

# **COLTISHALL PARISH COUNCIL**

## **Minutes of the Annual Parish Council Meeting held at the Village Hall Lounge on Monday 8<sup>th</sup> May 2017**

### **Present**

Penny Loiez, Michael Spinks, Doreen Snelling, Mark Rischmiller, Mike Kirkham, June Lillingstone, Amanda Taylor-Pope, Bill Musson, Bob Grindrod, County Councillor Tom Garrod and 15 parishioners. Jo Copplestone as prospective District Councillor.

### **Safety notices were read out.**

#### **1. To elect the Chairman**

Councillors unanimously voted to elect Mark Rischmiller as Chairman. He duly signed the Declaration of Acceptance of Office, witnessed by the Clerk. Mark Rischmiller thanked Penny Loiez for her tireless and pro-active leadership during her time as Chairman, and wished her well for her family's return to France. He hoped to continue her sterling work for the village and community.

Mark Rischmiller introduced Jo Copplestone as the Conservative candidate for Broadland District Councillor. She informed the meeting that she is from a farming family in Swannington, and eager to represent the interests and concerns of Broadland villages and towns.

#### **2. Apologies**

None.

#### **3. Mr Mallett**

Councillors acknowledged the retirement of Alan Mallett as District Councillor, and expressed their thanks to him for his dedication to the village as past Chairman of the Parish Council and as District Councillor since 2000.

#### **4. To nominate Vice-Chairman and Parish representatives**

Bob Grindrod was unanimously voted in as Vice-Chairman. Michael Spinks will remain as Allotments representative; June Lillingstone for Highways; Doreen Snelling, Michael Spinks, Bob Grindrod, Mike Kirkham and Mark Rischmiller for Planning; Doreen Snelling and Michael Spinks for the Charity; Amanda Taylor-Pope for Police; Bob Grindrod as accounts verifier and compliance officer; Trevor Goddard as web-master, Mike Kirkham as HMP Bure Liaison.

#### **5. Declarations of interest in items on the agenda**

Doreen Snelling and Michael Spinks declared interests in item 15 Village Hall Charity, Bob Grindrod in item 14 Westbourne Road development. Bob Grindrod advised the meeting that he would stand for election as District Councillor for Coltishall ward.

#### **6. Minutes of the Parish Council Meeting 6<sup>th</sup> March 2017**

Accepted as a true record and signed by Mark Rischmiller as Chairman .

#### **7. Matters arising from the minutes, not on the agenda**

None.

#### **8. Power of Competence**

The Council still conforms to the requirements of the Power of Competence.

#### **9. Reports from County Councillor Tom Garrod**

Tom Garrod thanked all who voted for him in the recent local elections. He was returned as County Councillor for Wroxham Ward, and will continue to support our village and its parishioners.

## 10. Police

Amanda Taylor-Pope presented Greig Shepherd's report. The recording of crimes is handled by a new IT system called Athena, linking crime, intelligence, custody, court cases, and other procedures. Wroxham is now part of the Sprowston sector, split into four wards. Coltishall and Hautbois are linked with Horstead and Belaugh, with a range of Police departments based at the Aylsham Custody Suite. The report covers the activity of Police Officers from April 2016 – March 2017, who work with Broadland DC, Operational Partnership Team, Safer Neighbourhood Action Panel, Mental Health Service and Housing Associations. Police received a total of 138 reports from our ward, 97 crimes and 41 non-crime reports. A complete break-down is available from the Clerk. The Safer Neighbourhood Action Panel held quarterly meetings, highlighting anti-social behaviour, safer school parking and speeding vehicles, and breaches of traffic signs. The Community Engagement Officer PC Andrew Mason has attended parish and community meetings, and works with a variety of groups and social media. The speed camera team supports areas where speeding is identified as a concern : Buxton now has a thriving team, and the Speed Camera Safety Team has attended the village on numerous occasions. Regrettably, PC Bill Kerr is still unwell and unlikely to return to work in the near future. Amanda Taylor-Pope advised that no new information has been forthcoming on the accident in Rectory Road.

## 11. Telephone mast

Bob Grindrod advised that the agreement had been amended to accord with our requirements, allowing the Council to retain as much control as possible. Certain clauses had been re-written to protect our interests. It had now been approved and signed on behalf of the Council, and work should commence within a few weeks. He had produced a report on the completion of the contract, which was distributed to all councillors and members of the public. Mark Rischmiller will monitor the site during installation. A wayleave will be necessary for the underground cabling. The Charity will need to review their insurance of the football field in case of accidental damage to the mast by the public.

## 12. Correspondence

- a. Norfolk Mediation Service requested a donation. The Clerk had tried to ascertain their work in Coltishall, without success. No donation will be made.
- b. The Marlpit had requested a donation towards their 40<sup>th</sup> Anniversary edition; **agreed** the sum of £140.
- c. Invitation from the Houses of Parliament to take up the UK Parliament Day kit.
- d. Norfolk Playing Fields invitation to the Summer Party on 17<sup>th</sup> June. Also the membership invoice £25.
- e. Neighbourhood Plan : Bob Grindrod had prepared a handout explaining the requirements for a Plan, and asking to restart the previous approval from the Council to undertake a Plan. It would address local issues such as village parking and traffic flow associated with development. He will prepare an article for The Marlpit to attract interest and volunteers from the community; **approved**. It was noted that Horstead had begun a Plan.
- f. Deferred to later in the meeting.
- g. Bowls Club request to increase the height of the MUGA fence to prevent footballs being kicked over onto the bowls green. **Standing Orders were suspended**. Keith Childerhouse explained that the fence on the opposite side had been extended following similar complaints from neighbouring houses. He was not sure that the footballs came from inside the MUGA, and that extending the fence could be seen as a challenge. It was **agreed** to take no action at present. **Standing orders resumed**.
- h. Speedwatch: Bob Grindrod would like to re-establish Speedwatch, which had ended due to a lack of volunteers and increased paperwork. He would undertake administration and lobby for volunteers, to include an article in the Marlpit.
- i. Dementia. The Dementia Friendly Programme is based on specifications overseen by the British Standards Institution and the Alzheimers Society. Bob Grindrod said there are more dementia-related deaths in our ward than anywhere else in Norfolk. Coltishall has an above-average older population; he wants to make Coltishall Dementia Friendly, and raise awareness of issues surrounding dementia. He aims to bring together all interested parties, hold a community meeting in the village hall, form a focus group, and develop a structure for addressing dementia in Coltishall and the locality. He requested approval from the

Council to proceed, **approved**.

- j. Pre-school. Trudy Hubbard-Fines had received an estimate for the removal of the window in the village hall and the installation of double doors fitted with toughened glass, £1470.00. The cash is to hand, the Charity has approved the alteration, and quotations for steps are awaited. She requested permission to proceed, **approved**.

### 13. Finance

1. The internal audit had been completed as had the Audit Commission Report, which was presented for signature by the Chairman Mark Rischmiller and the Clerk as RFO. It was **approved**, proposed Michael Spinks, seconded Mark Rischmiller, unanimous.
2. Copies of the current budget to date and bank reconciliation had been sent to all councillors, and were **accepted**.

#### Payments since last meeting

Mackenzie Associates, phone mast report	1500.00
URM	12.60
PX2	180.00
HMRC PAYE	1.80
Norfolk Rivers Drainage Board	7.09
	<b>1701.49</b>

#### Receipts since last meeting

Broadland DC precept ½ year	16500.00
HMRC PAYE refund	83.82
HMRC VAT refund	2608.67
Bank interest	0.10
	<b>19192.59</b>

#### Bank accounts as at 8<sup>th</sup> May 2017

Current account	33913.39
Deposit account	12690.46
<b>Total at bank</b>	<b>46603.85</b>
Outstanding cheques	80.00
<b>Total</b>	<b>46523.85</b>

#### Payments due this meeting

J B Elvy – salary April	484.90
J B Elvy – expenses	176.31
Norfolk Playing Fields membership	25.00
Paul Austin internal audit	31.09
	<b>717.30</b>

Payments **unanimously** approved.

The Council had previously agreed to support Bure Valley Conservation with a donation. It was **agreed** to give £50.00 at this meeting.

### 14. Planning

There was only one application, number 2017-664, 11 Ling Way, sub-division of site and relocation of parking spaces to existing dwelling. It includes a new-build. There were no objections. Work had already commenced.

The Rectory Road Application is to be heard on 17th May. It was suggested that three parishioners should draw up a plan to present their, and the parish's, objections.

It was **agreed** to support the CPRE Pledge to oppose inappropriate development.

Nothing further had been received in connection with the Westbourne Road Application.

#### **15. Village Hall and Recreation ground Charity**

A meeting was held between the Charity Trustees and Councillors Penny Loiez, Mark Rischmiller and Bob Grindrod, minuted by the Clerk, to discuss the current state of the Charity, issues outstanding from the previous meeting of 23<sup>rd</sup> November 2016, and remedial action necessary. The projected income for this year is lower than expected outgoings. The Preschool is the major user of the village hall, and cannot currently satisfy demand for its services due to inadequate facilities. The Trustees agreed that the Preschool should occupy the current Lounge area on a permanent, exclusive basis in order to allow its expansion and to preserve the income to the Charity derived from it. New Trustees/volunteers must be brought in to the Charity to revitalise it, source grants and funding, improve facilities, and boost use of the Hall. It was **proposed** by Amanda Taylor-Pope that these actions be taken, **seconded** June Lillingstone, **unanimous**. It was further proposed that Penny Loiez should devote her remaining time on the Council to achieve as far as possible these aims, **agreed**. Trudy Hubbard-Fines will obtain costing for necessary improvements.

#### **16. H M P Bure Liaison**

Mike Kirkham had attended a meeting on 18th April, and reported that the prison service has been obliged to cut costs, resulting in a reduction of staffing levels of around 15%. There are currently 640 prisoners against a maximum capacity of 643. The prison population is increasing, but as wages are low it is difficult to attract staff. However, the recent inspectors' report was the best yet, receiving a maximum score of 4 for safety and respect, 3 for purposeful activity, and 2 for resettlement : it is acknowledged that the resettlement policy is unworkable. Inspectors praised the standard of food and cleanliness. Ofsted confirmed a level of Good with 30 prisoners studying for Open University degrees. The prison is a complex organisation, a micro-community with which Mike Kirkham was very impressed. Governor Sue Doolan will leave to become Governor of Littlehay Prison near Huntingdon which has some 1200 prisoners. The Council wished her well in her new post.

#### **17. Any other business**

Penny Loiez warned that the Rectory Road development must be monitored carefully to ensure the best outcome for the village. Bill Musson has contacted Environmental Services re the overflowing dog bin. Paul Thomas' wall is to be made safe entailing the closure of the path for the duration of work. June Lillingstone had contacted Highways about the continuing issue of the overhanging tree on Westbourne Road, about which Sanders' drivers complain. The home-owner maintains it does not belong to him. Bob Grindrod will try to find a solution, and chase up Highways about the remaining trees.

#### **20. Public participation**

Mr Savory enquired about the white lines for the disabled spaces at the village hall. Michael Spinks will be doing the work in the following week.

**Meeting closed at 9.35pm. Next meeting is on Monday  
3<sup>rd</sup> July 2017 in the Village Hall Lounge at 7.30pm**