Mr Mallett confirmed that the next parish council elections will be in May 2011.
2. Mike Warren asked about progress of the proposed village fete, as no response had apparently been received to the concerns raised. A letter had been sent to Mr Chisnell by the VH&RG Charity stating that the serious concerns raised must be satisfied in writing before any consent to use Charity land could be given. It was understood that the Commons Trust had already written to Mr Chisnell expressing their concerns and requirements. John Harding had drafted a letter advising that specific assurances in writing must be received by the beginning of June. He suggested that a meeting should be set up between Mr Chisnell and all interested parties including the Charity, Commons Trust, Police, Parochial Church Council, Parish Council, and Broadland DC's licencing officer. The Parish Council has not had sight of any information about the fete, and could find itself ultimately liable in the event of accident or injury occurring on parish land. All land included in Mr Chisnell's plans for the fete are charitable, and Charity Commission rules will apply. The fete is seen as a good idea, and councillors are very much in favour of it, provided that legal and safety requirements are fully met.
3. A golf ball was found on the school playing field, suggesting that the football field is being used as a driving range. A request will be placed in the Marlpit for greater care to be taken in the interests of public safety.

### **Public Participation Pursuant to Standing Order 58**

Mel Douglas asked for clarification of the relationship between the Parish Council and the Village Hall and Recreation Ground Charity. It will be placed on the agenda for the July meeting.

Meeting closed at 9.45pm. Next Parish Meeting is on Monday 5th July at 7.30 pm.