

COLTISHALL PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at the Village Hall 13th May 2013

Present

Mike Warren, John Harding, Keith Childerhouse, Mark Rischmiller, Mike Kirkham, Michael Spinks, Penny Loiez, Doreen Snelling. Also in attendance District Councillor Alan Mallett, County Councillor Tom Garrod, PC Greig Shepherd.

1. To elect the Chairman of this meeting and Chairman of the Council

Councillors **agreed** that Mike Warren should chair this meeting. Robert Watson had indicated his willingness to continue as Chairman of the Council in the absence of any other nomination. John Harding **proposed** that Robert Watson be elected as Chairman, **seconded** by Keith Childerhouse, unanimous. A Declaration of Acceptance of Office will be signed by Robert Watson in the presence of a proper officer.

2. Apologies

Robert Watson and Sue Brodie tendered their apologies, which were accepted.

3. To nominate a Vice-Chairman of the Council and parish representatives

Keith Childerhouse **proposed** that Mike Warren continue as Vice-Chairman of the Council, **seconded** by Doreen Snelling, unanimous. It was **agreed** that the appointment of parish representatives should be deferred until the July meeting when the Chairman is present.

4. Declarations of interest in items on the agenda

None.

5. Minutes of the Parish Council 4th March 2013

The minutes of the meeting were accepted as a true record and signed by Mike Warren as Chairman of this meeting.

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

None.

7. To receive reports from District and County Councillors

Alan Mallett reported that there had been no new developments at Broadland District Council since last meeting. Tom Garrod's report was deferred as he was expected to arrive later in the meeting.

8. Police report, Safer Neighbourhood report, Speed Watch report

There was no Speedwatch report as Ann Watson had been on holiday.

The crime report for April noted one burglary in our area. Residents were warned about a spate of burglaries across Broadland perpetrated by a group of men targeting houses which appear to be empty, usually in daytime, entry gained via a rear window or patio door. The number of crimes had risen slightly compared to last year. It had been a challenging year with only two PCSOs covering a higher number of issues and requests. A new PCSO had been appointed, and the Aylsham SNT restructured, which should ease the workload and allow PCSO Laura Munro-Oakley to spend more time in the parishes. PC Greig Shepherd thought that members of the public are now more confident about reporting problems to the Police, and confirmed that he would always respond to calls. PCSOs have been tasked with spending 50% of their time in the parishes, a difficult target given the volume of paperwork to be dealt with. PC Shepherd regularly monitors traffic speeds through the village, and stops speeding vehicles. He was reminded that speeding in Church Street and along Wroxham Road is also a problem. Drugs are a problem in every village and town. Councillors were advised to be aware that village halls are being booked, ostensibly for a small party, which ends up as a rave. PC Munro-Oakley continues to visit the school regularly, addresses anti-social behaviour, and patrols the allotments. Councillors sympathised with the financial and staffing restraints placed

upon the Police, and hoped that the new working arrangements at Aylsham SNT would allow a PCSO to spend more time in the village.

9. A PCSO dedicated to our village would cost circa £17,500-£21,000 depending on shift allowance. In view of the changes made at Aylsham SNT which should improve the Police presence in Coltishall. Councillors **agreed** not to proceed with the idea at present.

10. Correspondence received

1. The clerk had contacted the manager at Beeline Taxis who promised that the taxi concerned would no longer park on grass around the War Memorial.
2. Norfolk Association of Local Councils was lobbying against the Parish Precepts Bill which seeks to introduce capping of parish and town council precepts.
3. Following the County Council elections, no political party has an overall majority, and there is currently no cross-party agreement on the election of a Leader.
4. Initial Training courses for clerks and councillors are offered. The two new councillors will attend at a suitable venue and date.
5. The Broads Authority Strategic Priorities document had been summarised by Penny Loiez. It covered long term planning for climate change, improvement in water quality, sustainable management and use of the Broads, biodiversity, navigation, and tourism. Penny Loiez was thanked for her work in making the document more easily understood.
6. The Marlpit had asked for a donation towards production costs. It was **agreed** to donate £50.00, **proposed** Keith Childerhouse, **seconded** Doreen Snelling, unanimous.

11. Finance Report to date

- a. The Annual Audit Return had been completed by the clerk and audited by the Internal Auditor Paul Austin. Councillors **approved** the Return, **proposed** Penny Loiez, **seconded** Mark Rischmiller, unanimous.

b. Payments since last meeting

Norfolk Rivers Drainage Board	6.72
Procter Garforth fencing	3739.50
Norfolk Assoc. Local Councils	221.78
Nat Assoc. Allotment Gardeners	66.00

Receipts since last meeting

Broadland DC – New Homes Bonus	553.88
Broadland DC – Precept half year	13500.00
Brown & Co – grass cutting Bakery Court	80.00
Allotments – repay membership	66.00
Colt VH&RG Charity – ground rent	40.00

Bank accounts as at 13th May 2013

Current account	20243.83
Deposit account	10958.58
Total at bank	31202.41

c. **General Power of Competence**

The clerk and Robert Watson had recently passed this additional element of CiLCA, set out in the Localism Act 2011 Ss1-8. The Council must have at least two-thirds of councillors elected at the last election, and the clerk must be qualified including the GPC. The Council must reaffirm and minute that it meets these requirements every four years. It allows a council “to do anything that individuals generally may do” within the law. It removes the need for a qualifying council to use S137 for expenditure for which no specific Act of Parliament exists such as the Remembrance Day wreath.

d. Web-site advertising charges

John Harding has collected charges in previous years, but had not collected in 2012-13 due to other priorities, and fees had been waived. He felt unable to collect revenues this year, and asked for a volunteer to take over. The matter was deferred to the July meeting.

Payments due this meeting

Norfolk Rural Community Council now offered three levels of membership. Bronze is as previously, silver gives access to free leaflets, advice, legal updates, grant information, and templates. Gold is for larger councils. It was **agreed** to opt for silver membership.

J B Elvy – salary April-May	909.82
J B Elvy – expenses March-May	183.96
Paul Austin – Internal Audit	29.82
Broadland DC – bin emptying	117.27
Robert Watson – expenses	34.78
Mark Rischmiller – removal of fly-tipped waste	8.97
Norfolk RCC – membership	50.00
Total payments due	1334.62

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

12. Planning

There was no objections to :-

Application BA/2013/0109/LBC, erection of function room and service block, Norfolk Mead Hotel, Church Loke

Application 20130460, erection of single storey timber building, 5 Gt Hautbois Road

Application 20130479, single storey rear extension, 23 High Street

Application 20130471, single storey rear garden room extension and extension to kitchen, 37 College Close

In circulation:-

Application 20130481, change of use of first floor residential flat to office and storage in association with shop, 4 High Street.

13. Neighbourhood Plan

Under the Community Infrastructure Levy, parishes with a Neighbourhood plan will receive 25% of the levy given to the District Council. Those without will receive 15%. Doreen Snelling had printed a booklet to circulate to all councillors on the subject, so they may decide whether the Council should undertake a Plan, given the expectation of new development in the village. Mr Mallett was invited to assist councillors in their decision; he feels that Broadland DC wants the intrinsic nature of villages to be preserved. Grant funding is available to parishes. It will be discussed again at the July meeting.

14. Tree Preservation Order

The Tree Warden Peter Croot had requested the Council to apply for a TPO on the apple orchard. It was **agreed** to ask Mr Croot to proceed with the request.

15. Notice-board

Funds had been allocated in the budget. Standing orders were suspended. After considerable discussion concerning the number of new notice-boards needed, size, type and locations, it was **agreed** that there should be one large notice-board at either the medical centre or at the village hall facing the road. Mike Kirkham will investigate an optimum site, costings and suitable construction prior to next meeting. Standing orders resumed.

16. RAF Coltishall Liaison Group

Information is still awaited on a business plan from Norfolk County Council. Two meetings are planned, one on 21st May and the second on 25th May. As Norfolk CC is currently in disarray, it is

possible that no cabinet will have been appointed by 21st May, no strategic decisions can be made, and no business plan can be presented. Councillors hoped that the parish will continue to be involved in all decisions; Tom Garrod promised to do his utmost to ensure our involvement. He will confirm to the clerk whether the scheduled meetings will go ahead.

17. Rural Payments Agency

The four-year agreement with the RPA will end this year. A survey was carried out on 30th April by the RPA to ensure that the Common is managed properly and meets the conditions for the grant. The current Environmentally Sensitive Area agreement will no longer exist, to be replaced by either the Entry Level Stewardship or Higher Level Stewardship; the latter produces a larger grant. The Commons Trust already has HLS and is in the process of removing pinrush from the entire Common in line with HLS requirements, and to allow the growth of fresh grass for cattle to graze on.

18. Highways

Three issues were discussed with the Highways engineer Simon Briggs at a site meeting on 2nd May; parking at the school and a barrier to prevent children running into the road; extension of the 30mph limit to Dairy Farm on Wroxham Road; parking along Rectory Road. Mr Briggs was fully aware of the problems and agreed to look into possible solutions, but warned that the time-scale for any work was long. It may be possible to fit the barrier quickly. If there is a new development at St John's Close, the road could become one-way to alleviate traffic problems at the school. Mr Briggs will look at the feasibility of this idea. Double yellow lines at the bus stop have been requested in the past; Mr Briggs will check that the existing boxes are correct. He understood the dangers caused by speeding on the Wroxham Road towards Dairy Farm, and will look at extending the limit.

19. Hautbois Common

Mr Savory reported that the existing "No Parking" signs on the Common needed replacing. The clerk will obtain costings for three new signs.

20. Any other business

Penny Loiez had remonstrated with some children from Taverham Hall School who were behaving disrespectfully in the churchyard. She had reported the matter to the headmaster, who had apologised and would deal with the children concerned.

John Harding reported a vacancy on the VH&RG Charity committee. The AGM is on 29th May.

Peter Baker was unhappy that the tree at the Kings Road gate to the allotments had been drastically pruned. The clerk will establish who carried out the work.

A meeting of the Bure Valley Trust, attended by Peter Baker, noted that the Broads Authority would not dredge the river, but may increase the flow by altering the sluice, thereby reducing silt. This would deepen the middle of the river, banks would become shallower, and footpaths higher. There are no fish in the river, and therefore little other wildlife

21. Public participation

Tom Garrod was welcomed as our new County Councillor. He explained that the County Council must elect a leader with cross-party support before it can form a Cabinet and formulate any strategies. All day-to-day services are unaffected, but decisions will be deferred until a new Cabinet is appointed.

Meeting closed at 9.35 pm. Next meeting is on Monday 1st July 2013 in the Village Hall at 7.30pm.