

COLTISHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall 6th January 2014

Present

Chairman Robert Watson, Mike Warren, John Harding, Mark Rischmiller, Mike Kirkham, Michael Spinks, Penny Loiez, Doreen Snelling. Also in attendance County Councillor Tom Garrod, District Councillor Alan Mallett, First Responder Tracey Lister and PC Shepherd, and six parishioners.

1. Apologies

Keith Childerhouse and Sue Brodie tendered their apologies, which were accepted. Mike Kirkham and Penny Loiez apologised that they were late.

2. Declarations of interest in items on the agenda

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

3. Minutes of the Parish Council Meeting 4th November 2013

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

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

Item 7 - Doreen Snelling asked that a letter of thanks from the Coltishall VH&RG Charity re the donation for floodlights be noted.

5. To receive reports from District and County Councillors

Standing orders were suspended.

Alan Mallett reported that Broadland DC had set up a Service Improvement Committee to examine and improve all services. The Council had achieved a rating of 8/300 nationally, with no increase in council tax or reductions in services. It had decided to retain reception telephones instead of replacing them with an automated system; although more expensive, this gives a better service to the public. All departments will be scrutinised, and a saving of £1m will be made through efficiency, improved service and prudent financial management. Mr Mallett had received no information on the proposed developments in Coltishall.

Tom Garrod reported that the budget consultation had ended in December, and the Committee will be meeting throughout January to analyse the responses received. A saving of £189m over three years must be made, so there will be difficult decisions about cuts to services. The main issues appear to be care of the elderly and disabled. Personal budgets have been successful in promoting individual choice and greater independence.

6. First Responder

Tracey Lister was welcomed to the meeting. She reported that she had recently completed training, and was now fully operational. Coltishall has not had a First Responder before, although the scheme has been running in Wroxham and Hoveton since 2007. Horstead's Responder is supported by the Wroxham group, which will also support Ms Lister. The scheme is run entirely by volunteers and funded by donations. Wroxham offers a 24hour service, and is the busiest in Norfolk with some 400 calls per annum. As much of Norfolk is rural, it is often impossible for an ambulance to reach a patient within the 8 minute window. There are only 17 ambulances, augmented by some ambulance cars, in Norfolk. First Responders are based locally, aim to reach a patient within 3-4 minutes, and are trained in the use of oxygen and defibrillators. They treat cardiac arrests, strokes, respiratory disorders, diabetes, accidents, burns et al, and offer assistance to ambulance crews. Coltishall currently shares equipment with Horstead, which is transferred between Responders to cover shifts worked. Ms Lister began work as a First Responder in mid-November, and has had 30 calls since, 80% from Coltishall. A defibrillator costs £800 and the kit bag and equipment costs a further £200, so a contribution from the Council would be greatly appreciated. Councillors will consider this in item 8.

7. Police report and Speedwatch

There had been 18 reported incidents, with one crime of harassment in December. PC Shepherd publicised a free internet safety awareness session, to be held in Aylsham Jubilee Centre on 11th January, aimed at making parents aware of online dangers to children. He had monitored speeding through the village at Coltishall island, North Walsham Road, and over the bridge. He reported that static speed cameras had caught several speeders, and were effective in reducing speeding. He was thanked for attending the meeting.

Only one Speedwatch session had been held in November and one in December due to lack of volunteers. Drivers still exceed the limits through the village, but Speedwatch is effective and worthwhile : the same car was reported three times for speeding and now faces likely prosecution.

8. Correspondence

1. Donations requested from Norfolk and Suffolk 4x4 Response, Age UK Norfolk, North Norfolk Community Transport, First Responder, and Coltishall PCC for churchyard grass cutting. A request is expected from Citizens' Advice Bureau. As funds are limited, it was **agreed** that no donation should be given to Age Concern or Norfolk and Suffolk 4x4 Response. North Norfolk Community Transport and our First Responder will receive £100 each, with £1000 to the PCC. The CAB will receive £100 if a request is received. **Proposed** Robert Watson, **seconded** Penny Loiez, unanimous.
2. Norfolk County Council has voted to revert to Committee-based governance instead of Cabinet-based. Executive decisions will now be taken by committees instead of individuals appointed to the Cabinet. Tom Garrod said he was opposed to the move on financial grounds. Norfolk County Council must make massive savings and he considered this to be ill-timed and money ill-spent. As he was in the minority, the system will be adopted from May 2014.
3. The Chancellor's autumn statement set out his financial plan. It contained no intention to cap parish council precepts.
4. RAF Coltishall. A meeting had been held to discuss the conversion of the officers' mess. Norfolk County Council had held a consultation on future uses of the base, attended by Robert Watson. He was concerned that, despite Cllr Jordan's previous assertions, there had been no definite take-up from outside organisations. Tom Garrod said that Norfolk County Council wanted to ensure that the site would generate income for the Council, and that if a feasible private investor had come forward the site would not have been sold to the Council. He was asked to convey to the County Council our councillors' concern that no progress appears to have been made, and that no information is given to neighbouring parishes.
5. The report of the Broads Forum on 7th November was available.
6. Broadland DC had refused the request for a Tree Preservation Order on the orchard as it saw no immediate threat from development.
7. Michael Mills from the Youth Advisory Board asked for information on facilities. Doreen Snelling will respond.
Standing orders resumed.

9. Finance

Report to date

The budget to date and bank reconciliation had been sent to all councillors.

Payments since last meeting		
Garden Guardian grass and delegated verges	4973.40	
Receipts since last meeting		
Broadland DC – precept ½ year	709.79	
Coltishall Commons Trust – metal posts	468.00	
Bank accounts as at 6 th January 2014		
Current account	23907.17	
Deposit account	10961.37	
Total at bank	34868.54	

Payments due this meeting

Parish expenses	152.20
Rackham Engineering – metal posts	1123.20
Coltishall Management Trust – dyke clearance 1/3	517.80
Mark Rischmiller – 2 x trips to tip	5.98
Ann Watson – Speedwatch expenses	8.00
Robert Watson – parish expenses	101.65

N B Robert Watson's expenses include travel to Sandringham seminar and £30.00 gift voucher to Chris Kemp, solicitor, for legal advice to clerk on Allotments matter for which no charge was made.

Payments approved, proposed John Harding, seconded Penny Loiez, unanimous.

Michael Spinks' family had tended Hautbois Common free of charge for some 40 years, but Michael Spinks had recently retired and was no longer able to undertake the work. He requested that the Common be added to the Garden Guardian contract in future, **agreed**. The clerk to request a quotation from Garden Guardian.

10. Planning

There were no objections to Application 20131731. Two storey side and rear extension, Grange Farm Cottage West, Belaugh Green Lane.

In circulation Application 20131804. Alterations and extension, Hernes Farmhouse, Frogge Lane, Great Hautbois.

11. Site Allocations

The proposals for the St John's development contained in the most recent Site Allocations document were viewed at a public presentation on 18th November 2013. One of the site owners had asked if the Council had responded to Broadland DC, and confirmed that parishioners who responded were almost unanimously opposed to the development. They considered Broadland DC's preferred option to be flawed and their justification unconvincing. Parishioners prefer the Jordan's site : it was **agreed** that the Council should write to Broadland DC advising that the St John's site is not acceptable and that Jordan's site is preferred. The Headmaster of the school had requested that it be noted that he has not given his school's approval to the St John's site.

12. Working party

A briefing note had been sent to all Councillors explaining that the ultimate responsibility for lands left in trust to the parish resides with the Parish Council. Financial constraints influencing the future funding of the facility and maintenance thereof must be considered. It was suggested that 1. A working party be formed, and 2. Terms of Reference agreed if a working party is formed. Mike Kirkham suggested that the Good Governance Guide could be helpful. Robert Watson suggested a three-year programme to look at all aspects of the Charity, and **proposed** the setting up of the working party, **seconded** John Harding, unanimous. He then **proposed** the acceptance of the Terms of Reference, **seconded** Penny Loiez, unanimous. An initial report will be prepared prior to the March meeting. The working party will consist of up to four parish councillors (to include the Chairman and the Responsible Financial Officer), and up to four members of the Charity. Councillors were invited to express an interest this week.

13. Notice boards

The Hautbois notice-board presents no problems. Available space had been measured at the Village Hall, and confirmation is awaited from Veolia on the siting of recycling bins to ensure that the new notice-board will not impede access to the bins.

14. Higher Level Stewardship

Robert Watson and the clerk had met with Katherine Trehane from Natural England in December. Better land management will benefit the environment and wildlife, and produce an improved grant. It was hoped to piggy-back the parish application on the existing agreement between NE and the Commons Trust. The Trust has done most of the necessary work and commissioned the land survey, but due to planned changes in the HLS scheme the council may have to proceed with a stand-alone agreement. It was **agreed** that the Council should proceed with an application, and allow Natural England to advise

on the best option.

15. Archiving

Parish documents are currently stored at the Village Hall and at the clerk's home. The Norfolk Archive will store them safely free of charge, so it was **agreed** that a working party should meet on 14th January to prepare documents for delivery to the Archive. The clerk had obtained a quotation for scanning documents to CD : the approximate cost will be calculated before any decision is made.

16. Signs

A sign must be placed at the play area showing the owner of the site, and the nearest telephone, first aid, and defibrillator. NPS will be contacted for a quotation.

17. Website financing

Mike Warren **proposed** that the Council takes over the payment of domain name hosting using Direct Debit, **seconded** Doreen Snelling, unanimous. He will liaise with the clerk.

18. Any other business

John Harding reported that leaves had been cleared on Station Road and Church Street, but in future will not be cleared on Station Road and Hautbois Road. He will monitor the effects, but it may be necessary to contract out this work. Penny Loiez had attended the Community Resilience workshop, found it useful, and will follow it up.

19. Public participation

Mrs Redstone complained that the hearing loop did not appear to be working, and that she therefore felt excluded from much of the evening's discussions. The loop will be checked. Paul Savory reported that the car habitually parked on the corner of Rectory Road caused an obstruction. This has been reported to the police on many occasions, and a request made to Highways for yellow lines. Mrs Jordan was concerned that visibility from the right when pulling out from Westbourne Road onto Rectory Road is very poor. There is a great deal of litter on the football field; although it is not entirely the fault of the footballers, the situation is usually worse after a match. The clerk will write to the VH&RG Charity. A litter pick will be arranged.

Meeting closed at 9.25pm. Next meeting is on Monday 17th March 2014 in the Village Hall at 7.30pm