

COLTISHALL PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at the Village Hall 14th May 2011

Present

Robert Watson, John Harding, Doreen Snelling, Michael Spinks, Keith Childerhouse, Mark Rischmiller, County Councillor James Carswell, District Councillor Alan Mallett

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

Nominations were invited for Chairman. It was proposed by Keith Childerhouse that Robert Watson should continue as Chairman, seconded by John Harding, and unanimously agreed. An Acceptance of Office form was duly signed by Robert Watson as Chairman.

2. Apologies for absence

Apologies were accepted from Sue Brodie, Mike Warren and Dave Smith

3. To nominate parish representatives

It was **agreed** that this item be deferred to the July meeting as three councillors were absent.

4. Declaration of Interests in Items on the Agenda

Mark Rischmiller and Doreen Snelling declared an interest as organisers of the Jubilee fete.

5. To confirm the minutes of the meeting on 12th 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

None.

7. Reports from District and County Councillors

As James Carswell would be late, this item was deferred to later in the meeting.

8. Police Report

There was one recorded crime during April of criminal damage to a vehicle. Householders were reminded to lock garages and sheds to prevent theft of tools and equipment. They recommended padlocks and shed alarms as cost-effective deterrents. All incidents should be reported. The next Safer Neighbourhood meeting is on 14th June 2012 in Aylsham.

9. Correspondence

1. Councillors debated Major Bradshaw's request for additional funding for the Church Clock, and **agreed** to the sum of £100 now. It was suggested that revenue from recycling for this year could be donated to the clock renovations. It will be reconsidered later in the year when recycling revenue is known.
2. Aylsham Navigation Trust had requested membership from the Council. The cost is not yet known; a decision will be made when information is available. There is to be an event at Lower Common on 26th August when the wherry Albion and the steam launch will moor at the Common. Volunteers and donations are needed, and a book and DVD will be on sale.
3. The Broads Forum meeting in April highlighted the current drought and the need for water conservation. The Government has changed the governance of National Park Authorities and the Broads Authority to improve their operations.

4. Norfolk RCC is offering a course on play areas on 26th June. Mark Rischmiller may attend.
5. A series of one-day courses are planned on County Council services. Doreen Snelling and Robert Watson may attend.
6. The Society of Local Council Clerks offered training on the Power of Competence to update qualified clerks on this new addition to the CILCA qualification. It costs £20; the clerk to make enquiries about course dates.
7. The clerk contacted Charlotte Hornby, Regional Manager of the Girl Guides Association about the footpath from Station Road to Patteson Lodge. She indicated that it is a permissive path which the Guides Association is currently registering. Parishioners have walked this path for many years and believed it to be a Public Right of Way. Further enquiries will be made, and a letter sent to the Guides Association querying their reasons for erecting a sign and registering the path.
8. The Tree Survey is complete. Recommendations will be discussed with the Tree Warden Peter Croot and appropriate action taken.

10. 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 2012 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	66.00
PX2 Web Hosting	216.00
Norfolk Rivers Drainage	6.72
B & S Chains swing seats	149.23
Norfolk Playing Fields Assoc.	25.00

Receipts since last meeting

Broadland DC Precept half year	13500.00
--------------------------------	----------

Current account balance as at 14th May 2012	15015.80
Deposit account balance as at 14th May 2012	4815.17
Total at bank	19830.97

c) Payments due this meeting

Peter Croot Tree Warden expenses	97.82
Paul Austin – annual audit	29.82
Norfolk ALC subscription	223.35
Norfolk CC – grass cutting refund	68.66
Norfolk RCC	25.00
David Gillett Tree Survey	660.00
U A Glass changing-room windows	301.28
J B Elvy salary April – May	909.82
Expenses March-May	171.65

NB. Clerk's expenses include purchase of keyboard and mouse entered on Parish Asset Register
Broadland DC will be invoicing for dog bin emptying for 2012-13 £151.84

Mike Warren had requested a donation towards the Jubilee Fete of £100. It was unanimously **agreed** to donate this sum. Doreen Snelling and Mark Rischmiller abstained from the vote as organisers of the fete.

Allotments account

Repay to PC re National Association 66.00
Of Allotments

The allotments Association had requested permission to purchase two Pegler taps at a cost of £150 + VAT each to replace existing faulty taps.

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

11. Planning report

1. Application 20120474. 4 The Stables, Common Frogge Lane, Conversion of agricultural building to residential dwelling. No objection.
2. HMP Bure, Jaguar Drive, Scottow, Variation of condition 2 of planning permission ref : 10/0569 to permit re-siting of proposed accommodation block. In circulation.

12. Coltishall War Memorial

Standing Orders were suspended. A straw poll at the Annual Parish Meeting had shown support for the repainting of letters on the Memorial at a cost of circa £950, but subsequent public opinion was mixed. An article will be placed in the Marlpit to further canvass opinion. Rev Engelson confirmed that he would be pleased to rededicate the Memorial, and would invite the Salvation Army band to join the service. The British Legion will also attend. It was **agreed** that the date for rededication should be 4th August, if all parties are available. Standing Orders resumed.

Item 7. District Councillor Alan Mallett

As a full report had been presented at the Annual Parish Meeting there was nothing to report from Broadland DC. The Broads Authority would consider its response to proposed governance changes, but was uneasy about the possibility of a reduction in staffing levels despite the Government's undertaking not to reduce nationally-appointed staff.

County Councillor James Carswell

Having given the matter serious thought, James Carswell had decided not to stand for County Councillor at the 2013 elections. This was partly due to pressure of work : he felt that he was not able to devote enough time to the parishes and their needs. He will continue to represent South Walsham as District Councillor, and intended to do his utmost to ensure that the former RAF base would be fully used, jobs created, and the local economy boosted. Gritting will be a priority this year, and he would pressure Highways to include Great Hautbois Road in the gritting route for this winter, and hoped his successor would continue the fight.

Robert Watson thanked him for his enthusiasm and the work he had done for our parish, and wished him well in the future. The parish would be sorry to see him leave, and hoped his successor would be as dedicated to the parishes as he had been.

13. To report on the meeting at Broadland DC re proposed Rectory Road development

A meeting was held at Broadland DC between Robert Watson and Doreen Snelling for the Parish Council, John Walchester and three colleagues for Broadland DC, and Alan Smith, Alan Lappin, and Julie Joseph for the landowners. Two sites had been identified in Coltishall by Broadland DC as being potential development sites; Jordan's yard, and land at St Johns Close. A third site in Horstead would combine with these to allow space for some 180 houses. Jordan's yard is not thought viable due to decontamination costs, and Coltishall sites are preferred to Horstead due to the proximity of local services and facilities. The Local Plan expired in 2011, and the new plan could include the Rectory Road site although the Plan

could take up to three years to complete. Mr Walchester said that Broadland DC had never planned for more than 10-20 dwellings in Coltishall, but clearly any development would have to be economically viable, and take account of implications for local services.. It was agreed that Julie Joseph would produce a proposal for the site, to be presented to the parish for consultation. Mr Walchester stressed that a consultation was the parishioners' opportunity to express their views, and that benefits to the community are prime considerations.

14. To discuss parking in the village centre

Standing Orders were suspended. A briefing note was sent to all councillors prior to the meeting inviting them to consult the DEFRA website on uses of common land to inform the debate. The matter was discussed at some length, with opposing views voiced. As no formal approach had been made to the Commons Trust about the possible conversion of part of the Upper Common into a permanent car park, it was **agreed** that Robert Watson would write to the Commons Trust asking for their position on the matter. This would be a starting-point from which further discussions could take place, and a sketch of the proposed extension to the current area used for parking could be presented. Proposed Robert Watson, seconded John Harding, unanimous. Michael Spinks abstained as a Trustee of the Commons Trust.

15. Any other business

Keith Childerhouse reported that a bag of rubbish had been left on Wroxham Road, which he had removed along with an abandoned vacuum cleaner left at Upper Common. The rubbish had been reported to Broadland DC, but no action had been taken because there had been no witness to the discovery of an addressed envelope in the bag. He was thanked for his public-spiritedness. A litter-pick for the Jubilee was suggested and will be arranged in conjunction with the W.I. and other residents. It was noted that Broadland DC do a good job in keeping the village clean.

15. Public Participation Pursuant to Standing Order 58

Peter Croot read out a letter that he had sent to the Commons Trust indicating his opposition to the proposed formalisation of permissive parking at Upper Common, and said that an ecological report had been compiled. There ensued considerable discussion on the subject. Robert Watson reminded the meeting that a letter was to be sent to the Commons Trust, and that the Parish Council would do its utmost to find a solution, and would consider all options. Trees are to be planted in honour of the Queen's Jubilee, at Lower Common on 19th May, at school on 1st June, and at the Girl Guides on 15th June. Reverend Engelson reported that the Good Neighbour scheme was progressing well, with some 18 volunteers and a committee to be formalised shortly.

Meeting closed at 9.30pm. The next Parish Meeting is on Monday 2nd July at 7.30 pm.

**Coltishall Parish Council Budget 2011-12
as at 31st March 2012**

	Actual to date	Projected	Budget	Budget
	2011-12	Outturn	2011-12	2010-11
Income	2011-12	2011-12	2011-12	2010-11
Precept- Broadland DC	27,000.00	27,000.00	27000.00	13,500.00
Interest	2.41	2.41	5.00	30.00
Recycling	1,630.20	1,630.20	1500.00	1,500.00
Section 106 - Broadland DC		0.00	0.00	0.00
Delegated grass/verge cutting	950.66	950.66	870.00	894.00
Rec Ground rent	40.00	40.00	40.00	40.00
ESA Grant	239.20	239.20	235.00	235.00
Grass Cutting Contribution 50%		0.00	0.00	0.00
Browns grass cutting - Old Bakery Court	80.00	80.00	70.00	70.00
Allotments Association	66.10	66.10	0.00	0.00
Donations and Grants	102.55	102.55	0.00	0.00
CCMT Grazing	66.66	66.66	0.00	0.00
Web advertising	335.00	335.00	40.00	75.00
			0.00	1,750.00
CVH&RG Charity - repairs	1,054.00	1,054.00		0.00
Planning App - Colt Jags	85.00	85.00	0	
Total Income	31,651.78	31,651.78	29,760.00	18,094.00
VAT Repayment - not included in total	1,801.45			
Expenditure (Ex VAT)				
Commons Drainage	6.72	6.72	7.00	6.00
Salaries	4,912.92	4,912.92	4450.00	4,425.00
Parish expenses - postage, stationery,travel	635.69	635.69	780.00	780.00
Parish administration equipment		0.00	50.00	0.00
Depreciation - computer	80.00	80.00	80.00	80.00
Heat, Light and Storage	305.00	305.00	305.00	305.00
Grass	3,032.70	3,032.70	3000.00	2,945.00
Verge Cutting	931.10	931.10	870.00	854.00
Insurance - public liability & play equipment	1,154.03	1,154.03	1820.00	970.00
Insurance contribution village Hall	553.22	553.22	520.00	1,300.00
Audit - internal	29.82	29.82	35.00	150.00
Audit - external	285.00	285.00	150.00	235.00
Affiliations/memberships	301.01	301.01	260.00	250.00
Hire of Village Hall - PC meetings	40.00	40.00	120.00	220.00
Church clock maintenance	168.00	168.00	220.00	220.00
Churchyard grass cutting contribution	1,000.00	1,000.00	1000.00	1,000.00
Environmental & community - Jubilee tree	24.99	24.99		315.00
Tree Warden's expenses	51.04	51.04	65.00	60.00
Repairs - equipment		0.00	320.00	320.00
S 137 - incl bin emptying/Brit Legion	206.34	206.34	200.00	150.00
S137 - Donations/grants	50.00	50.00	150.00	500.00
Donations	450.00	450.00	500.00	
Legal - Land Registration	118.80	118.80		0.00
Repairs War Memorial		0.00	2500.00	
Repairs/ maintenance - Parish property	44.04	44.04		250.00
Speedwatch	19.25	19.25	50.00	50.00
Training	60.00	60.00	250.00	1,000.00
Parish web site	180.00	180.00	250.00	210.00
Parish Plan				1,500.00
Play equipment shortfall		0.00	700.00	
Dog bin	147.16	147.16	108.00	
Grant - Village Hall heating/electrical	1,650.00	1,650.00	3000.00	
Repairs and maintenance projects	2,700.49	2,700.49	6000.00	
Parish Tree works		0.00	1000.00	500.00
Contingency		0.00	1000.00	950.00
Total Expenditure	19,137.32	19,137.32	29760.00	19,545.00
Surplus/Deficit		£12,514.46		
Section 137 allowance per elector £6.44 in this financial year				