

**Minutes of the Virtual Salhouse Parish Council meeting  
at 7.00pm on Monday 26<sup>th</sup> April 2021**

**Present:** Bob Cooper (Chairman), Colin McCormick, Martin Nudd, Lynn Yallop, Nick Ball, Steve Jarvis, Andrew Peachment and Julie Redburn.

**In Attendance:** Sarah Martin, Parish Clerk

**Members of Public:** 10

1. **To receive and accept any apologies for absence**  
There were no apologies of absence received.
2. **To receive Declarations of Interest in items on the agenda and applications for dispensations**  
Cllr Cooper as Trustee of Salhouse United Charities Trust (SUCT), and item 11ii Hall Drive.  
Cllr Nudd on items 14 and 19.
3. **To approve the minutes of the Parish Council virtual meetings of 8<sup>th</sup> March 2021 and 29<sup>th</sup> March 2021**  
The minutes of 8<sup>th</sup> March 2021 were proposed to be approved with no amendments by Cllr Yallop; seconded by Cllr Redburn - all agreed by a show of hands. The minutes will be duly signed by the Chairman.  
The minutes of 29<sup>th</sup> March 2021 – Cllr Redburn suggested an amendment be made to item 4 ii 20210420 - 82B Lower Street, with the confirmation that it was discussed that there was no change to previous applications and concerns were raised over car parking. This was proposed by Cllr Yallop; seconded by Cllr Ball - all agreed by a show of hands. The minutes will be duly signed by the Chairman
4. **Chairman’s Report, to include consideration to any matters arising, not on this Agenda**  
See Appendix 1.
5. **Public Participation and to receive District and County Councillor report.**  
District Councillor Martin Murrell reported that a lot of work has been carried out by the District Council around COVID recovery and including an Outbreak Management Fund, Kickstart Scheme and ‘Work for All’ programmes also available. The HelpHub is open 7 days a week until 10pm.  
There is a Norfolk Police Scam awareness session being held on 5<sup>th</sup> May 2021 (1pm & 6pm).  
County Councillor Fran Whymark reported the upcoming County elections taking place on 6<sup>th</sup> May, with the results on 7<sup>th</sup> May 2021.  
Members of Public:  
A question was raised on the videoing of the meetings, in which it was responded that the PC is seeking guidance on how to share and confirming compliance to GDPR.  
A parishioner questioned which Councillor reported, and when the resolution was made, for the Police to be contacted about them submitting FOI requests ? Cllr Cooper responded that this would have to be investigated with the Police Officer.
6. **Planning:**
  - i) **To receive a planning report** – a report was circulated – it was noted that a planning application had been received after the agenda was published and although on the planning report would not be considered at this meeting.
  - ii) **To consider responses to the following planning applications:**  
**20210564** - 3 Mallard Close, Salhouse, NR13 6SE - Two storey side extension. Extend existing dropped kerb to front and front garden area to be paved with porous resin bound paving  
**Resolution:** OBJECTION – due to reduction of parking.  
**BA/2021/0135/TCAA** - T1: Ash - fell. T2: Ash - fell. T3: Ash - fell. T4: Oak - remove suspended or broken branches. T5: Alder - fell. T6: Sycamore - fell. T7: Oak - remove suspended or broken branches - Salhouse Broad , Lower Street, Salhouse, Norwich  
**Resolution:** NO OBJECTION
  - iii) **To receive update regarding the Neighbourhood Plan effectiveness and action points**  
Still being worked on.

- iv) **To consider comments on TPO 2021 No.2 - Land at Wood Green, Salhouse**  
The TPO was AGREED with no further comments.
  - v) **To discuss and consider comments on proposed Salhouse Broad car park extension**  
It was noted that this is not an official planning application, but a request for comments prior to the applicant submitting the application.  
Various issues were discussed including the extension Northerly into marshland; concerns over drainage; fill material to be used; volume of material being proposed to be used; questions over car park layout design (inc. accessible spaces, surface spaces marked out, surface deterioration). Clerk to relay comments to Ranger.
  - vi) **Any other planning matters** – None.
7. **To receive reports, and agree any actions arising:**
- i) **SAM2 data - 9/2/21 to 11/3/21 & 11/03/21 to 12/04/21** – data circulated – no comments.
  - ii) **Team Salhouse** – report circulated, including individual tasks carried out – thanks given.
  - iii) **Tree Warden** – no report this month. Cllr Ball met with Tree Warden to look at locations for planting trees – awaiting proposal for consideration.
  - iv) **Village Sign** – it was noted this repainting project is ready to commence when the sign taken down and collected. Clerk to ask advice on how to safely remove the sign.
8. **Emergency Committee**
- i) **To receive update from Emergency Committee/Good Neighbour Scheme Response Team (GNSRT)**  
No specific requests received for help in Salhouse. The Co-ordinator, who is the face for the GNSRT and Facebook volunteer group, is also now part of a group with South Norfolk/Broadland District Councils to bring together the local groups on a more permanent basis. It is acknowledged the efforts of Parishes. Also now a Trustee and objectives to look at Hampers for Christmas and investigating Charitable Funds available. Chair gave thanks and appreciation for all the hard work on behalf of the Parish.
  - ii) **To update on the review of the Resilience Plan and associated documents**  
Updated documents circulated. It is planned to be presented for adoption at the June meeting and a working group set up.
9. **Playing Field and Recreation:**
- i) **To receive report regarding the Playing Field, and discuss any actions arising**  
At a meeting held last week numerous issues were raised and discussed, however further investigation is needed and a meeting with the Football Club. To report further at June PC meeting.
  - ii) **To discuss and consider football club field rent for 2021/2022 season**  
Awaiting a meeting with the football club.
  - iii) **To discuss and consider purchase of signage, noticeboard, posts around car park and bins**  
Clerk to investigate costs further.
  - iv) **To note annual play area inspection and agree areas**  
It was AGREED to have play area and gym area inspected and to ask RoSPA for advice on MUGA.  
Cllr Redburn dropped out of meeting 20.07.
  - v) **To discuss and consider WI tree planting request**  
It was AGREED in principle to consider the tree planting request, however, to wait until hear further from WI.  
Cllr Redburn re-joined meeting 20.10.
  - v) **Any other playing field and recreation matters**  
It was noted that the playing field does not permit dogs due to health issues with dog fouling and as requested by Parishioners previously.  
It was noted that the memorial bench will be revarnished and closed off until completed.
10. **Parish Allotments**
- i) **To receive update, and agree any further actions**  
The PC has been contacted by the landowner who had offered possible land for allotments, however unfortunately they are now not in a position to offer this land and therefore have withdrawn these. Other options to be investigated.

11. **War Memorial**

i) **To receive update from grant application for War Memorial repairs/works**

It was noted that a grant of £500 had been obtained from Broadland/South Norfolk Council towards this project.

ii) **To consider and agree contractor for repairs/works**

Three quotes were obtained and following discussion around the timing of the commencement of the project it was proposed by Cllr McCormick to appoint Option 1; seconded by Cllr Ball. It was agreed by all to appoint Nick Hindle Stone Masons.

12. **Highways and Footpaths:**

i) **To receive Highways and Footpath report** – report circulated. To request way markers and investigate parking on trod at Station Road.

ii) **To receive update regarding Hall Drive footpath 14 definitive map missing link**

Previously Highways admitted defect (missing link) in definitive map. The landowner has been contacted to dedicate this section but no progress. It was agreed to follow this up again with the landowner and inform that the PC will speak directly to NCC to look at other options of adding this section.

iii) **To update and agree any actions on Bell Pond fence and information board relocation**

It was agreed to obtain 2 further quotes for these works.

iv) **Any other Highways and Footpath matters** – To follow up works with Highways including Howlett's Loke, Shrublands Pond scheduled works, repeater sign along Norwich Road, finger post Station Road.

13. **Finance and Administration:**

i) **To note monthly bank reconciliation report** - noted; all agreed – no further comments.

ii) **To approve payments: (listed separately)**

S J Martin	March Salary	£1,064.18
HMRC	March (PAYE)	£170.67
The Norfolk Pension Fund	March	£325.35
Paul Green	March maintenance (1045)	£252.00
CJ International Services Ltd.	DPO services inc VAT £48	£288.00
Norfolk County Council	NPLaw Subscription 2021/22 inc. VAT £100	£600.00
Norfolk Association of Local Councils	NALC Subscription 2021/22	£280.57
Norfolk Parish Training & Support	NPTS Subscription 2021/22	£270.00
Business Services at CAS Ltd	Insurance Renewal	£611.80
SLCC Enterprises Ltd.	Baker Arnold Book (Twelfth Edition) inc VAT £0.80	£123.80

**Resolution:** It was AGREED to pay all invoices. Proposed by Cllr Redburn; seconded by Cllr McCormick – all agreed.

iii) **To consider CJ International Services Ltd contract retainer extension**

It was suggested by Cllr Cooper to extend the retainer until end of June 2021. This was proposed by Cllr McCormick; seconded by Cllr Redburn – agreed by all. To be reviewed again in June.

iv) **To note Pension Fund online transitioning to a new online system** – noted.

v) **To receive update on virtual council meeting legislation and note dates of Annual Parish Council Meeting and Annual Parish Meeting**

An update was given on the virtual meeting legislation which has not been extended. It was noted the Annual Parish Council Meeting will be held on Wednesday 5<sup>th</sup> May 2021 at 6.30pm followed by the Annual Parish Meeting at 7.30pm.

vi) **To agree maintenance contract for 2021/22**

It was proposed by Cllr McCormick; seconded by Cllr Jarvis to agree the contract as is for 2021/22 – agreed by all.

vii) **To consider request received for donation from Salhouse Church towards grounds maintenance**

To be included on June agenda.

viii) **To agree Clerk's attendance to Summer Seminar**

It was AGREED for the Clerk to attend (cost £48).

ix) **Any other Financial/Administration matters arising** – None.

Cllr Nudd abstained from this Item.

14. **Assets of Community Value (ACV)**

i) **To discuss and consider setting up an ACV working group**

It was AGREED to set up this working group.

ii) **If agreed, to review and adopt Terms of Reference for the group**

Terms of Reference had been prepared and circulated. It was AGREED to remove the Clerk from this working group and adopt these. Proposed by Cllr Yallop; seconded by Cllr. Cooper – all agreed.

iii) **To agree members of working group**

It was AGREED for Cllrs Yallop, Cooper, Redburn and Ball to be on this working group.

iv) **To agree date of first meeting**

To be agreed outside of this meeting when convenient to members.

15. **Consultation:**

**Local authority remote meetings: call for evidence**

It was AGREED to support this call for evidence. Clerk to submit.

16. **To receive correspondence and agree response (if any) – all noted.**

*General Correspondence*

*NALC newsletters (inc. Wellbeing)*

*Police Parish Newsletter*

*Broads Briefing*

*Hoveton Great Broad Stakeholder Briefing 2021*

*1 million trees for Norfolk update*

*Broads Authority have adopted the Peat Guide*

*Supporting the Armed Forces Covenant for Parish Councils – to add to future agenda for consideration.*

17. **Public Right to Reply - adjournment of meeting for public to comment**

A question was asked around who owns the playing field. The Chair responded it is owned by Salhouse United Charity and leased to the PC. It was noted that the playing field will be on the agenda for the ACV working group. The working group is not decision making, it will make recommendations to the full PC for consideration.

It was questioned the Christmas Hampers and what has changed regarding Salhouse United providing these? The volunteer coordinator responded, reiterating that the new group will work with SUCT not take over what it does within Salhouse.

A parishioner raised a point on behalf of another parishioner about some correspondence received and the opinion that minutes needed to be updating - It was responded that this was not the case. It is hoped that an update on the complaint can be received at the next meeting.

An offer of tools for use on allotments was given.

A parishioner stated that Hall Drive footpath appears on a map dating back to 1589.

It was raised regarding Councillor's leaving the meeting when an interest has been declared.

18. **Any items for the next Parish Council meeting date Wednesday 5<sup>th</sup> May 2021.**

Nothing at this time.

19. **Exclusion of the Press and Public**

It was resolved by a proposal by Cllr Yallop; seconded by Cllr McCormick and by a show of hands from Councillors that under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded regarding the following confidential item:

i) **To update the Council regarding complaint and discuss and agree appropriate actions to take.**

The Clerk was placed in the waiting room.

An update was received regarding the complaint and it was AGREED to send a letter of response to the complainant shortly.

Cllr Nudd abstained from this decision.

Meeting closed 21.19

## **Appendix 1**

### **Chairman's report**

Just to reiterate the opening comments. While we continue to have Parish Council meetings via Zoom these will continue to be videoed.

The Parish Council wishes to pass on its condolences to the Royal family on the passing of HRH The Duke of Edinburgh. For those wishing to leave a message of condolence, an e-book of condolence is available on the official Royal website ([www.royal.uk](http://www.royal.uk)) or by emailing via Broadland district Council website.

I would like to address the questions that were made at last month's full Parish Council meeting during the public participation section

The expiry dates of the current 3 ACV's are:

- 82b Lower Street – 26th March 2022
- 82 Lower Street – 18th June 2024
- The Bell – 18th June 2024

A list of all District ACV's is available on the District Council website.

There was also a question around why the resolutions of the meeting of 20th January 2021 were not stated at the time, who declared an interest at that meeting and what was the one decision that councillor did vote on and who was at that meeting.

- Why were the resolutions of 20th January 2021 were not stated at the time – because we took the nature of the complaint seriously and needed to see legal counsel and wanted to protect the identity of the complainant and ensure compliance with GDPR. We shared the resolutions at the earliest possible time (February 2021 meeting) in line with advice from legal counsel whilst continuing to ensure the protection of the complainant.
- What was the one decision the Councillor who abstained did vote on – full council training on GDPR which was completed on Monday 22nd March 2021
- Minutes of the meetings are available on the PC website.

The complaint investigation has been completed and will be discussed by full Council within a confidential item at the end of the agenda. We will not take any comments or discussion at this time.

Lastly, myself, Cllr. Ball the Clerk and a member of the public representing Salhouse attended the Police Priority Setting meeting held virtually on 31st March in which the setting of local priorities for Wroxham, Salhouse and Rackheath was discussed, and they were agreed as the following:

- Speeding and traffic calming
- Nuisance Anti-Social Behaviour
- Drug misuse