

Coltishall Parish Council with Great Hautbois Meeting Agenda

To members of the Parish Council

You are summoned to participate in the resolutions (decisions) of Coltishall Parish Council on **Tuesday 8th September 2020 at 6.30pm** via **Zoom Video Conferencing**.

To members of the Public

Members of the public are welcome to attend. Please contact the clerk for an invitation via email at coltclerk@gmail.com or by telephone 07446 542156. Please note in law, members of the public are not allowed to speak when meetings of the Parish Council are in session unless this is within the Open Forum section or invite by the Chairman/Clerk for a point of clarification, in which case a vote will be taken to suspend standing orders. Coltishall Parish Council meetings are recorded for minute taking purposes.

Rebecca Furr - Clerk to the Parish Council

Published 31st August 2020

1. To receive apologies for absence
2. To receive Declarations of Pecuniary Interest in items on the agenda
3. To approve the minutes of the meeting held 7th July (to be signed at next public Parish Council meeting)
4. To approve Ms Snelling's absence from parish council meetings

OPEN FORUM

5. To receive matters arising from the previous meeting (for information only)
6. To receive reports from Cllr Jo Copplestone – Broadland District Council and Cllr Fran Whymark Norfolk County Council
7. To receive comments / questions from parishioners
8. To receive update on Police Reporting
9. To receive update regarding Highways/SAM2/Speedwatch
10. Playground and MUGA
 - 10.1 To review and agree actions from Playforce Playground Inspection Report
 - 10.2 To receive update from Ms Chaney and Mr Germany regarding the noise dampening work to the MUGA

MAIN MEETING

11. To consider Planning Applications for approval and any applications received after agenda set. Details can be viewed on respective websites <https://planning.broads->

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authority.gov.uk/online-applications/ and

<https://secure.broadland.gov.uk/Northgate/PlanningExplorer/GeneralSearch.aspx>

11.1	20201367	The Hollow – 27 Westbourne Road	Erection of orangery, first and second floor extensions and new subterranean garage
11.2	20201416	Urlyanlate – North Walsham Road	Erection of 1 ½ storey extension to the rear (west), single storey extension to the side (north) and conversion of existing loft space
11.3	20201498	22 The Street	Single storey rear extension, replacement windows and additional roof lights to rear and alterations to front entrance bringing ground floor glazing
11.4	20201434	Land to rear of 15 Church Street	Change of use of agricultural land to leisure for the exclusive use of the occupants of 15 Church Street including erection of gym, tennis court, outdoor swimming pool, sauna and storage/plant building for bore hole filters and generator
11.5	BA/2020/0217/HOUSEH	Boatyard Maltings – 30 Anchor Street	Conversion of other half of the loft, removal of a chimney, two storey rear extension and internal reconfiguration
11.6	20201574	Spinney Lodge, 16 White Lion Road	Demolition of rear extension to study to North Elevation, removal of rear existing walls on North Elevation and replace with large doors/windows, new window to South Elevation on ground floor

12. To approve finances (details sent in advance via email to parish councillors)

12.1 Payments Received

Norfolk SLCC	Clerk Training Bursary (CILCA)	£100
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12.2 Payments for Approval (direct payment form to be signed at next public meeting)

Westcotec	Bluetooth fitting for SAM2	£125.00
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Norfolk Parish Training	CILCA Training for clerk	£204.00
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and Support	September 2020 – March 2021	
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David Gillett	Tree Survey	£600.00
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Rebecca Furr	Clerks Expenses – July and August	£168.22
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WAVE	Allotment Water Bill	£173.65
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12.3 Previously agreed Standing Orders and other payments

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Rebecca Furr Payroll for August and September 2020 1704.82

- 12.4 To approve transfer of all parish council accounts (current, savings and allotments) to Unity Trust including £14 monthly fee for account and internet banking (standing order)
 - 12.5 To approve individuals for triple authorisation of accounts
 - 12.6 To agree which assets/projects will be earmarked from general reserves and phone mast monies
 - 12.7 To agree whether the Covid 19 grant of £1000 should be returned to Norfolk Community Foundation
- 13.** To receive update from Mrs Snelling and Ms Thackham regarding Coltishall Village Hall and Recreation Ground (CAST)
- 14.** To consider quotes and agree contractor to repair bus shelter on Westbourne Road
- 15.** To agree bid for Parish Partnership Scheme
- 16.** To consider latest offer from Shared Access regarding the upgrade of the phone mast
- 17.** To receive update from Ms Chaney regarding the Public Right of Way application on the existing lane that leads off Rectory Road in between the Crocus Home site and Football Field and approve land registry fee (£3 each) in respect of application.
- 18.** To receive update from Highways and consider the parking/safety issues raised by parishioners
- 18.1 The Lower Commons Area including Anchor Street and Wroxham Road – To consider yellow line extensions, bollards and signage due to prohibited/dangerous parking
 - 18.2 Station Road – To consider concealed drive warning notices and extension of 20mph speed limit to cover blind bend due to safety issues of parishioner accessing/leaving driveway
- 19.** To approve Zoom subscription for future parish council meetings (£11.99 a month or £119 annual)
- 20.** To consider the final design plans Crocus have submitted regarding their planning application for 30 homes on Rectory Road (not yet live on Broadland District Council Planning Application portal)
- 21.** To consider the impact the Norwich Western Link proposal (connecting the NDR from the A1067 to the A47 west of Norwich) may have on Coltishall
- 22.** To consider the felling of the poplar tree at the allotments which will be joint funded between the parish council and the allotment association
- 23.** To approve funding to trim the hedge touching the clubhouse at the football field, cutting back the bramble and removing the small cherry tree growing against the wall and cut back the hawthorn hedge so all arisings are clear around site (additional task separate to grass cutting tender with Garden Guardian)

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24. To approve funding to trim the hedges at the Millennium Orchard and add land on asset list.
25. To consider recommendations from tree survey report
26. To consider recommendations from Hautbois Common Wildlife Survey
27. To receive update from Mr Matthews regarding declaring a Climate Emergency
28. To review and approve Freedom of Information Act Policy
29. To approve clerk's probationary period is completed and arrange bi-annual review
30. Other meetings and training
 - Meetings and training attended
 - Induction Training - AW
 - SLCC AGM and Workshop – 22nd July - Clerk
 - Introduction to CILCA – 8th July - Clerk
 - Future meetings and training
 - CILCA Session 1 – 16th September - Clerk
 - Practical Budgeting for New RFOs (Clerk) – 7th October - £44 – To approve
31. To report matters for inclusion in a future agenda

The next scheduled date for Councillors summoned to participate in resolutions will be **Tuesday 13th October 2020 at 6.30pm** via Zoom Video Conferencing.