

# Minutes of the Annual Parish Council Meeting

Tuesday 3<sup>rd</sup> May 2022 at 7.30pm, held in the Church Rooms, Rectory Road, Coltishall.

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Parish Councillors present: Richard Germany (Chairman), John Haschak (Vice-Chairman), Michael Spinks, Nicola Chaney, Michelle Thackham and Doreen Snelling

In attendance: Taila Taylor (Parish Clerk), Fran Whymark (County Councillor) and 6x Public.

## 1 Elections

- a. It was AGREED to appoint Richard Germany as Chairman of Coltishall Parish Council for the municipal year 2022-2023.
- b. It was AGREED to appoint John Haschak as Vice-Chairman of Coltishall Parish Council for the municipal year 2022-2023.
- c. No applications for co-option were received, it was therefore AGREED that the Council would continue to promote the vacancies.

## 2 Apologies for absence

Apologies were received from District Councillor Jo Coplestone in advance of the meeting which were noted by the Parish Council.

## 3 Declarations of pecuniary interest and requests for dispensations

None received.

## 4 Approval of minutes

- a. The minutes of the meeting on the 15<sup>th</sup> March 2022 were APPROVED
- b. The minutes of the meeting on 5<sup>th</sup> April 2022 were deferred pending amendments to include discussions regarding the coffee van using the Anchor Street layby.

## 5 To report any matters arising from the previous minutes

There was a lengthy discussion regarding the coffee van using the Anchor Street layby, it was noted that the area has double yellow lines and members were mindful that a precedent may be set for other businesses if left ignored. County Councillor Fran Whymark kindly offered to make enquires. It was also reported that the local tree warden could provide a Rowan tree as the Councils contribution to the Queens green canopy and the Clerk advised that she would make contact to confirm arrangements.

## 6 Public forum

- a. District Cllr Jo Coplestone submitted her May report in advance of the meeting which was read by the Clerk. A copy of Cllr Coplestones report is available on request.  
County Cllr Fran Whymark had given a lengthy report in the Annual Parish Meeting at 6.30pm so had nothing further to add.
- b. Public participation: A resident enquired about the Rectory Road access to the Bure Valley footpath that had been agreed as part of the Crocus development and was advised that enquiries would be made to determine when the access would be complete.

## 7 Planning matters

- a. Applications already agreed and responses made were confirmed.

- b. Application **20220664** Land at Seven Acres, Seven Acres Lane, Coltishall – Objections on the basis that the proposed development is out of character and is not in keeping with the street scene.  
Application **20220665** 65A Rectory Road, Coltishall – No objections

## **8 Financial matters**

- a. Payments received – payments totalling £1,024.62 were NOTED
- b. Payments for approval – payments totalling £66.00 were APPROVED
- c. Previously agreed standing orders – payments totalling £1,189.46 were APPROVED
- d. Nicola Chaney confirmed that both herself and Richard Germany were now able to authorise payments and advised that her most recent communication with Unity Trust Bank had been extremely positive. The Clerk advised she should soon have access to submit payments and the recent difficulties with the Councils banking should hopefully be resolved.

## **9 Meeting schedule**

The following meeting dates were AGREED for the municipal year 2022-2023:

Tuesday 7<sup>th</sup> June 2022

Tuesday 5<sup>th</sup> July 2022

Tuesday 6<sup>th</sup> September 2022

Tuesday 4<sup>th</sup> October 2022

Tuesday 1<sup>st</sup> November 2022

Tuesday 6<sup>th</sup> December 2022

Tuesday 3<sup>rd</sup> January 2023

Tuesday 7<sup>th</sup> February 2023

Tuesday 7<sup>th</sup> March 2023

Tuesday 4<sup>th</sup> April 2023

Tuesday 2<sup>nd</sup> May 2023

## **10 Document review**

It was AGREED to accept the Data Protection Policy without amendment.

## **11 Coltishall Village Hall and Recreation Ground (CVH&RG)**

Cllr Michelle Thackham had given a lengthy report in the Annual Parish Meeting at 6.30pm so had nothing further to add.

## **12 Allotments**

Mr Oaks had explored costings for a replacement gate at the Chapel Lane entrance and advised members that it would be approximately £290.00. Members AGREED it would be acceptable for Mr Oaks to make the order and that the Clerk would then proceed with the payment. Mr Oaks also advised there had been reports of suspected drug dealing at the allotment site and that the police had been informed.

## **13 Playground and MUGA update**

Due to inflation since the original tender was received in November the valid quotation for the playground renovation was now £59,545.83. Members AGREED to accept the price increase and to proceed with the Wicksteed tender and noted that almost half of the projects cost had been secured in grant funding. Additionally, the Clerk reported that the contractor that had been appointed to carry out sound-dampening works on the MUGA had advised he was now in a position to proceed. Cllr Michelle Thackham also reported that the volunteer that had managed the locking and unlocking of the MUGA had decided to step down and it

therefore remains unlocked and that the bin is no longer being emptied. Members AGREED to add the bin into the Broadland District Council contract.

#### **14 Defibrillator quotes**

Quotes from four companies were considered. Despite an expected 28 week wait for delivery due to the global supply chain of microchips, members AGREED to the accept Heart2Heart's quotation of £1,550.00 for the G5 defibrillator which is endorsed by the ambulance service and comes with a heated external cabinet, spare pads, a premium carry case and first aid bag.

#### **15 Church yard grass cutting**

Members AGREED to cover the annual grass cutting fees of £1975.00 +VAT for the church grounds.

#### **16 SAM2 update**

The Clerk advised members that the Councils bid for funding towards a SAM2 traffic camera had been successful and that 50% of the cost would be met by Norfolk County Council. Members acknowledged that the camera would require management, and a volunteer would be required to assist with downloading the data.

#### **17 Paddleboard business**

Cllr Copplestone had advised prior to the meeting that Broadland District Council's enforcement team had written to the land owner and were investigating.

#### **18 Correspondence**

None to report.

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

None to report.

#### **20 Matters for inclusion on a future agenda**

None received.

#### **21 Date of next meeting**

Tuesday 7<sup>th</sup> June at 6.30pm at Coltishall Church Rooms, Rectory Road.

The Chairman closed the meeting at 8.35pm