

COLTISHALL PARISH COUNCIL

Minutes of the Meeting held at the Village Hall 10th January 2011

Present

Chairman John Harding, Vice-Chairman Doreen Snelling, Robert Watson, Michael Spinks, Keith Childerhouse, Peter Baker, Dave Smith, Mark Rischmiller. Also in attendance County Councillor James Carswell, District Councillor Alan Mallett.

1. Apologies

Joe Chapman and Mike Warren tendered their apologies, which were accepted. PCSO Laura Munro-Oakley was unable to attend the meeting.

2. Minutes of Meeting 1st November 2010

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

3. Matters arising from the minutes, not on the agenda.

It was noted that the meeting of the Aylsham Navigation Project was postponed due to bad weather. It was rescheduled for 18th January 2011.

4. Declarations of interest in items on the agenda.

John Harding and Doreen Snelling declared prejudicial interests as Trustees of the Village Hall and Recreation Ground Charity.

5. Police report December 2010 – January 2011

There was one recorded incidence of theft of metal pipes during the period. Councillors expressed some irritation that this matter was not reported to Mike Warren as the Police contact. There were no other reported problems in Coltishall. The next SNAP meeting is on 21st February at the Jubilee Centre in Aylsham. The full report will be printed in the Marlpit and on the web-site, and is available from the clerk. Mike Warren is to attend the Norfolk Police Authority meeting to discuss Police budgets for 2011 – 2012. Police funding is to be reduced by circa 5% next year, and by a further 6.5% in 2012 – 2013, with reductions of 3% envisaged in the subsequent two years.

6. Chairman's Report

The communities of Coltishall, Great Hautbois, Badersfield, Buxton and HMP Bure were thanked for their response to the gritting petition. There were 619 signatures and 16 emails; the petition was to be presented to James Carswell at the end of this meeting.

An appeal was made for new members of the Village Hall and Recreation Ground Charity to help with obtaining grants and a programme of work scheduled for this year.

John Harding attended the Big Conversation meeting to discuss possible ways for parish councils to take a greater role in delivering services, especially the possibility of using volunteers. The meeting raised several questions about funding, training, volunteer liability. The main comment concerned a perceived lack of communication, although the parish council makes every effort via the Marlpit, notice-boards, and the web-site to keep parishioners informed. If the parish council were to take on more responsibilities there may be a need for more frequent meetings.

Highways were praised for their prompt responses to reported pot-holes, although road damage continues due to bad weather.

There is to be a village litter pick on 30th January to coincide with the parish skip.

7. Correspondence received

1. Police Budget meeting to be held on 20th January 2011. Mike Warren will attend.
2. Graham Plant from Highways had responded to the parish council's request for road safety measures at the Rectory Road/North Walsham Road junction. No measures will be considered due to lack of statistical evidence of major accidents, and lack of funding. A survey of traffic volume and speed will be undertaken following completion of the current work.
3. Graham Plant confirmed that the Great Hautbois Road will not be added to the gritting schedule despite repeated requests and several accidents during the recent icy conditions.
4. The B1150 from Westbourne Road to beyond Ling Way is to be resurfaced on or about 21st February. A diversion will be marked, but the clerk had written to Highways expressing concern that the diversion is too long and will be ignored by traffic, potentially causing problems including traffic jams in High Street and increased traffic along the Hautbois Road.
5. The parish skip will be at the football field car park on 29th and 30th January.
6. Nominations were invited for a young person to apply for the Lord-Lieutenant's Fellowship. A grant of up to £5000 will be awarded to the winner to help realise his/her potential.
7. Mr Barrett, grazier on the Upper Common, had supplied a copy of his public liability insurance.
8. Norwich Airport advised that the final report of its proposal to establish controlled airspace was available on its web-site.
9. Norfolk County Council proposed that parish councils could take on some highway and rights of way services, including gritting of footpaths. They requested expressions of interest by the end of January. Councillors felt that recruiting volunteers to undertake regular, unpaid work of this nature would be difficult.

NB No reply had been received from CETAG in response to the letter concerning the payment of £50 for its website.

8. Finance working party meeting 9th December 2010

Peter Baker reported that the working party was made up of John Harding, Doreen Snelling, the clerk, and himself. The precept had been increased to 27,000 as agreed at the meeting of 1st November 2010, following which the working party considered priority spending. A revised proposed budget had been prepared and a copy given to all councillors; items were numbered for ease of reference. Fixed costs were circa £12,600, leaving some £17,000 available, which was discussed with reference to last year's budget.

Specific items were :-

1. Item 16 Clerk's salary, anticipated increase of 5%, plus one Spinal Point increase for the CiLCA qualification
2. Item 18 New adding machine already purchased
3. Item 23 Insurance covers new equipment and some items not previously included
4. Item 27 Memberships – a small increase
5. Item 31 This field no longer exists
6. Items 34, 35 & 36 Litter clearance, donations – small increase
7. Item 39 War Memorial renovations. A grant will be sought to add to this sum
8. Item 41 Training – reduced after completion of CiLCA course
9. Item 42 Web site – a small increase
10. Item 44 Tree works. A survey is due, funds allocated for survey by end 2012
11. Item 45 Play area fencing – invoice awaited
12. Item 46 General repairs – a balancing figure only
13. Item 47 Heating in Village Hall considered a priority therefore £3000 allocated
14. Item 48 Itemised repairs. Appendix A to the proposed budget, given to all councillors, listed a range of work on the village hall, football changing-rooms,

cricket pavilion, bowling-green fence, ramp to the village hall lounge door , and a notice board. Total cost £10,000. Peter Baker recommended that the ramp costing £4000 be scheduled for 2012-2013, and that the notice-board was not immediately essential, but that all other work be undertaken in this financial year. In line with the Parish Grant Policy, the Village Hall and Recreation Ground Charity and the Bowling Club would be required to apply to the Parish Council for grants, including quotations with their applications.

It was noted that there had been no adverse parishioner feedback from the Marlpit report on the precept increase.

Peter Baker **proposed** that Appendix A expenditure of £6000, to exclude the ramp, be included in the budget for 2011-2012, and that the budget be accepted. Councillors **resolved unanimously** to accept the proposal. As the budget contained proposals for grants to the Village Hall and Recreation Ground Charity, John Harding and Doreen Snelling did not take part in the vote.

A three-year plan is still to be decided. John Harding and Doreen Snelling would not form part of the working party due to their interests in the Village Hall and Recreation Ground Charity. Peter Baker suggested that the existing council should not impose a new working party on the council as there will likely be a change to the council following the elections in May. He **proposed** that a new working party be agreed after that date. Councillors **agreed** unanimously.

Donations

Requests from Citizens' Advice Bureau, North Walsham Area Community Transport, Vitalise, Norfolk Accident Rescue Service, Victim Support, East Anglian Children's Hospices and CPRE were all considered. It was **resolved** to give donations as follows:-

CAB	£250
NWACTA	£300

Vitalise, NARS, Victim Support, EACH £50 to each charity.

As a membership fee is already paid to CPRE , no donation was made. It was **resolved** to transfer funds from contingency to cover donations.

Grit bins for the Hautbois Road junction, Highways land at Hautbois Common, Ling Way and Wroxham Road in the vicinity of the Post Office were **proposed** by John Harding. It was **resolved** to purchase all four bins. Highways will make a site visit to approve the locations, and will thereafter fill them as necessary. Each bin is likely to cost in the region of £150 + VAT, to be met from this year's budget.

Report to date

Payments since last meeting

Coltishall PCC	1000.00
Zurich additional payment for new equipment	250.99
Tony Ivany school books	20.00
Garden Guardian grass cutting	3459.38
Garden Guardian delegated verge cutting	1008.15
Nicholas Hancox Land Registry	564.00

Receipts since last meeting

Web advertisements	10.00
Broadland DC recycling	810.23

Current account as at 10 th January 2011	965.81
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Deposit account as at 10 th January 2011	9810.65
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Total at Bank	10776.46
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Payments due this meeting	
J B Elvy – Salary December-January	727.82
Parish expenses	46.63
Staples - Adding machine, box paper, notepad	62.39

The adding machine was purchased jointly by the council and Coltishall Commons Management Trust.

Garden Guardian had confirmed a three-year grass-cutting contract with increases only for inflation. The increase for 2011-2012 will be 0.97% at £2944.00. A quotation from Norse for grass-cutting was £3132.71.

Norfolk County Council had requested evidence of verge-cutting costs, and a refund of unused monies. The clerks had supplied a copy invoice, and advised that the residual funds of £49.12 would be retained to fund an anticipated cut of verges in early spring.

It was **agreed** that all payments should be made, proposed John Harding, seconded Keith Childerhouse, unanimous.

9. To consider planning applications

There were no objections to :

1. Application 20101745, 27 Westbourne Road, 27 solar panels mounted on poles
2. Application 20101881, Rose Cottage, 6 The Street, detached single-storey garage to rear of property.
3. Application BA/2010/0058/TCA, 5 Anchor Street, removal of oak tree close to house.
4. Erection of 60m high wind monitoring mast at land off Church Street, Sco Ruston. This is not within the parish boundary, but in close proximity to it. There was no objection, but concern that there will potentially be two wind monitoring masts close together if the one at the old RAF base is installed.
5. Mayton Wood Landfill site had applied for an extension to the planning permission, to allow it to complete restoration and planting work by December 2011 (previously December 2010)

In circulation - Application 20101877, 4 The Grove, Rectory Road, two-storey side and rear extension, single-storey side extension (revised application)

A planning appeal is underway for a double-fronted garage at 1 The Street, St James.

10. Any other business

Doreen Snelling had enquired about the continuation of the bus subsidy, and had received a reply within two hours. She congratulated Norfolk County Council on its efficiency.

11. Public participation pursuant to Standing Order 58

District Councillor Alan Mallett confirmed the report in the EDP stating that the Broadland DC budget would be unchanged for the forthcoming financial year. There would probably be cuts in future years, but the impact on front-line services would be minimised.

The Broads Authority would see a 28% cut in the grant from DEFRA over the next four years resulting in reorganisations and job losses. It would concentrate on core issues such as conservation. The Navigation Committee income would be unchanged, but it would be obliged to bear additional overhead costs.

County Councillor James Carswell advised that the Big Conversation consultation period would

end at midnight today, but that public input would still be welcomed prior to the debate in full council on 14th February 2011.

He had expressed concerns to Paul Gallop of Highways about the potential hazards of the diversion for the resurfacing work in February, and about their refusal to install a roundabout at the Rectory Road junction with North Walsham Road. Gritting along the Hautbois Road will continue to be targeted, and James Carswell pledged to continue lobbying on our behalf.

Norfolk County Council did not receive its full allocation of grant funding from central Government, but would do its utmost to protect the most vulnerable. Spending will necessarily focus on the priorities, but he will do all he can on behalf of the parish. The forthcoming elections will be an indicator of support. Peter Baker felt that Meals-on-Wheels, at £8.00 per meal, was an unfair and unrealistic charge, penalising those most in need and those least able to represent themselves. James Carswell said that Norfolk County Council was trying to engage with carers and users to improve the delivery of key services. He promised to investigate.

Meeting closed at 9.00 pm

Next meeting is on **Monday 7th March 2011** at 7.30pm in the Village Hall

Coltishall Parish Council - Parish Precept 2011-2012

Item	Income	Projected	Budget	Proposed	Increase/
		Outturn	Budget	Budget	decrease
		2010-11	2010-11	(To be agreed)	from
				2011-12	10/11
					outcome
1	Precept- Broadland DC	13,500.00	13,500.00	27,000.00	100.00%
2	Interest	5.00	30.00	5.00	0.00%
3	Recycling	1,584.41	1,500.00	1,500.00	-5.33%
4	Section 106 - Broadland DC	23,380.01	0.00	0.00	
5	Delegated grass/verge cutting	907.12	894.00	870.00	-4.09%
6	Rec Ground rent	40.00	40.00	40.00	0.00%
7	ESA Grant	239.20	235.00	235.00	-1.76%
8	Browns grass cutting - Old Bakery Court	70.00	70.00	70.00	0.00%
9	Donations & Grants	0.00	0.00	0.00	
10	CCMT Grazing	0.00	0.00	0.00	
11	VAT Repayment	0.00	1,750.00	0.00	
12	Parish Plan	0.00	0.00	0.00	
13	Web advertising	105.00	75.00	40.00	-61.90%
14	Other	0.00	0.00	0.00	
	Total Income	39,830.74	18,094.00	29,760.00	
	Expenditure (Ex VAT)				
15	Commons Drainage	6.72	6.00	7.00	
16	Salaries	4,242.36	4,425.00	4,450.00	4.89%
17	Parish expenses - postage, stationery	780.00	780.00	780.00	0.00%
18	Parish administration equipment	0.00	0.00	50.00	
19	Depreciation - computer	80.00	80.00	80.00	0.00%
20	Heat, Light and Storage	305.00	305.00	305.00	0.00%
21	Grass	2,944.15	2,945.00	3,000.00	1.90%
22	Verge Cutting	858.00	854.00	870.00	1.40%
23	Insurance - public liability & play equipment	1,814.00	970.00	1,820.00	0.33%
24	Insurance contribution village Hall	509.02	1,300.00	520.00	2.16%
25	Audit - internal	29.44	150.00	35.00	18.89%
26	Audit - external	135.00	235.00	150.00	11.11%
27	Affiliations/memberships	242.14	250.00	260.00	7.38%
28	Hire of Village Hall - PC meetings	100.00	220.00	120.00	20.00%
29	Church clock maintenance	220.00	220.00	220.00	0.00%
30	Churchyard grass cutting contribution	1,000.00	1,000.00	1,000.00	0.00%
31	Environmental & community projects	23,191.23	315.00		
32	Tree Warden's expenses	62.12	60.00	65.00	4.64%
33	Repairs - equipment	320.00	320.00	320.00	0.00%
34	S 137 Litter Clearing/ bin emptying	163.80	150.00	200.00	22.10%
35	S137 Donations, British Legion wreath	100.00	100.00	150.00	50.00%
36	Donations	400.00	400.00	500.00	25.00%
37	Legal - Land registration, Hautbois Common	564.00	0.00		
38	Repairs/ maintenance - Parish property	250.00	250.00		
39	Repairs/ maintenance - War memorial		0.00	2,500.00	
40	Speedwatch	50.00	50.00	50.00	0.00%
41	Training	852.80	1,000.00	250.00	-70.68%
42	Parish web site	210.00	210.00	250.00	19.05%
43	Parish Plan	1,500.00	1,500.00	0.00	
44	Parish Tree works	500.00	500.00	1,000.00	100.00%
45	Play equipment - shortfall	0.00	0.00	700.00	
46	Repairs - general	0.00	0.00	108.00	
47	Contribution to Village hall heating renewal	0.00	0.00	3,000.00	
48	Itemised repairs and maintenance (Appendix A)	0.00	0.00	6,000.00	
49	Contingency	950.00	950.00	1,000.00	5.26%
	Total Expenditure	42,379.78	19,545.00	29,760.00	

Surplus/Deficit -£2,549.04 ##### £0.00

Appendix A

Additional items requiring attention

No	item	Approx Cost	Suggested
1	Reglaze broken glass to changing room windows (both playing fields)	850.00	850.00
2	Replace broken roof tiles, (all three buildings)	100.00	100.00
3	Replace broken downpipes (all three buildings)	150.00	150.00
4	Replace rotten window frames (football	350.00	350.00
5	Ramp to rear Lounge door (DDA)	4,000.00	0.00
6	Contribution to replace bowling green fence	2,000.00	2,000.00
7	Replace stolen roof flashings (football	450.00	450.00
8	Replace damaged changing room and village hall doors 4 x £400	1,600.00	1,600.00
9	New PC notice board (surgery)	500.00	500.00
Totals		10,000.00	6,000.00

priority 2012-13