

COLTISHALL PARISH COUNCIL

Minutes of the Meeting held at the Village Hall 5th September 2011

Present

Chairman Robert Watson, Vice-Chairman Mike Warren, Doreen Snelling, John Harding, Michael Spinks, Sue Brodie, Keith Childerhouse, Mark Rischmiller. Also in attendance County Councillor James Carswell.

1. Apologies

Apologies for absence was received from Dave Smith and District Councillor Alan Mallett, and accepted.

2 . Minutes of the Meeting 11th July 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

None.

4. Declarations of interest in items on the agenda

Mark Rischmiller declared an interest in item 6 as a parent of one of the children.

5. Police report 26th July – 26th August 2011

There was one case of fraud, and one theft from a motor vehicle during the period. Police are urging the public to securely lock their vehicles, and ensure no valuables are visible. Police are appealing for help in identifying those responsible for an assault in Reepham on 7th August. The next priority setting meeting is on 24th October 2011 at the Jubilee Family Centre, Aylsham.

Speedwatch

A mobile flashing sign will be available to Speedwatch volunteers to be used in conjunction with cameras. Training will take place during October. Horstead has withdrawn from the Speedwatch scheme due to a lack of volunteers. There was only one Speedwatch session in July due to lack of volunteers, which indicated that speed limits were exceeded in Station Road. At the request of the Police who ran a TISPOL speed campaign on 24th August, all three August sessions were held on that day, recording speeding in North Walsham Road and at two locations in Wroxham Road.

6. Skate Park Action Group

Standing orders were suspended to allow representations from eleven young people in support of a skate park in Coltishall. Their spokesman was Mikey Rischmiller, who produced a wealth of information about skate parks, equipment, designs, space required, and costings. A petition had been signed by 125 local young people, indicating that 67 potential users lived in the parish, with the remainder drawn from surrounding villages. The estimated cost is £20,000 - £80,000, to be funded from grants and sponsored events. It is hoped that building could begin in 12-18 months' time, at either the top football field, the cricket field, or on the current tennis courts. The group asked for Parish Council permission to proceed with the scheme, and hoped that the Council would make a grant of £1000. The group had not yet consulted the Village Hall and Recreation Ground Charity, and were recommended to do so as the car park at the top field may be extended, limiting available space. It was suggested that the group find a suitable site before applying for planning permission and grant funding. A local builder had offered to help with ground works. Councillors were impressed with the research done, and congratulated the group on their presentation. Standing orders resumed.

7. Correspondence received

1. Mr Chisnell of the Railway Tavern had replied to the council's letter advising him of the complaint made to Broadland DC concerning outdoor music events at his premises. Following visits from Mr Garland of Broadland DC to events at the Railway Tavern, and meetings with Mr Chisnell, Mr Garland informed the council that solutions to the issues raised had been found.
2. The timetable for Ourbus 29 had altered, details to be put on the parish website. Sanders had laid on two more buses per day.
3. Norfolk Associations of Local Councils' AGM will be on 1st October 2011 at E Tuddenham.
4. The Annual Town and Parish Meeting is on 11th October 2011 at 6.45pm at Broadland DC.
5. Veronica Savage from Broadland DC had supplied information concerning the housing register following the briefing given by Adam Banham at the July meeting. There are 134 interests in Coltishall, of which 55 have a connection. Of these 38 applicants are under 55 years of age, and 17 are over 55.
6. Broadland DC asked for interest in the Queens Jubilee Beacons Project. An electronic guide is available.
7. Leaflets advertising Household Waste Amnesty Days had been supplied. Information will be posted on the web-site, and was also to be displayed at all recycling centres, libraries, and local council offices.
8. Norfolk Rural Community Council and the Rural Forum have AGMs on 14th September .
9. NALC Café Cluster will take place at Piece of Cake, Coltishall on 13th September.
10. Norfolk County Council Highways had refused the request to grit the Gt Hautbois Road this winter, citing the failure of the route to meet Policy. The clerk had responded expressing the council's disappointment.
11. The clerk had requested that a flashing speed sign be installed at Wroxham Road to be paid for from surplus funds at Norfolk County Council.
12. The Parish Amenity Skip scheme is to be stopped by Broadland DC.
13. There is to be review of polling districts, places, and stations. All comments to be received by Broadland DC by 10th October 2011.
14. Vitalise had requested a donation again this year. This to be considered in the new year.
15. The Broadland Housing Strategy 2011-2014 consultation runs from 22 August to 14th November 2011.

The area at the end of St John's Close has been recognised as a potential development site for many years. Robert Watson and Doreen Snelling had attended a recent seminar on the local development plan, which appeared to show the potential for some 10-20 dwellings in this location. Notices had been put up on 5th September 2011 announcing a consultation for 45 dwellings on the site. These would be additional to the proposed 100 dwellings on the site owned by Mr Jordan off Station Road. The Parish Council had received no formal notification of the proposals at St John's Close; the clerk is to contact Broadland DC for further information. There was considerable concern that this number of new houses would increase pressures on the school, doctors' surgery, water and sewage services et al. The planning department's remit was only to identify potential sites. Doreen Snelling, Mike Warren, Michael Spinks and Mark Rischmiller are to attend a planning workshop on 20th September where pertinent questions will be raised.

8. Finance report to date

Mazars had confirmed the satisfactory completion of the Annual Audit, and completion of audit notices had been posted.

Robert Watson presented a proposed budget for 2012-13 to allow for essential DDA work at the village hall, playground fencing, a tree survey and repairs to the War Memorial. The precept would remain as is. Councillors were asked to examine the proposal which must be discussed at the November meeting and voted upon. The working party will convene to set out a three-year plan.

Payments since last meeting	
Broadland DC – Dog bin emptying	147.16
Mazars – external audit	285.00
N B Mazars charge is based on the income and expenditure of the parish.	

Allotments account - Anglian Water January- July	112.01
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Receipts since last meeting	
CVH&RG Charity – Village Hall work	709.00
Broadland DC recycling	839.94
Web advertisements	85.00

Current account as at 5 th September 2011	12609.17
Deposit account as at 11 th July 2011	4813.36
Total at Bank	17422.53

Payments due this meeting	
J B Elvy – Salary August – September	727.82
Expenses July - August	123.39
J B Elvy – Heat, light, computer dep., storage	385.00
Robert Watson – expenses	26.66
Total payments due	1262.87

The clerk had obtained a quotation from Came & Co for insurance. Based on a three-year index-linked agreement, it would save the parish £150 this year, with 5% no claims discount in each of three years up to 20%. Zurich's quotation is awaited, and it was **agreed** that a decision should be made by the finance working party. It was **agreed** that all payments should be made, proposed Keith Childerhouse, seconded John Harding, unanimous.

9. Standards Board and Code of Conduct.

The Standards Board has been abolished, and at present it is unclear what is to replace it. A Code of Conduct will be formulated by the District Council; this may be adopted by parish councils, or each parish council may produce its own Code of Conduct. Robert Watson thought it likely that Coltishall Parish Council would adopt the District's version, but suggested that the council appoint a Compliance Officer to ensure proper procedures are followed in areas such as financial and non-financial risk assessments, standing orders reviews, insurance cover, assets registration and management, complaints procedure. Keith Childerhouse had been approached to take on this role, and **agreed** to do so. A full Terms of Reference is to be compiled. His appointment was proposed by Mike Warren, seconded Doreen Snelling, unanimous. He will continue as parish representative on CETAG and the HMP Bure liaison committee.

10. To consider planning applications

Planning application 20111120. Variation of condition 2 of planning permission 872437 to allow occupancy by persons other than Mr and Mrs Doult of 14a Church Close, no objection.

Planning application 20110994. Front porch, 43 Kings Road, no objection.

Planning application 20110961. The original application for three garages at 65 Rectory Road was not supported. The application was revised to reduce the height of the structure, no objection.

Planning application BA/2011/0268/NONMAT, amendment to BA/2011/0013/FUL, porch to north side of dwelling, for change from brick above plinth to matching wooden shiplap cladding at Landfall, 8 Anchor Street, no objection. This application has been approved.

11. War Memorial service road

Resurfacing work in Coltishall will commence on 25th October. Road planings will be deposited on the service road by Highways. A contractor appointed by Brown and Co on behalf of the Bakery Court residents' association will spread and roller the planings to fill pot-holes. Permission had been obtained from Mr Kemp, chairman of the residents' association. Brown and Co have confirmed that there will be no liability for the work or its consequences to the Parish Council. Local residents will be informed about the work to the service road.

12. Highways works

There will be much disruption to traffic during October, when road works in six phases will include closure of the bridge, surface skimming in High Street, Station Road to Ling Way, Norwich Road, Belaugh Green Road. A notice will be placed in the Marlpit by Highways advertising the work to the main road, and information will be on the parish web-site. Blocked drains have been cleared recently, and pot-holes filled. Residents in Rectory Road had requested double yellow lines from the Church Street junction to prevent parking close to the junction. The problem was discussed; councillors agreed that yellow lines would not be appropriate, and that the situation would be monitored before any action were to be taken. Two camper vans had been parking overnight at Anchor Street and blocking the pavement. The clerk had contacted Norfolk County Council who will address the matter if the owners are travellers or gypsies. If not, it should be referred to the Police.

13. Pharmacy seat

The Parish Council will consider replacing the seat. Robert Watson is to approach the Pharmacy on whose land it will be sited for approval.

The bench near the church has been damaged. Robert Watson will replace the missing slat.

14. Any other business

John Harding had met with the Football Association to discuss grants for improvements. The FA was able to give valuable advice. The FA considered hire charges to users for training sessions fair and reasonable.

15. Public participation pursuant to Standing Order 58

James Carswell was unhappy with the decision by Highways not to grit the Gt Hautbois Road, and felt that it should be included in the schedule despite shortage of funds. He has requested a traffic count from Coltishall village centre to the houses at Badersfield and the prison to prove that the route is used as a cut-through from and to Coltishall, Skeyton, HMP Bure and Badersfield. It will measure traffic volume and speed.

Paul Gallop was asked to minimise as far as possible disruption to businesses and residents during the forthcoming road works.

Norfolk County Council will review plans for the Northern Distributor Route. The Government is taking forward the "B" project. Norfolk was granted Enterprise Zone status, and local MPs are lobbying for improvements to the A11 in order to attract businesses.

James Carswell emphasised the need for local councils to scrutinise local development plans and make their views known on all matters affecting the local community.

Contact had been made with the football club, and advice given on funding sources and fundraising opportunities.

The Tour of Britain will visit Norfolk on 17th September, via Diss and Reepham. James Carswell reported that the Olympic torch relay will visit Norfolk next year.

Meeting closed at 9.15 pm

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