

COLTISHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall 1st July 2013

Present

Chairman Robert Watson, John Harding, Keith Childerhouse, Mark Rischmiller, Mike Kirkham, Michael Spinks, Penny Loiez, Doreen Snelling. Also in attendance PC Greig Shepherd.

Mr Bob Jennings from the Royal British Legion was welcomed to the meeting. He explained that the Legion's Standard had become worn and in need of replacement. Thanks to fundraising and generous donations a new Standard had been purchased, and would be dedicated at a service in St John the Baptist Church on Wednesday 24th July at 7pm. At the same time the women's Standard would be formally laid up, as the women's section had closed. He invited all councillors and parishioners to attend this important occasion.

1. Apologies

Mike Warren, District Councillor Alan Mallett and County Councillor Tom Garrod tendered their apologies, which were accepted.

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

Mike Warren had confirmed his willingness to continue as Vice-Chairman of the Council, as per minutes of the Annual Parish Meeting in May. Parish representatives were agreed as follows :-

Keith Childerhouse – RAF Coltishall and HMP Bure Liaison

John Harding – Highways and Footpaths

Michael Spinks – Allotments and RAF Coltishall, Village Hall and Recreation Ground Charity Trustee

Mike Kirkham – Grants

Mark Rischmiller – Playground inspections

Mike Warren – Police and Safer Neighbourhood Team

Penny Loiez – Compliance

Robert Watson – Finance and internal verifier

Sue Brodie – Rights of Way

Doreen Snelling – Village Hall and Recreation Ground Charity Trustee

Doreen Snelling, Michael Spinks, Mark Rischmiller, John Harding – Planning

3. Declarations of interest in items on the agenda

Doreen Snelling and Michael Spinks declared interests in the Coltishall VH & RG Charity

4. Minutes of the Parish Council 13th May 2013

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

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

The report that there were no fish in the river was questioned. It is thought that this statement referred to a tributary rather than the main river. Clarification will be sought.

6. Site Allocations

Standing Orders were suspended. Robert Watson and the clerk attended a seminar on 18th June at Broadland DC where the Site Allocations Preferred Options Consultation document was presented. The Rectory Road site is the only one to be identified as a preferred option in Coltishall and Horstead, and the settlement boundary has been extended to include this site. St John's Close and Jordan's are not preferred sites, but remain potential sites for the future. It is clear that there is considerable concern amongst parishioners that the development of this site could be highly detrimental to the Rectory Road area, and that local opposition will carry no weight with Broadland DC. No planning application had to date been received by Broadland DC for any site in Coltishall. An exhibition is to be held at the Tithe Barn in Horstead on 8th July, when parishioners can give their

views. Parish Councils have an input, but the final decision is made by Broadland DC. It is important that the Council makes a sound, reasoned response setting out its concerns about infrastructure, traffic and road safety, sustainability, the school et al, and extracts appropriate concessions from the District Council. The consultation begins on 1st July and ends on 2nd September, giving no time for discussion at ordinary parish council meetings, so an extra meeting is to be convened on 29th July, subject to confirmation by councillors. Standing Orders resumed.

7. To receive reports from District and County Councillors

None in attendance.

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

PC Greig Shepherd was welcomed to the meeting. He reported 21 calls in June, and two crimes; theft by an employee, and a burglary in Rectory Road during the afternoon, entry via a smashed window. Police have targeted off-road motorbike users riding on public grounds in Reepham and Aylsham, and have seen a marked reduction in the number of reported incidents. Laura Munro-Oakley visits school regularly and would attend a parish meeting to talk about her work. PC Shepherd was told that speeding in Church Street is a problem; he will monitor this area and Wroxham Road near the Kings Head. Temporary speed signs had a positive effect. The next SNAP meeting is on 15th July.

9-11. Correspondence

1. Norfolk and Suffolk Local Transport body has £39 million for potential Highways projects and had produced a “Long List” on which public comment is invited.
2. The Marlpit thanked the Council for its donation.
3. Norfolk Record Office invited councillors to an afternoon tour and talk on 31st July.
4. Norfolk RCC AGM is on 16th July at 3.30pm. John Harding will attend.
5. The Police and Crime Commissioners is holding a series of meetings. Robert Watson to attend.
6. Vitalise had requested a donation. As only local charities are supported by the Council, the request will be refused.
7. Keith Simpson MP wished to attend a Council meeting, but was unavailable on Mondays. As the Government may be in recess at the end of July, he will be invited to attend the extra meeting to discuss the Site Allocations document. He would be interested in the Council’s views on the future of the former RAF base.

12. Finance Report to date

Payments since last meeting	
Norfolk ALC – training	80.00
Coltishall Commons – topping upper common	134.00
Norfolk Playing fields Assoc - membership	25.00
Receipts since last meeting	
Broadland DC – Recycling	510.06
Bank accounts as at 1 st July 2013	
Current account	21153.75
Deposit account	10958.58
Total at bank	32112.33
Payments due this meeting	
Parish expenses	150.94
Clerk’s salary	366.43
PAYE	91.60

N B Invoice due from NPS for signs £155.00 + VAT

The clerk's salary will henceforth be paid monthly via PAYE by a payroll bureau.

The ESA claim form has been submitted for payment of the grant.

Payments approved, proposed Keith Childerhouse, seconded Penny Loiez, unanimous.

13. Planning

There were no objections to :-

Application 20130677. Addition of window in existing garages, 65 Rectory Road

Application 20130507. First floor extension over garage, external staircase and balcony, 97 Rectory Road

Application Y/2013/5007. Three-bay modular accommodation for five years, steps, paving, additional car park spaces, Coltishall Primary School

In circulation : Application 20130737. Erection of garage, store, workshop and art studio, 27 Westbourne Road

14. Councillor training

Penny Loiez and Mike Kirkham undertook an Initial Training for Councillors on 26th June. Both reported that the course was interesting and worthwhile covering topics such as Neighbourhood Plans and council procedures, and gave a good insight into the role and obligations of parish councillors.

15. Resignation of John Harding from the Village Hall and Recreation Ground Charity

John Harding retired at the Charity AGM in May, and thanked all who had helped him during his time in office. Robert Watson spoke for all present when he praised John Harding for the many years' exemplary service he gave to the Charity and the community. A new Chairman will be appointed, and as there must be three councillors from the Parish Council a volunteer was invited. As the Parish Council is the Sole Member of the Charity according to the Articles of Association, all appointees require Parish Council approval. Doreen Snelling will continue as acting Chairman pro tem.

16. Neighbourhood Plan

The benefit of a Neighbourhood Plan is that a greater proportion of CIL would pass to the Parish Council, the parish would have greater influence in the type and mix of housing, and in the obligations placed upon developers. Grants are available, and as the Parish Plan will be due for updating, the formation of a Neighbourhood Plan would help with this as well as eliciting the views of the community about future development in the village. It is hoped that there would be greater interest from parishioners in a Neighbourhood Plan than there was in the Parish Plan. Robert Watson **proposed** the formation of a Neighbourhood Plan, **agreed by all except John Harding who abstained.**

17. Apple Orchard

Peter Croot had contacted Broadland DC expressing concerns about the future preservation of the orchard in the light of probable development in the village. Broadland DC had declined his request for a Tree Preservation Order as they saw no threat to the orchard. Peter Croot asked the Parish Council to write formally requesting that a TPO is placed on the orchard. He is also researching alternatives such as covenants.

18. Notice-board

Mike Kirkham had circulated information on existing and replacement boards. All four existing boards are rotten and give a poor impression of the village. Replacement boards in aluminium are less expensive and require less maintenance than wooden ones. Prices range from £200-£600 depending on size. Councillors must decide on the number, size and type to be purchased, and where they should be positioned. As there may be some issues of planning and conservation areas to resolve, further enquiries will be made before a decision is taken. Mike Kirkham was thanked for the considerable time and effort in assembling the information.

19. Parking at the Church

Doreen Snelling had spoken to Rev. Engelson about parking for Church events, and had subsequently been asked for permission to hire the village hall car park for a forthcoming wedding. Permission was given, and a donation suggested. Rev. Engelson will refer future events to the Charity, and will also look into using the adjacent field or an arrangement with the Red Lion.

20. Signs for Hautbois Common

Signs had been ordered from NPS, and kindly collected by Keith Childerhouse thus saving the Council delivery charges. Jeremy Hall has been instructed to install them with advice from Paul Savory and Michael Spinks.

21. Allotments

Following a number of complaints about the condition of the tree at the Kings Road gate and the hedges along the bridle path, it was **agreed** that the clerk should write to the Allotments Chairman, Rachel Thrussell, to ask if the Committee had authorised the work, and if it was satisfied with the results.

22. Any other business

It was noted that the footpaths on Rectory Road were in a poor condition, with the hedge and nettles encroaching onto the path by the allotments. The road signs at the one-way end of Rectory Road are ambiguous. There has been no further contact from Simon Briggs from Highways following his visit in May. Copies of the original plans for the bus stop will be sent to Highways. John Harding will progress all the above matters.

Sue Brodie had discussed the footpath through the Girl Guides field with Peter Croot, and advised that at least twelve affidavits would be required to present a case for formalising it as a public right of way based on historic usage. This is in hand.

Keith Childerhouse is still to contact Gilly Riley about archive material in storage.

Re : item 12 (b) John Harding **proposed** that web advertising should henceforth be provided free of charge by the Parish Council as a service to local businesses, **seconded** Michael Spinks, unanimous.

Michael Spinks has a box of archive papers and a number of trophies presented at village events in the past. The papers will be handed to Keith Childerhouse pending removal to the Norwich Archive Centre.

23. Public participation

Mr Edmondson was concerned about litter in the play area, and asked if the litter bin on the roadside could be repositioned in the play area. The clerk will make enquiries. Litter bins are contained in the proposals for a Multi-Games Area.

The clerk is to establish whether privately-owned footpaths should by law be maintained by the owners. Norfolk County Council has not been maintaining paths adequately due to financial constraints, but can oblige private owners to maintain theirs or recharge owners for work carried out by the County Council.

Confirmation was given that the owner of the former Railway Tavern has planning permission to convert the property into two houses.

Dilapidated and dirty road signs will be reported to Highways by John Harding.

Meeting closed at 9.55 pm. Next meeting is on Monday 2nd September 2013 in the Village Hall at 7.30pm.

Please note that there will be a meeting on 29th July at 7.30pm to discuss the Site Allocations document and the Council's response.