

COLTISHALL PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at the Village Hall 9th May 2011

Present

John Harding, Doreen Snelling, Michael Spinks, Robert Watson, Mike Warren, Keith Childerhouse, Mark Rischmiller, County Councillor James Carswell

1. To elect the Chairman of the Council and witness the acceptance of office for Chairman and Councillors

Nominations were invited for Chairman. John Harding reminded the meeting that he had retired as Chairman, and Doreen Snelling had retired as Vice Chairman. Mike Warren **proposed** that Robert Watson be invited to take the position of Chairman, seconded by Doreen Snelling, unanimous. Robert Watson duly took the Chair, and invited nominations for Vice-Chairman. He **proposed** that Mike Warren be Vice-Chairman, seconded by Keith Childerhouse, unanimous, and accepted by Mike Warren. An Acceptance of Office form was duly signed by Robert Watson as Chairman, and by all other Councillors taking office following the local elections.

Standing Orders were suspended. Robert Watson said that the Parish Council had grown in profile and stature due to John Harding's tireless hard work and dedication to the village during his time as Chairman. Robert Watson thanked him personally and on behalf of the Council, and presented him with an engraved glass tankard in recognition of his services to the parish. Robert Watson also thanked Doreen Snelling for her sterling efforts as Vice-Chairman, and presented her with a bouquet of flowers. John Harding thanked Robert Watson for the accolade, and said that he could not have achieved so much without the support and help of Doreen Snelling and the councillors. He hoped that the Parish Council would continue to maintain a high profile within the village to improve facilities for the benefit of all.

Standing Orders were resumed.

2. Apologies for absence

None.

3. To nominate parish representatives

It was **agreed** that Robert Watson would work with the clerk to maintain the necessary checks on the budget and accounts, and that Doreen Snelling would continue to handle planning applications, until the July meeting when parish representatives could be appointed. The Planning Committee will consist for the time being of Doreen Snelling, John Harding, Michael Spinks, and Mark Rischmiller. Robert Watson will have a casting vote in the event of a split decision.

4. Declaration of Interests in Items on the Agenda

John Harding 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 7th March 2011

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

6. Matters Arising from the Minutes

No reply had been received from the owner of the Pharmacy regarding replacement of the seat. Mr Savory advised that Mr Collishaw is thought to be selling his interest in the business, hence the lack of response.

7. Reports from District and County Councillors

As Mr Carswell would be late, this item was deferred to later in the meeting. It was noted that both Mr Carswell and Mr Mallett had been returned as County and District Councillors respectively.

8. Police Report

During the period 9th April 2011 to 9th May 2011 there had been one crime of damage to a vehicle. Motorists are urged to report any suspicious activity around vehicles following a spate of smashed vehicle windows by thieves in the Broadland area. Opportunist thieves are also targeting scrap metal, due to the increased value of scrap. The death of a woman at Wroxham Broad was not being treated as suspicious. The crime figures for the past year show a marked increase on the previous year. Mike Warren will discuss the matter with our PCSO Laura Munro-Oakley and report to the July meeting

Speedwatch

Only four of the five planned Speedwatch sessions took place due to lack of volunteers. The North Walsham Road near Ling Way remains a problem area, but Mike Warren reported that the Speedwatch scheme has been successful in reducing speeding through the village, and continues to be a deterrent.

9. Safer Neighbourhood meeting 18th April 2011

The Safer Neighbourhood meetings are held every two months, and are attended by councillors from several parish councils, and by representatives of local organisations including Wherry Housing. Some 15 young people attended the last meeting, concerned that their car club was unfairly held responsible for littering. Mike Warren was pleased that they attended, as it is an indication of their willingness to meet the Police and discuss issues. The next SNAP meeting will be on 20th June 2011 at the Jubilee Centre in Aylsham; Mike Warren would be unable to attend but it was hoped that another councillor would go in his place.

10. Correspondence

1. Dave Smith had been unable to submit his nomination forms in time to be re-elected. He had emailed a request that he be co-opted at the next meeting in July. The clerk will ensure his request is placed on the agenda for that meeting.
2. Grants are available from the Church and Community Fund for community projects. An E-funding event is to be held by Norfolk Rural Community Council at their offices in Dereham on 18th May 2011. It is suitable for village hall committees and community groups.
3. An anonymous letter had been received concerning the danger to children from apparently derelict vehicles at a property on Wroxham Road. As the land is private, the vehicles out of sight, and access to them would necessitate trespassing on private land, it is not within the remit of either the parish or district council to take action against the land-owner. It is also Parish Council policy not to progress any anonymous letters.
4. Norfolk County Council had advised that the delegated grass cutting payment to the parish council for the forthcoming season has been increased by 4.8% to £950.66.
5. Norfolk County Council had requested a response to the proposals for auditing parish council accounts, following the abolition of the Audit Commission. The clerk provided a copy of the proposals to each councillor and requested a speedy response, to be submitted before 30th June 2011.

6. General Sir David Richards, Chief of Defence Staff, had requested support for Armed Forces Day on 25th June, and that flags should be flown on 20th June in honour of our servicemen and women. It was suggested that the church could hoist a flag on its flagpole, as could Mr Mallett, and bunting could be put up around the village. John Harding will contact the British Legion for their input.
7. The Aylsham Navigation Meeting will be in the Reading Rooms, Burgh on 30th June at 7.30 pm. Michael Spinks will attend on behalf of the parish council.
8. The clerk read out an excerpt from the Broads Local Plan Section 1 12.3 stating that no development boundary has been delineated for the Broads part of Coltishall. Only the White Lion Road area is well-related to the village and within this small area no further development is likely to be appropriate.
9. A reply had been received from Phill Reilly, Highways, acknowledging the clerk's request that gritting of Hautbois Road should be included in this year's schedule.
10. Highways had requested the repayment of residual funds from last year's delegated grass cutting service of £49.10.
11. Localgiving.com is a new funding initiative, available only to charities.

The clerk had received a telephone call from a Mr O'Neill asking that the Parish Council contact the owners of the service road behind the War Memorial, and insist that it is repaired. The clerk had previously written to Brown & Co to establish ownership, without success. She will make further enquiries at County Hall. Councillors thought the road should have been adopted by the developer of Bakery Court, and that Highways had refused to adopt it until it was in an appropriate state of repair.

Norfolk ALC had requested a response to the Local Council Review Proposal that local councils should have the right to precept withdrawn should they fail to comply with audit and finance regulations. Councillors thought that any misdemeanour should be judged according to its severity, its effect on the integrity of the council, and its financial impact. A distinction was drawn between a minor oversight with no audit or financial implications and negligent or fraudulent actions.

It was noted that a sign indicating the route to HMP Bure along the Hautbois Road had appeared on the signpost. John Harding will make enquiries to establish the originator.

11. Finance

a) Paul Austin as independent Internal Auditor had examined the accounts, and agreed that they were in order. The Audit Return to Mazars for the financial year ending 31st March 2011 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 Keith Childerhouse, seconded John Harding, unanimous. The Audit Return was signed by Robert Watson as Chairman of the Parish Council.

b) Finance Report

Payments since last meeting

National Association of Allotments	66.10
PX2 Web Hosting	216.00
Norfolk Rivers Drainage	6.72

Receipts since last meeting

Broadland DC Precept half year	13500.00
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Current account balance as at 9 th May 2011	15558.72
Deposit account balance as at 10 th May 2010	4812.76
Total at bank	20371.48

c) Payments due this meeting	
Coltishall VH&RGC Hall hire	40.00
Peter Croot Tree Warden expenses	51.04
Paul Austin – annual audit	29.82
Norfolk ALC subscription	216.91
Norfolk CC – grass cutting refund	49.10
Robert Watson expenses	55.00
Paul Savory printing costs	5.52
J B Elvy salary April – May	727.82
Expenses March-May	76.80

Allotments account	
Coltishall VH&RGC – Hall hire	15.00
Repay to PC re National Association of Allotments	66.10

It was **resolved** to approve payments as above, proposed Keith Childerhouse, seconded John Harding, unanimous.

The current signatories are John Harding, Doreen Snelling, Michael Spinks and the clerk. It was **agreed** that a new mandate would be required to reflect the change of Chairmanship.

12. Planning report

1. Application 20110183. Illuminated and non-illuminated signage, external lighting, 28 High Street (revised proposal, in circulation).
2. Application 20110528. Change of use from hair salon to residential flat, and alteration to existing ground floor shop front, 7 High Street, in circulation.
3. Application 10220340. Change of use from residential to multiple occupation and installation of external fire-escape (retrospective), 3 Lodge Cottage, Hautbois Road. Objection.
4. Application BA/2011/0068/FUL. Repair and replacement of quay heading, replacement of existing footbridge, Meadside, Church Loke, no objection.
5. Application BA/2011/0074/FUL. Single storey extension and alterations (proposed amendments to planning permission), pending decision.
6. Application BA/2011/0082/FUL. Proposed piling of 25 metres of wooden quay heading, Manor House, 8 Wroxham Road, in circulation.

13. Coltishall Village Hall and Recreation Ground Charity.

The Annual General Meeting is on 18th May. A proposed change in the Constitution to allow affiliate members must be approved by the Parish Council as sole member of the Charity. Affiliate members would be regular users who would attract concessionary user rates. They would have no voting rights. The details are to be sent to each parish councillor with a request for replies to Chairman Robert Watson before 18th May, so that the matter can be discussed at the AGM. The matter will be placed on the agenda for the July parish council meeting for ratification of the decision.

Heating and safety checks had highlighted deficiencies in both the heating system and the electrical wiring. A grant from May Gurney of £500 had been used for outside lighting and replacement gutters.

The bowling green fence had been replaced, and had considerably improved the area. The insurance quotation for the forthcoming year is £2200. There was some doubt about the level of cover afforded by the existing policy for equipment stored on Charity property, especially the television and Wii machine. Tricia Frost confirmed that Colt Jags' property is covered by their own insurance.

A new bridge club had been formed, and a very successful sports day had been held. Many local groups had taken part including the Youth Club, Colt Jags, bowls and indoor bowls clubs, and teams from Norfolk County Council.

14. Any other business

Doreen Snelling expressed her thanks to John Harding for his hard work and dedication, and thanked the clerk for her help and support. She was delighted with the bouquet, for which she thanked councillors.

Keith Childerhouse noted that a training course is planned for 6th June on the imminent switchover to digital television. He suggested that it would be useful if local people, especially the elderly, could obtain help and advice from the parish council. John Harding will attend. The clerk had requested posters and information for The Marlpit from the BBC. An email concerning the drainage works scheduled for Church Street and Rectory Road is to be sent to The Marlpit to inform parishioners of disruption and parking restrictions imposed by the police for the duration of work. It was suggested that the church overspill car park might provide a solution to the problem of parking; John Harding will approach Rev. Engelson with the suggestion.

15. Public Participation Pursuant to Standing Order 58

Trish Frost requested and was given details of grants and funding events.

County Councillor James Carswell

James Carswell apologised for arriving late. He congratulated Robert Watson on his appointment as Chairman, and looked forward to working with him. He thanked John Harding for his leadership of the council, which had produced a strong working relationship, and was very pleased that he was remaining as a parish councillor.

The issue of car parking in the village, raised at the Annual Parish Meeting, was recognised to be a difficult situation. He would help where possible.

The clerk was thanked for her email to Highways regarding the gritting of Hautbois Road. James Carswell will continue to lobby on behalf of the village. He will investigate the appearance of the sign to HMP Bure at the Hautbois Road junction.

He wished the parish council all the best for the forthcoming year, and hoped it would be less stressful. The parish council is greatly valued by parishioners, and he looks forward to working with the council for the common good.

Meeting closed at 9.05pm. The next Parish Meeting is on Monday 4th July at 7.30 pm.