



COLTISHALL PARISH COUNCIL

Locum Parish Clerk: Sue Marsh
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Minutes of Coltishall Parish Council Meeting held on Wednesday 5th August at 6.30pm in Coltishall Church Rooms

The minutes are draft until ratified at the next meeting on 02.09.26

Present

Chair: Cllr R Germany

Councillors: Cllr M Spinks, Cllr G Young, Cllr N Chaney, Cllr J Baxter and Cllr E Young

Also, Sue Marsh – Locum Parish Clerk, Jo Copplestone, District Councillor and 4 members of the public

Public Participation

District Councillor Jo Copplestone read her report.

A Parishioner mentioned the parking in Coltishall and how inconsiderate parking causes the traffic to back up through the village

Main Meeting

1. Apologies for absence

Apologies were received and approved from Cllr H Sands-Moore

2. Declarations of interest and request for dispensations

Cllr Germany is a tenant of Coltishall Allotments.

Cllr Chaney, Cllr Germany and Cllr Spinks are trustees of Coltishall Commons Management Trust.

3. Minutes

The minutes of the last Parish Council meeting held on 1st July 2026 were APPROVED and SIGNED as a true and accurate record.

4. Matters Arising

None

5. Financial Statement

To consider approval of payments and to note any receipts:

a. Payments received and NOTED - £2,000.00 donation, £7,012.11 VAT refund		
b.		
Staff costs and expenses	Clerk, village hall staff, groundsman and expenses	£3,615.05
Coltishall PCC	Room Hire	£34.00
Oaks TV	CCTV Contract	£330.00
Campbell Jones	SAM2 Administration	£30.00
c. Payments for information only – previously agreed direct debits and standing orders		
EE	Clerks Mobile	£9.38
Scribe	Accounts Package	£44.40

6. Planning

To consider a response to any current planning applications including those received after the agenda was published

2026/2028 – Approval of Conditions, proposed single storey refrigerated building for the kitchen and a single storey extension – no objection

7. Asset Management

a. Allotments – All plots are occupied; signage wording is to be agreed and a quote sought. Allotment inspection has taken place, and letters will be issued to some tenants.

8. Highway and PROW matters

It was agreed to contact highways and request 20 mile an hour signs be painted on the road to support the current speed limit signs

9. Items for inclusion on the next agenda

- Update on highway matters

10. It was agreed to exclude the press and public from the meeting under section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

- Update on an ongoing confidential issue
- Confirmation of appointment of a new village hall administrator
- Confirmation of the appointment of a new parish clerk as of 1st November 2026

10. Date and place of the next Parish Council Meeting

Wednesday 2nd September 2026 at 6:30 pm

With no further business the meeting closed at 7.42 pm.