



# COLTISHALL PARISH COUNCIL

Clerk: Rebecca Furr  
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## Minutes of the Annual Parish Council Meeting held virtually via Zoom Video Conferencing on Wednesday 5<sup>th</sup> May 2021 at 6.30pm

**Present:** Chairman - Richard Germany (RG), Vice Chairman - John Haschak (JH), Parish Councillors - James Matthews (JM), Michael Spinks (MS), Michelle Thackham (MT), Nicola Chaney (NC), Doreen Snelling (DS) and Adam Wolton (AW). District Councillor - Jo Copplestone – Broadland District Council (BDC) and County Councillor - Cllr Fran Whymark (Norfolk County Council). Parish Clerk - Rebecca Furr (RF). All by video conferencing except MS and DS via audio.

### 1. Elections

- Richard Germany was APPOINTED chairman and ACCEPTED office.
- John Haschak was APPOINTED vice chairman.
- It was AGREED to defer co-option as applicant was not present at meeting.
- Chairman training was APPROVED.

### 2. Apologies for Absence – none.

### 3. Declarations of Pecuniary Interest and Requests for Dispensations - none

### 4. Minutes of 13<sup>th</sup> April 2021 were APPROVED as a true and accurate record reflecting the amendment to the clerk's salary of £885.59 (to be signed at next public meeting)

### 5. To report any matters arising from the previous minutes (information only)

MUGA - RG reported the rest of the noise dampening work to the MUGA will be completed by the end of May.

Old Bakery Court - RF reported Highways Boundaries Search Team have been asked to map the width of the route (around the war memorial) to distinguish the extent of what is public and private land (8-12 week process). Letters have been sent to Old Bakery Court Management Committee and Norwich Traffic Control in relation to removing the no parking signs on the bollards of the war memorial.

Highways – NCC Highways have stated they are unable to assist with a pedestrian crossing on Rectory Road, however the parish council could independently pay for an assessment from NCC Highways but there is no guarantee this would result in a pedestrian crossing being agreed. RF will continue to explore options with AW in relation to a 20mph speed zone on Rectory Road and reducing the splay radiuses at the junction of Rectory Road and St John's Close to encourage motorists to reduce their speed.

### 6. Public Forum

- Cllr Jo Copplestone (BDC) and Cllr Fran Whymark (NCC) provided a monthly summary of their involvement with community matters. Please see report at the end of these minutes.
- Public Participation – none.

### 7. Planning – none.

### 8. Finance

- Payments Received - NOTED*

Signed \_\_\_\_\_ (Chairman)

Page 1 of 4

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|-------------------|---------------------|---------|
| Allotment Tenants | Allotment Rent Fees | £310.00 |
|-------------------|---------------------|---------|
- b. *Payments for Approval - APPROVED*
- |                            |                       |        |
|----------------------------|-----------------------|--------|
| National Allotment Society | Annual Membership     | £66.00 |
| Rebecca Furr               | Parish Clerk Expenses | £45.92 |
- c. *Previously agreed Standing Orders and Other Payments - NOTED*
- |              |                  |         |
|--------------|------------------|---------|
| Rebecca Furr | Payroll May 2021 | £885.59 |
|--------------|------------------|---------|
- d. The parish council considered the internal auditors report and AGREED for the RFO/Clerk to act on the minor recommendations made.
- e. The statement of accounts for year ending 31 March 2020 were APPROVED.
- f. The statements of Annual Governance and Accountability Return were APPROVED.
- g. A donation of £1385 was APPROVED to Coltishall Parochial Church Council (PCC) for churchyard maintenance (grass cutting) at St John the Baptist Church. The Parish Council usually budget £1000, but due to the covid pandemic and the impact this has had on Coltishall PCC fundraising the full amount was agreed.
- h. It was APPROVED to use HMRC credit on PAYE account of £202.13 for future PAYE payments until spent. RF to keep a record.
- i. JH, MS, NC and RG have inspected assets. Benches on Kings Street, outside Pharmacy and cricket field were removed historically and the asset register needs to reflect these changes. DS reported there are some benches at the football club and will confirm details. It was AGREED RF will update asset register (transferring to Excel as recommended by the internal auditor) and present at next meeting for approval.
9. It was AGREED to delegate parish council business in respect of financial and planning matters to the clerk until the next parish council meeting on Tuesday 13<sup>th</sup> July 2021. This is because the legislation to hold meetings virtually ceases on the 7<sup>th</sup> May and the ability to meet face to face without social distancing/limitations on attendance will not be agreed till at least the 21<sup>st</sup> June 2021. It was AGREED RF will keep a record of any decisions made using this power which will be ratified by the full council at the next meeting.
- 10. Playground and MUGA**
- a. Quote APPROVED to replace connector on vertical rope net of £7.20 ex VAT. AW AGREED to fit the connector.
- b. It was NOTED JM has repaired the broken screw on the wooden climbing frame which was exposed as a result of the top tread half round bar.
- 11. Coltishall Village Hall and Recreation Ground (CVH&RG)**
- a. DS reported that the village hall is due to be available for hirers from May 17<sup>th</sup> but with the restriction of the rule of 6 (pending government's roadmap out of lockdown). One hirer has been lost but a new enquiry has been made. A maximum of 25 people are allowed in the village hall based on Covid restrictions risk assessment.
- b. MT reported the pre-school have agreed to pay £24.66 monthly towards the Broadband bill for WiFi at the Village Hall. CVH&RC will contribute £10 per month and Coltishall Parish Council AGREED to contribute £10 per month. It was AGREED Coltishall Parish Council will pay the £30 set up fee and RF will set up a standing order of £10 per month to CVH&RC once MT has confirmed the contract is in place.
- 12. Allotments**
- a. To receive report from Mr Thrussell - Acting Chair of Coltishall Allotment Association - none
- b. The parish council AGREED to monitor if there are any further reports regarding dogs fouling or trespassing on plots.

Signed \_\_\_\_\_ (Chairman)

- c. It was NOTED Plot 63 has been allocated.
- d. It was NOTED all tenancy agreements have been returned and all rent collected.
- e. AW reported he was unable to see the gate at Chapel Lane as this has been removed. RF will liaise with allotment chairman regarding this matter so that the gate is available for AW to inspect and recommend whether the gate can be mended or needs to be replaced. RF reported that the allotment committee would like the gate replaced and asked whether the entrance could be widened to prevent vehicles driving on plots near the entrance. It was AGREED to consider this after AW has undertaken an inspection.

### **13. Highways**

- a. NCC Highways have stated they will not support the proposal at Anchor Street Triangle for road safety reasons. This is because any vegetation or structure in this area can restrict the grassed area within the junction impacting on the visibility splays. The Parish Council AGREED they would not take any further action to support the project.
  - b. It was AGREED to support a young person's school project to plant flowers under the village sign (Highway's permission has been obtained). RF to inform grass cutters and check insurance requirements so that public liability cover is in place.
  - c. It was AGREED to purchase a no parking sign near the Railway Bridge at Gt Hautbois Common. RF to obtain quotes and seek Highway's permission.
- 14.** It was AGREED to fund a 1100 litre general waste Biffa bin and two resin benches at the Upper Common. RF to order bin from 1<sup>st</sup> June to 30<sup>th</sup> September and obtain quotes for resin benches.
- 15.** It was AGREED to support Mr Croot's recommendation to plant a tree in memory of people who have died during the Covid pandemic on parish land under 1 Million Trees for Norfolk Scheme.
- 16.** It was AGREED to support proposal on behalf of students from Paston College to litter pick in Parish areas including Upper Common and Lower Common (with permission from Coltishall Commons Management Trust), small and large recreation grounds and car parks and play area. RF has requested a copy of their risk assessment for insurance purposes.
- 17.** The privacy policy presented to the parish council ahead of the meeting was APPROVED.
- 18.** It was NOTED there are no changes to the land parcels under the Parish Council's Environmental Stewardship agreement. It was APPROVED for RF to proceed with claim for 2021.

### **19. Other meetings and training**

- a. Meetings and training attended  
None
- b. Future meetings and training to approve  
Introduction to VAT – 13.07.21 – Clerk - APPROVED

**20. To report matters for inclusion in a future agenda** – RG proposed temporary overflow car park at large recreation ground, NC proposed installation of bollard, seconded by MT suggesting wooden noticeboard near Community Orchard to prevent vehicles using this area as a turning point.

**21. Confidential Item** – It was AGREED to increase the clerk's contractual hours to 17 per week. Toil accrued above five hours will be reported to the parish council for consideration of overtime payment. It was AGREED to pay 21 hours toil accrued to date. The clerk's pension with Norfolk Pension Fund (Local Government Pension Scheme) was APPROVED.

**The next parish council meeting will be held on Tuesday 13<sup>th</sup> July 2021 at 6.30pm.** This meeting will be held in public based on necessary government advice in relation to the roadmap out of lockdown. Venue to be confirmed on agenda.

Broadland District Council Report- May 2021.

Unfortunately, there was a serious road traffic accident in Coltishall at 3.30pm on Sunday 2nd May, involving a car and a cyclist on the junction of B1150 with Ling Way and The Hill, the road was closed and several police and an ambulance crew attended the scene, the cyclist was critically injured and taken to hospital. Local police are appealing for witnesses and if you have any information please email [Christopher.Leah@norfolk.police.uk](mailto:Christopher.Leah@norfolk.police.uk) or dial 101.

Heavy traffic on the B1150 is an ongoing problem in our villages and I have been in regular contact with our Place Shaping Manager, Paul Harris about the duty to cooperate cross border with North Norfolk DC in respect of their emerging local plan and the large numbers of proposed new homes in North Walsham. NNDC have commissioned Norfolk County Council to undertake highways assessment work to support their local plan, which should provide a technical basis to inform strategic or local impacts that need to be addressed when we finally organise a tripartite meeting with their planners.

As the Governments coronavirus lockdown restrictions ease further and the ongoing success of the vaccination programme we can all look forward to 17<sup>th</sup> May when our hospitality venues will be able to serve customers (of up to six people or two households) indoors, after such a cold spring this will be welcomed by both businesses and customers alike.

Young people have been one of the hardest hit groups economically affected by the pandemic, our councils are acting as a gateway provider in the Governments Kickstart scheme which supports 16 to 24 year olds who are not in employment or education. Kickstart gives young people an opportunity to get into work and offers businesses extra support to help them recover after Covid. As well as offering placements in our councils 'one team', the council has partnered many businesses across the two districts and businesses that participate can claim 100% of the young persons pay back. If you would like more information on Kickstart email [kickstart@s-norfolk.gov.uk](mailto:kickstart@s-norfolk.gov.uk)

The council is re-starting the school holiday club Tots2Teens for children aged 5-16 years, offering four days of covid secure activities such as cookery, art, dyke dipping and bushcraft from 1<sup>st</sup> to 4<sup>th</sup> June, to book a place email [leisure@broadland.gov.uk](mailto:leisure@broadland.gov.uk).

I hope you all stay safe & well!

Cllr. Jo Copplestone  
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Portfolio Holder for Economic Development  
Broadland District Council

Report from Cllr Whymark – Norfolk County Council to be received in due course.

Signed \_\_\_\_\_ (Chairman)