

COLTISHALL PARISH COUNCIL

Minutes of the Meeting held at the Village Hall 11th July 2011

Present

Chairman Robert Watson, Vice-Chairman Mike Warren, Doreen Snelling, John Harding, Michael Spinks, Keith Childerhouse, Mark Rischmiller. Also in attendance District Councillor Alan Mallett.

1. Apologies

An apology for absence was received from James Carswell, and accepted.

2. Minutes of the Annual Meeting of the Parish Council 9th May 2011

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

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

Doreen Snelling hoped to attend a meeting at Norfolk County Council later in the week when gritting schedules for this winter would be decided.

4. To consider the co-option of David Smith and Sue Brodie to the Council

David Smith's nomination forms had not been received by Broadland DC in time for the elections, so he had applied for co-option. Sue Brodie had provided a brief curriculum vitae for the benefit of councillors, and requested that they consider her for co-option to the council. Both were asked to leave the meeting temporarily, the matter was discussed and it was **agreed** unanimously that they should be invited to join the council. Both took their seats as councillors.

5. Declarations of interest in items on the agenda.

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

6. Alan Mallett, District Councillor

Mr Mallett reported that Colin Bland had been succeeded by Phil Kirby as Chief Executive of Broadland District Council, following Mr Bland's illness and subsequent retirement. There was now a directorate of two, rather than three as previously. All services were performing to plan. There was nothing to report from the Broads Authority. The parish council wished Mr Bland well in his retirement.

7. Adam Banham, Broadland DC, Housing Needs

Adam Banham reported that there were 141 applicants requesting housing in Coltishall, of which 59 had a local connection to the parish. The majority of this 59 are classed as low need on the housing register, and it is unlikely that current housing stocks will meet their needs. There are currently 86 affordable homes, comprising 13% of the total housing within the parish. Wherry Housing manages 60, Flagship Housing manages 16, and Orbit Housing manages 10. Two new affordable homes were built in Addison Close recently, which will be let to those in highest need within the district. Affordable homes within the development boundary will be allocated across the district; any built outside the boundary, under an Exception Site Scheme, can be subject to a Local Lettings Policy to ensure that the homes are offered primarily to families with a local connection. The greatest need is from young people, for whom house prices are prohibitive. Broadland DC would like to work with the parish council to identify a suitable site for a small-scale development of affordable homes for local people in partnership with a housing association. Standing orders were suspended to allow for questions from the public. Following some discussions, Adam Banham

agreed that a local survey would be useful; councillors were concerned that responses to previous surveys have been poor, and therefore accurate and representative information would be difficult to obtain. A survey template from Broadland DC would be considered at the next parish council meeting. Standing orders were resumed.

8. To appoint councillor representatives

The following representatives were appointed –

Internal Auditor	Paul Austin
Planning	Doreen Snelling, Michael Spinks, Mark Rischmiller, John Harding
Accounts Verifier	Robert Watson
Highways	John Harding
Web management	Mike Warren, John Harding
Police liaison	Mike Warren

9. Police report June - July 2011

There were five reported crimes : three thefts, one criminal damage, one other. Norfolk Police are cracking down on rogue traders and metal thieves, and proactively targeting suspected thieves and their vehicles. Householders can receive crime updates and advice on the police website policedirect.norfolk.police.uk/registration. A more comprehensive summary from Home Watch detailed a Range Rover which did not pay for petrol at the filling station in Coltishall, vandalism to the bench in the children's play area, two damaged vehicles in Ling Way, and a damaged wing mirror on a vehicle in Church Close.

Speedwatch. Only three of four sessions took place in May, highlighting speeding vehicles in Norwich Road, Horstead. More volunteers are needed to ensure continuation of the scheme in the two parishes..

10. Chairman's Report

It was Robert Watson's first meeting as chairman. He thanked councillors for their good wishes and hoped he could rely on them for their help and support. Mike Warren as vice-chairman would be an invaluable colleague. Joe Chapman was back at home after some six weeks in hospital, and was making slow but steady progress. He thanked councillors for their gift of an inscribed tankard, and wished them well in their efforts on behalf of the parish.

11. Correspondence received

1. Broadland DC is running a participatory funding exercise in October. It aims to give limited funding for activities encouraging the wider involvement of local people in parish council work.
2. CPRE requested a donation. It was **agreed** to defer any decision until the new year.
3. A further complaint had been received about cockerels on the allotments. Rachel Thrussell had been informed, as had Tony Garland at Broadland DC.
4. The AGMs of both Norfolk Playing Fields Association and Norfolk RCC will be on 18th July.
5. Broadland DC invited parish councils to support the lighting of a beacon to mark the Queen's Diamond Jubilee on 4th June 2012. Details are held by the clerk.
6. A request from Highways to deposit spoil from the road works at Church Street at the football field in Rectory Road was approved by the CVH&RG Charity.
7. Colt Jags had requested that the council renew the planning application for the container at the football field. Temporary permission granted four years ago has now expired. Councillors **agreed** their request, and will liaise with Broadland DC. The standard charge for an application is circa £140, but the parish council would receive a discount of 50%.
8. Norfolk County Council had requested the views of the council on the proposed incinerator at Kings Lynn. Some three letters had been received from local opposition groups

- requesting the council's support for their campaigns.
9. A copy of the Policing Plan for 2011-12 had been received, and was given to Mike Warren.
 10. A letter from a parishioner had been received, complaining about the level of noise from an event at the Railway Tavern. The gentleman concerned, who runs a Bed and Breakfast establishment, reported that his guests were kept awake until shortly before midnight. He is concerned that he will lose business if such events are held regularly throughout the summer. The clerk had contacted Tony Garland at Broadland DC, who had received this letter and one other. The chairman reported several verbal complaints. It was **agreed** that Mr Chisnell be advised of the complaints as a matter of courtesy, and that Broadland DC should take action as necessary. The clerk was requested to establish whether Broadland DC would use monitoring equipment to measure the decibel level during an event.
 11. The allotments Association requested permission to replace a leaking tap at a cost of circa £160. Councillors **agreed**, except Keith Childerhouse who **abstained**, as he considered the cost excessive.

12. Finance report to date

Payments since last meeting

Coltishall PCC Armed Forces Week – floodlights	10.00
ESPO – paint for railings	37.20
T Elvin - Bowls club fencing	1975.79
Brett Hewitt – Village Hall electrics	414.00

Receipts since last meeting

Allotments Assoc. – membership	66.10
Brown & Co – grass cutting Bakery Court	80.00
Norfolk CC – delegated verge cutting	950.66
CVH&RG Charity – ground rent	40.00
CVH&RG Charity – Village Hall work	345.00
Colt. Commons Trust – grazing income	66.66
Web advertisements	240.00

Current account as at 11 th July 2011	13351.48
Deposit account as at 11 th July 2011	4812.76
Total at Bank	18164.24

Payments due this meeting

J B Elvy – Salary June – July	727.82
Expenses May – June	103.97
CVH&RG Charity – 20% insurance	553.22
Ann Watson – Speedwatch expenses	
July 2010- July 2012	12.25
Total payments due	1397.26

Robert Watson proposed that a £10.00 book token be given for the walk-to-school travel plan initiative, as last year.

Broadland DC advised that the cost of emptying the dog bin had been increased in the 2011 contract from £2.75 + VAT per empty to £2.83, but that VAT was no longer payable.

Rachel Thrussell requested authority to pay £60.00 to Mr Glister for clearing an overgrown allotment.

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

13. To consider planning applications

Planning application 20110777. Two storey and single storey extensions, East Cottage, 89 Church Street. No objection by the parish council, subsequently approved by Broads Authority.

The proposed camping/caravan site in St James will not proceed.

Proposed incinerator, Kings Lynn. Councillors agreed that Norfolk County Council was wrong to assume that no response from parishes equated to a vote in favour of the scheme, and considered their method of canvassing opinion to be inappropriate. There was no evidence supplied to parishes of viable alternatives, and it appeared that little weight was given to opposition groups' views. The clerk is to respond to Norfolk CC.

14. Village Hall and Recreation Ground Charity

Progress is being made on a raft of improvements, some supported by grants from the parish council. The fencing around the bowls club is complete, and work on the village hall car park and lighting is also complete. An invoice had been received by the parish council from Mr Yellop for car park ground guards for £850.80. Councillors **agreed** that it should be paid. Work will begin on the football changing-rooms and cricket pavilion shortly. A grant from Biffa of £5000 was supplemented by £1000 from the charity to enable the heating system to be replaced. Work will begin in August. A report on the village hall electrical system highlighted several faults, some of which have been corrected, and quotations are currently being gathered for outstanding issues. John Harding requested that monies set aside by the parish council in the budget for replacement heating be reallocated to the cost of the electrical work. He reported that some issues must be addressed urgently on safety grounds and to ensure compliance with insurance regulations. It is estimated that essential works will cost £1500- 2000. Robert Watson reminded councillors that precept monies were set aside in Appendix A as agreed at the January meeting. Any request to reallocate funds in variance of Appendix A would need to be discussed by councillors, approved and minuted. A working party must be set up to consider the reallocation of budgeted funds. It was **agreed** that the party should comprise of Robert Watson, Mike Warren, Sue Brodie and Dave Smith, and that it would meet prior to the next meeting in September. Keith Childerhouse **proposed** that, in view of the time constraints, the current electrical contractor should be employed instead of engaging in the tendering process as would usually be required for work of this value, and that the council should make funds up to £2000 available at this meeting. In view of the circumstances, councillors considered that an exception could be made in this case, and that the work should proceed without delay, **seconded** Mark Rischmiller. All agreed except Robert Watson who **abstained**. A copy of the quotation, certificate of completion of work, and invoice must be supplied prior to release of funds.

15. Village Fete

John Harding reported that preparations are proceeding to plan. Stalls will be arranged around the cricket square, with parking for disabled visitors at the village hall. The road will be kept clear for buses. The evening disco will be held in the village hall to minimise noise disturbance.

16. War Memorial service road

It had been suggested that spoil from the road resurfacing work scheduled for the autumn could be used to fill pot-holes. Councillors were concerned that the council could find itself liable for any subsequent accident or injury, and that the owners of the roadway could take legal action for unauthorised work. It was **agreed** that no repairs should be undertaken unless ownership could be established and permission given. The clerk had contacted Land Registry to no avail, and had written to Brown and Co requesting information. The matter will be pursued by the clerk.

17. Highways works

Roadworks in Church Street were under way, but it was thought likely that they would not be completed within the time-scale originally envisaged. Work in Rectory Road is scheduled to begin on 25th July. It was noted that some pot-holes had been reported near Mr Bradbury's property and

filled promptly by Highways. A drain was blocked in High Street.

18. Pharmacy seat

No reply had been received to the clerk's letter. It was believed that the pharmacy had been sold; further enquiries will be made.

19. Any other business

1. Michael Spinks was concerned that the 7.5 ton weight restriction sign at the top of Rectory Road might cause confusion. John Harding will speak to Highways.
2. Sanders number 55 buses will use temporary bus stops for the duration of the Rectory Road works scheduled for 25th July to 12th August.

20. Public participation pursuant to Standing Order 58

Mr Savory had assisted some visitors who had been unable to find the path to the Bure Valley Railway because it was not signposted. The clerk will write to the Railway.

Meeting closed at 9.45 pm

Next meeting is the on **Monday 5th September 2011** at 7.30pm in the Village Hall.