

# COLTISHALL PARISH COUNCIL

## Minutes of the Parish Council Meeting held at the Village Hall 17<sup>th</sup> March 2014

### Present

Chairman Robert Watson, Mike Warren, John Harding, Mark Rischmiller, Mike Kirkham, Michael Spinks, Penny Loiez, Doreen Snelling. Also in attendance District Councillor Alan Mallett, and five parishioners.

### 1. Apologies

County Councillor Tom Garrod and Sue Brodie tendered their apologies, which were accepted.

### 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 6<sup>th</sup> January 2014

Item 9 - Michael Spinks asked that it be noted that he did not stop tending the Common due to his retirement. The minutes of the meeting were then signed by Chairman Robert Watson.

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

None.

### 5. To receive reports from District Councillor

Deferred until later in the meeting.

### 6. Police report and Speedwatch

There had been 1 theft and 1 assault during February. Special attention was drawn to the spate of bank scams, where people are asked to divulge bank account information to telephone callers purporting to be bank staff. Only one Speedwatch session took place during February and one during March. No vehicles were recorded as speeding in the February session, and six in March. Under new procedures vehicles speeding between 33-36 mph are noted, and will prompt a visit from the police safety team.

### 7. Correspondence

1. Donations requested from Magpas and East Anglian Childrens' Hospice. As donation requests have been agreed previously, and Councillors had decided to support only local causes, no further donations will be made.
2. Greater Norwich Development Partnership advised that the Joint Core Strategy was adopted on 10<sup>th</sup> January 2014.
3. Garden Guardian will take over the care of Hautbois Common at a cost of £70 per cut, £840 p.a. plus VAT, **Proposed** Mark Rischmiller, **seconded** Michael Spinks, unanimous.
4. Jeremy Hall will fit the steel posts around the War Memorial at a cost of circa £150.
5. First Responder had sent a letter of thanks for the donation towards the defibrillator.
6. The hedge at the Village Hall has been flail cut. The remaining tree work will cost circa £550. **Proposed** Mike Warren, **seconded** Penny Loiez, unanimous.
7. Sue Lake will be leaving NALC at the end of May to join Aylsham Council. It was **proposed** by Keith Childerhouse that a letter of thanks for her advice and support be sent, and a donation made to a leaving gift, **seconded** Mike Warren, unanimous. Robert Watson abstained as he is a member of the NALC executive.
8. Norfolk County Council has requested a letter confirming that the delegated grass cutting agreement should continue for the forthcoming season. The payment will be 2.7% more than last year at £1054.91. Confirmation letter to be sent.
9. Dr Malpas will be retiring from Coltishall surgery shortly. It was **agreed** that a letter of thanks for his service to the village be sent.
10. A request had been received that overhanging branches on the bridleway behind Kings Road should

be cut. This may be the responsibility of Highways; the clerk to check.

11. Robert Watson suggested that funds be made available from the 2014-15 budget for a Neighbourhood Plan.

Doreen Snelling said that the Bowls Club had asked that the hedge behind the pavilion be cut. This is not the responsibility of the Parish Council; Robert Watson will speak to Ray Thompson.

## 8. Finance

### Report to date

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

Payments since last meeting		
Coltishall VH & RGC		80.00
Citrus Shredding		48.00
Receipts since last meeting		
HMRC – VAT reclaim		1809.37
Bank accounts as at 17 <sup>th</sup> March 2014		
Current account		21573.62
Deposit account		10962.75
<b>Total at bank</b>		<b>32536.37</b>
Payments due this meeting		
Parish expenses		159.65
NPS – play area sign		420.00
Robert Watson – expenses		40.42

Payments approved, **proposed** Penny Loiez, **seconded** Keith Childerhouse, unanimous. It was **agreed** that a supplementary donation to the First Responder would be considered at next meeting.

The Allotments Association had paid for hall hire £12.50 and Rachel Thrussell's expenses £70.49. Allotments rent is to remain at £12.00.

The Financial Projection Report had been sent to all councillors prior to the meeting. Robert Watson expected that the year-end balance would be circa £29,000, and that the balance at the end of the 2014-15 financial year would be £32,000. In the light of concerns over possible capping of the precept in future, NALC advised that there should be a contingency of 50% of the precept, thus leaving £16,000 at the Council's disposal. Of this £5000 is currently ringfenced for the MUGA, £3000 for the clerk's pension provision (a legal requirement), and a number of parish projects had been identified in the report. Robert Watson pointed out that the council tax relief reduction to 75% this year, 50% next year, and 25% the following year will increase the burden, and any affordable housing built in the village will exacerbate the impact, so the Council must be prudent with its expenditure.

## 9. Planning

There were no objections to

Application 20140158. The former Salvation Army Hall, now The River Rooms, High Street. Variation of opening hours : café Monday – Saturday 9.00 – 16.30, Sunday 9.30 – 16.00. Church Meeting Sunday 16.00 – 19.00, evenings Monday – Saturday 18.00 – 22.30 indoor only

Application BA/2014/ 0068/FUL. The Norfolk Mead Hotel, single storey extension off existing kitchen, additional listing building application

Majority no objections to BA/2014/TCA .Joyous Garde, 8 White Lion Road, felling of 5 sycamores

Majority no objection to BA/2014/0012/TCA. Landfall, 8 Anchor Street. Removal of leylandii hedge and up to 4 conifers. Original application withdrawn and amended.

In circulation Application 20140435. 23 High Street, two storey and single storey rear extension.

#### 10. Former RAF Coltishall runway

Keith Childerhouse and Mike Warren, as members of the RAF Liaison Group, circulated a picture of the airfield showing the areas to be removed for aggregate. Both ends will be removed over an 18 month period generating 140,000 tonnes, HGVs to transport aggregate on the outward journey, and back-fill material on the return journey.. Work will commence this year, with HGVs running through the village every 6 minutes from 7 am to 6pm weekdays and 7am to 2pm on Saturdays.

Although Norfolk County Council has stated that some traffic will go towards North Walsham, it is clear that the majority will travel through the village. It was noted that weight restrictions have already been imposed in Buxton and Scottow. The Council has responded to the consultation expressing concerns about traffic volumes, noise, pedestrian safety, and choke points at the Hautbois Road junction, the garage, and both bridges. Broadland DC should have discussed the matter at a planning meeting on 5<sup>th</sup> March, but did not due to a lack of information. There is now a great deal of documentation on the Norfolk CC website, and the matter will be discussed at County Hall on 25<sup>th</sup> April. A meeting at County Hall on 3rd March appointed Morgan Siddall as development partner. **Standing orders were suspended.** Peter Baker thought that High Street parking would likely disappear, and noted that the airfield had not been considered suitable for other military use due to the poor transport links. Michael Spinks warned that drainage from development at the site will adversely affect the river. Coltishall will be affected more than any other parish, so Councillors considered that some funds from the £1m set aside by Norfolk CC should be made available to mitigate the impact on the community. Highways advise that a temporary flashing speed sign for 18 months would cost £10,000, which the Council may have to consider in order to protect pedestrians, especially schoolchildren on the walk to and from school. **Standing orders resumed.**

#### 11. Working party

There had been an exchange of letters between the Charity and the Council, but no formal meeting had yet taken place. Efforts will be made to move this forward.

**12. Flood/disaster plan.** Penny Loiez had attended a seminar and agreed to meet with Horstead to co-ordinate a plan. She has a template which she will bring to next meeting.

#### 13. Grants

Mike Kirkham, Mike Warren and Mark Rischmiller were working to obtain grants for a MUGA. The entire area of grant funding is complex and time-consuming. Mike Kirkham had attended two funding events, had identified two possible sources of funds – the Lottery and Biffa, and made useful contacts. Biffa is less complicated than the Lottery but would offer lower grants. A 26-page questionnaire would have to be completed, involving a great deal of research beginning with the Parish Plan, and would take some 18 months to bring to fruition if all went to plan. It could be necessary to canvass local views via The Marlpit. The Parish Council has set aside £5000 towards purchase of equipment, but may also need to cover research costs and ongoing maintenance of the new equipment.

#### 14. Notice boards

ESPO noticeboards appear cheap and low-quality, so Mike Kirkham is now investigating Greenbarnes. A noticeboard to take 8 x A4 papers at the Village Hall would cost circa £1210 including the header, 10 x A4 would be £1400. They have a 5 year guarantee, and are made of recycled plastic so are maintenance free. Funding for two notice-boards would come out of the £11,000 for Parish Projects – **proposed** Robert Watson, **seconded** Penny Loiez, unanimous.

#### 15. Higher Level Stewardship

Following the meeting between Robert Watson and Katherine Trehane from Natural England, necessary paperwork has been completed and a further meeting with Katherine will be arranged.

#### 16. Sign at play area

NPS had supplied and fitted the sign as required by Zurich Insurance.

## **17. Website financing**

Mike Warren had contacted Webalistic and supplied them with the Parish Council's bank details so that a Direct Debit can be set up. He **proposed** that the agreement should be reviewed every two years, **seconded** Robert Watson.

## **Item 5 District Councillor**

Alan Mallett noted that a new sign warning against use of a mobile phone whilst driving had been installed on Horstead Mill. He recommended that the Council obtains a map of flood zones from the Broads Authority. Broadland DC is continuing to keep costs as low as possible whilst maintaining services. It will be Broadland DC's 40<sup>th</sup> birthday on 1<sup>st</sup> April; information will be sent on forthcoming celebratory events. There will be elections at Broadland DC next year; Alan Mallett is seeking someone to stand as Conservative candidate for District Councillor, preferably someone living in Coltishall, Horstead or Crostwick, whom he will support.

## **18. Any other business**

Doreen Snelling reported confusion caused by the roadworks in Rectory Road and Westbourne Road, which had resulted in Sanders buses having to divert on occasion, leaving passengers waiting at bus stops. Sanders are not always advised in advance, especially works carried out by service providers. The clerk will contact Highways to request advance notice of such works. John Harding presented his apologies for next meeting.

## **19. Public participation**

Paul Savory asked if any progress had been made re the footpath on land owned by the Girl Guides. Sue Brodie and Peter Croot were investigating this, and will be asked for an update. A seminar to be held at Tasburgh on 23<sup>rd</sup> April may yield useful information. Peter Baker was concerned about some large sheds, tarpaulin, and some untidiness at the allotments. He thought that allotment-holders should seek Council agreement before any tree work is carried out on the allotments. A new agreement is to be discussed by the Allotments Committee to avoid a recurrence of the difficulties last year with one allotment-holder.

**Meeting closed at 9.05pm. Next meeting is the Annual Parish Meeting on Monday 14<sup>th</sup> April 2014 in the Village Hall at 7.30pm**