

COLTISHALL PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall 12th May 2014

Present

Chairman Robert Watson, Mike Warren, John Harding, Keith Childerhouse, Mark Rischmiller, Michael Spinks, Doreen Snelling. Also in attendance First Responder Tracey Lister, and four parishioners.

1.To elect the Chairman of the Council and witness the Acceptance of Office

Robert Watson was proposed by Mike Warren, seconded by Keith Childerhouse and unanimously elected as Chairman. He accepted the nomination, and advised that he would not accept nomination next year. The declaration of acceptance of office was duly signed and witnessed by the clerk.

2.Apologies

County Councillor Tom Garrod, District Councillor Alan Mallett, Mike Kirkham, Penny Loiez and Sue Furness tendered their apologies, which were accepted.

3.To nominate Vice-Chairman and parish representatives

Robert Watson nominated Mike Warren as Vice-Chairman, seconded Keith Childerhouse, unanimous. Allotments – Rachel Thrussell; Highways and footpaths - John Harding; Planning - Doreen Snelling, Michael Spinks, John Harding, Mark Rischmiller; Village Hall and Recreation Ground Charity – Doreen Snelling, Michael Spinks; Police – Mike Warren; Non-financial risk management – Mike Warren; Tree Warden – Michael Spinks; Parish accounts verifier – Robert Watson; RAF Liaison – Keith Childerhouse and Mike Warren; Compliance – Penny Loiez; Internal Auditor Paul Austin.

4.Declarations of interest in items on the agenda

None.

5.Minutes of the Parish Council Meeting 17th March 2014

Accepted as a true record and signed by Chairman Robert Watson.

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

Mike Warren confirmed that Direct Debit instructions had been accepted for website financing, and queried if the agreement should be reviewed every other year. The clerk will add it to the annual audit checklist.

7.To receive a Report from First responder Tracey Lister

Robert Watson welcomed Mrs Lister to the meeting. Standing Orders were suspended. She reported that, together with that from the Parish Council, she had received enough money from donations to fully equip herself with a defibrillator, pulse and oxygen monitor and an iPad. She carries Entonox pain relief, and can check blood pressure and perform blood testing. The defibrillator is the latest model, and can be used on adults and children over 2 years old. It is fully automatic, gives the user clear verbal instructions, and administers the shock when necessary. Mrs Lister is very pleased with the equipment, and thanked the Parish Council for its help. She offered to arrange a life-saving course in Coltishall with equipment owned by Wroxham First Responders. Robert Watson asked Mrs Lister to write to the parish council in November requesting a donation for ongoing expenses. She was thanked for volunteering for this most valuable service, and for demonstrating the equipment to the meeting. Standing Orders resumed.

8. To receive reports from District and County Councillors

Neither was available for this meeting, and no reports were received.

9. Police report and Speedwatch

There had been three crimes reported by Aylsham Police in their area; one theft, one making off without payment, and one cultivation of cannabis. A higher than average number of bicycles had been stolen,

and an increased number of shed and out-house break-ins. Two Speedwatch sessions took place during April, both in North Walsham Road. Eight vehicles were recorded as speeding in the first session, and four in the second. The trend is for fewer miscreants, which is encouraging. Police also held a session at the North Walsham Road/Ling Way junction.

10. Standing Orders

Standing orders had been revised in line with the model from NALC, and will be distributed to all councillors, together with the revised financial regulations. They will be approved at next meeting.

11. Management Risk Assessment and Internal Audit

The Internal Audit had been completed by Penny Loiez, and Mike Warren will undertake an audit of the Asset Register this week.

12. Correspondence

- a. Norfolk CC Highways advised that they have no responsibility for the bridleway at the allotments, and would not cut the trees. It is not included in the Parish schedule of work; there was some thought that the bridleway may belong to the owner of the field, but as the allotments are owned by the parish council it was **agreed** that the clerk will obtain a costing from Garden Guardian.
- b. Donation request from Bure Navigation for information boards. Clerk to write to Mrs Baker asking for a letter in November for consideration at the January meeting.
- c. Norfolk County Council will commence the committee system on 27th May 2014. There will be five committees covering key functions : adult social care; children's services; environment, development and transport; communities; policy and resources.
- d. Norfolk CC will have greater control over roadworks carried out by utilities. Permits will in future be given, with financial penalties for failure to meet the terms of a permit.
- e. War Memorial. Standing orders were suspended. Two letters from parishioner had been sent to Broadland DC complaining about the posts installed around the War Memorial. Mrs Jekells and Mr Jordan thought they were intrusive, too tall and unsightly. The parish council had installed them as a last resort to prevent parking on the surrounding grass, which is disrespectful to our war dead and spoils the appearance of the memorial, refurbished by the parish council at a cost of over £5000. Councillors accepted that it would be better were they not needed, but felt there had been no alternative. They will investigate measures to mitigate the impact.
- f. A letter of thanks had been sent to Dr Malpas thanking him for his services to the village.

13. Finance

- a. The Annual Audit Commission return had been prepared by the clerk, Paul Austin as Internal Auditor had approved the accounts and accuracy of the return, and councillors were asked to approve it for presentation to the External Auditors. Proposed John Harding, seconded Keith Childerhouse, unanimous. It was duly signed by Robert Watson as Chairman and the clerk as responsible financial officer.
- b. A new bank mandate is necessary to allow the clerk to transfer funds between accounts. This facility has always been in existence, but NatWest has now decided that the new mandate must be signed by all signatories after which the clerk will have authority to transfer between accounts until such time as authority is withdrawn by the council. Mark Rischmiller proposed that the mandate should be approved, seconded Keith Childerhouse, unanimous. As the council had received incorrect information from NatWest in the past, compensation of £100 was paid direct to the council's account.
- c. Financial report. Copies of the year end accounts, budget to date and bank reconciliation had been sent to all councillors.

Payments since last meeting

PX2 – Web hosting	180.00
Allotments Society – membership	66.00
Norfolk Rivers Drainage Board	6.82
NALC - membership	219.86

Receipts since last meeting	
HMRC – VAT reclaim	70.00
Broadland DC – additional grant	206.00
NatWest – compensation	100.00
Brown & Co – grass cutting	80.00
Broadland DC – precept half year	13500.00
Bank accounts as at 12 th May 2014	
Current account	23479.73
Deposit account	20664.10
Total at bank	44143.83
Payments due this meeting	
Norfolk CC – HLS application	90.00
Broadland DC – bin emptying charge 2014-15	120.25
Paul Austin – audit fee	30.12
Peter Croot – tree warden expenses 2013-14	40.00
Jeremy Hall – hedge at Village Hall	550.00
Parish expenses	150.69
Robert Watson – expenses	33.80

Payments approved, **proposed** Doreen Snelling, **seconded** John Harding, unanimous. It was **agreed** that Paul Austin's fee was inadequate for the work he does so it was **agreed** that a donation of £20.00 should be given to him.

The Allotments Association will reimburse the council for £66.00 membership fees. Webfusion will be paid by direct debit in future. An invoice had been sent to Norfolk CC for delegated grass cutting £1054.91.

14. Planning

There were no objections to

Application 2014/0435. 23 High Street. Two storey and single storey rear extension.

Application BA/2014/0135/HOUSEH. Manor Lodge, 4 Church Street. First floor extension above garage and entrance lobby.

Application BA/2014/0022/TCA. Orchard Hill. Tree works.

15. Former RAF Coltishall runway

Standing orders were suspended. Various ideas had been promoted, including the removal of the runway ends. New plans for a solar farm were floated at the beginning of May, and new information received from Norfolk CC today increases the size of the proposed solar farm to 300 acres – some 50% of the total area. Norfolk CC's Cabinet today gave approval to enter into agreement with a private developer to lease the land for 25 years for a solar farm, subject to the planning application being considered by North Norfolk District Council. The Liaison Group will meet in June when more information will be available. A solar farm would have a lesser impact than other plans under discussion: a windfarm could interfere with radar and has not been mentioned recently, extensive housing would require improvements to infrastructure. A solar farm meets to a greater extent eco-friendly requirements, but would impact on plans for county farms. It was felt that financial gains would outweigh other considerations. A letter sent to Norfolk CC in March detailing the parish concerns elicited no reply; a second has been sent this week making clear our objections to the impact of development on the community. The parish council will continue to request that a portion of the £1m fund be allocated to mitigation measures in the village. Mr and Mrs Bailey, who are residents living closest to the proposed solar farm, had hitherto received no information from Norfolk CC or North Norfolk DC, but have now received an assurance from NNDC that they will be kept informed. Mr and Mrs Bailey would not necessarily object to the solar farm, but want clear information in a timely manner. The parish council would not object in principle to a solar farm, but want Norfolk CC to address its concerns about increased traffic through the village. Standing orders resumed.

16. Flood/disaster plan. Penny Loiez had forwarded a disaster plan template to the clerk. The clerk circulated a copy of the flood map. This matter will be discussed at next meeting.

17. Footpath at Girl Guides

Peter Croot and Sue Furness had been gathering information. Robert Watson and the clerk had attended a workshop on footpaths, gleaned useful information, and made useful contacts including Dr Sarah Spooner from the UEA. The clerk had inspected the 1841 tithe map at the Norfolk Archive, and corresponded with Dr Spooner: there was no printed path shown on the map, and Dr Spooner had found no evidence of a right of way in documents in her possession. It may therefore be necessary to base a claim on affidavits from local people. A claim must have been made before 1st January 2026, after which the right to claim any footpath as a right of way will be extinguished.

18. Posts

Six posts were borrowed from the Commons Trust to complete War Memorial work. It was **agreed** to order replacements from Rackham Engineering.

19. Notice-boards

Mike Kirkham had researched this matter, and obtained a quotation from Greenbarnes for two noticeboards, constructed from manmade timber, polycarbonate glazed, with headers. The cost would be £2611.17 including carriage and VAT. The quotation was circulated to all councillors. It had been agreed at a previous meeting that the noticeboard at Hautbois should be replaced, and a new one installed at the Village Hall. The colour will be checked before an order is placed. It was suggested that the Pharmacy noticeboard should be spruced up.

20. Any other business

Peter Croot reported that Olga Sinclair, past Chairman of the Parish Council, had sadly passed away. Doreen Snelling noted that the perspex at the bus stop noticeboard was cracked. She had requested that it be replaced, and will call Norfolk CC again. John Harding advised that a seminar on safety and security systems for the elderly would be held on Tuesday 13th May. Michael Spinks was concerned that information on electricity works at Hautbois had been inadequate. Although a notice had been issued, no mention had been made in it of the intention to dig trenches to lay underground cables. Paul Savory had supplied a photograph of an appalling mess around the glass recycled bins at the Village Hall. The clerk had reported it to Broadland DC. Councillors had intended to clear it themselves, but found that it had already been done. The clerk to enquire from Broadland DC if Veolia's staff had done it, and if so to thank them.

21. Public participation

None.

Meeting closed at 9.10pm. Next meeting is the Annual Parish Meeting on Monday 7th July 2014 in the Village Hall at 7.30pm