

**Minutes of the Salhouse Parish Council meeting
held at 7.30pm on Monday 19th March 2018
At Jubilee Hall, Lower Street, Salhouse**

Present: Martin Murrell (Chairman), Colin McCormick, Bob Cooper, Steve Jarvis, Julie Redburn, Nick Ball and Martin Nudd

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 4

1. Apologies for absence

Apologies received from Andrew Peachment.

2. Declarations of Interest in items on the agenda

Martin Murrell and Bob Cooper declared an interest as Trustees on the Salhouse United Charities Trust.

3. Approval of the minutes of the Parish Council meeting of 19th February 2018 .

The minutes of the Parish Council meeting of 19th February 2018 were approved as a correct record on the proposal of Julie Redburn; seconded by Martin Nudd – all agreed.

4. Chairman's Report, to include consideration to any matters arising, not on this Agenda

Parish Partnership grants have been in the EDP recently, however the PC has not yet received confirmation of these.

The Greater Norwich Local Plan (GNLP) may affect the Parish over the next few years. There has recently been a report in the EDP regarding the Rackheath Masterplan, to which Salhouse has not been consulted. A meeting has been arranged with BDC to discuss this.

5. Public Participation and District Councillor and Police reports

District Councillor Vince Tapp reported that Broadland now has the 5 year land supply for the foreseeable future and therefore National Planning Policy does no longer apply, and local policy is evoked. This 5 year land supply is calculated using a complex formula, and to be reviewed annually. It was discussed that 3 applications for call for sites have already been submitted, and although not required further applications can be put in, however, if there is now the 5 year land supply they may not be justification for some of the applications. The rules should apply at the time of giving the decision (*to be confirmed*).

Each planning application is to be looked at on its own merits.

The GNLP consultation has been extended until 22nd March 2018.

The article in the EDP regarding the Rackheath Masterplan stated it was going to allow 10% affordable housing, this is not in the Masterplan document; however, told that this is not set in stone – it was the EDP's assumption.

A complaint has been put in to BDC as the Parish has not been kept informed regarding the Rackheath Masterplan. The Rackheath Masterplan will affect Salhouse as it is a service village and goes against Salhouse's NP.

The Boundaries Commission is looking at changes following the NDR.

- A member of the public reported the empty grit bins to the clerk, who has in turn reported to NCC.
- The police report was read out for February:
 - 1 x ABH at Milestones
 - 1 x criminal damage to property
 - 1 x criminal damage to vehicle
 - 1 x sexual offence at Milestones

Calls taken by our Control Room from/regarding the Parish: 8

6. Progress reports relating to:

i) SAM2 speed monitoring equipment data report

The report was circulated. A response is awaited from Westcotec regarding the 10mph figures. It was agreed that volume statistics may be beneficial once the NDR is fully open. The Speedwatch AGM is taking place later in the month.

ii) Team Salhouse Report

Rotac have agreed to help smooth the ruts at the roundabout, caused by large vehicles.

iii) Highway and footpath matters – to include Hospital Lane/Bell Lane Right of Way

- The footpath report had been circulated. A meeting is arranged for 19th April with Highways to look at PF14 – the condition of the path and the newly installed gates.
- There are still funds available which can be used on the footpath which may help with the problems of water near to the stables end of path.

iv) War Memorial Report

The project is still ongoing. The PC is trying to establish the ownership of the land where the memorial lies, and the NCC Boundary team are investigating, but this may take some time.

v) ‘Wroxham and back on Foot’ Report

A meeting has been arranged with the landowner on 27th March 2018 to discuss.

vi) Parish Council Website

Still ongoing- to arrange a date to discuss options.

vii) Any Other Reports - None

7. To consider a planning report and agree recommendations on the following planning applications:

The planning report had been circulated and was read out (Appendix 1)

i) Planning Applications Received

- **20180311** - The Bungalow, High Oak Equestrian, 26 Station Road, Salhouse, NR13 6NX - Proposed Extension & Alteration to Existing Dwelling and New Garage/Car Port
Resolution: No Objection
- **20180329** - High Oak Stud & Livery, 26 Station Road, Salhouse, NR13 6NX - Variation Of Condition No 2 On PP 20040762 To Allow Additional Dog Training Sessions On Wednesdays Between The Hours Of 9.00 & 12.00
Resolution: No Objection

- **20180360** - Land adj. Barn Piece Close, Norwich Road, Salhouse, NR13 6QF - Mixed Dwelling Residential Development of 22 Single Storey Properties (Outline)

- This is a new application at the same site. The original application 20170764, which the PC objected to on the grounds of access and drainage, was withdrawn.
- Parishioner objects to the application were read out
- Discussions were had regarding the application.

Resolution: Objection – same objections as previous application, including serious drainage issues, access, protected trees and non-compliance with the Neighbourhood Plan.

ii) To report on monitoring of the Neighbourhood Plan

It was discussed that this monitoring is more critical now with the 5 year land supply. It was proposed to look back at all the planning decisions since the NP was adopted in July 2017, and to record the PC’s decision, the response and how the final decision complies with the NP, and followed up monitoring the objectives and how they have been implemented.

iii) To report on Rackheath Development Boundary

A meeting has been arranged at BDC to discuss the key objectives of the suggested boundary change including the further segregation of the village; street lighting (NP policy of dark skies) and that the whole Parish of Salhouse would be paying for the street lighting; green infrastructure which the PC will have to pay for, but not utilise. The downside will be the loss of CIL/s106 monies.

iv) Any other planning matters

None

8. To consider the notes and make decisions on matters arising from Playing Field Management Group (PFMG)

The notes from the last PFMG meeting were circulated. The proposed wording for the Unilateral Undertaking has been submitted to BDC; however will need the planning department's approval. It has been advised that the monies will be administered the same as s106 monies by BDC. It has been agreed to move forward with the MUGA and look at financing options, and to consider improvements to the car park. The trod footpath and gateway have been approved in principle.

9. To consider Greater Norwich Local Plan Regulation (GNLP)18 Consultation 8/1/18 - 22/3/18

A response to the consultation has been agreed and will be submitted

10. To consider Defibrillator's within the Parish

Data on the number of calls the Parish as had has not been received yet, therefore this will be postponed to the April meeting.

11. Update regarding General Data Protection Regulations, and appointment of Data Protection Officer (DPO)

Julie Redburn read a report following attending a training session on the GDPR. Julie proposed to appoint the Clerk as the DPO; this was seconded by Nick Ball – all agreed.

2 members of the public left the meeting at 9.34pm

12. Finance

i) Approval of Payments

The following payments were approved:

S J Martin February Salary - (48.5 hours) £492.19 NET & Expenses £46.30	538.49
The Norfolk Pension Fund (£28.65 EE & £111.98 ER)	140.63
Paul Green Invoice (877 - February)	156.25
Information Commissioners Office - Data Protection Registration	35.00
Target Trees (£360+£72.00 VAT)	432.00
NPTS (Essential Training)	35.00
Norfolk Playing Field Association	25.00

1362.37

ii) To note monthly bank reconciliation report

The monthly bank reconciliation for January was approved and signed by Martin Murrell.

iii) To appoint internal auditor for 2017/2018

It was proposed by Bob Cooper; seconded by Martin Nudd to appoint Catherine Moore as Internal Auditor for 2017/2018.

iv) To consider quotes for Neighbourhood Plan printing

It was agreed to obtain a further 3 quotes for 250 copies prior to making a decision.

v) To consider adopting the following policies:

The reports were circulated for all to read:

• **Financial Regulations**

Proposed by Bob Cooper; seconded by Steve Jarvis – all agreed.

• **General Data Protection Policy**

Proposed by Julie Redburn; seconded by Bob Cooper – all agreed.

vi) Any other Financial matters arising

A report submitted from the Church was read out explaining the cost of grass cutting. It was suggested that the Church write to the Clerk to request a donation, which can then be considered by the PC.

13. To receive correspondence and agree response (if any)

General Correspondence

NALC Newsletter and Training course dates

Police Parish Newsletter

Clerks and Councils Direct

Norfolk Community Biodiversity Awards 2018 (closing date April 30th)

A Vision for Norfolk in 2021

*Email from Parishioner re Salhouse Camping Corner **

Coffee & Cake with the Broadland YAB

Parishioner email re: Bell Lane traffic

Invitation to Broads Parish Forum - 21 March 2018

*It was suggested to arrange to meet with the Ranger to discuss the issues.

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

A parishioner stated that the gates on FP14 would be larger enough for a pushchair, but possibly not a mobility scooter.

15. Any items for the next Parish Council meeting to be held on Monday 16th April 2018 in the Jubilee Hall at 7.30pm.

There being no further business the meeting closed at 10.05pm

**PLANNING REPORT
TO SALHOUSE PARISH COUNCIL MEETING 19th MARCH 2018
(correct as of 16th March 2018)**

Planning Applications for Consideration at this Meeting

20180311 - The Bungalow, High Oak Equestrian, 26 Station Road, Salhouse, NR13 6NX - Proposed Extension & Alteration to Existing Dwelling and New Garage/Car Port

20180329 - High Oak Stud & Livery, 26 Station Road, Salhouse, NR13 6NX - Variation Of Condition No 2 On PP 20040762 To Allow Additional Dog Training Sessions On Wednesdays Between The Hours Of 9.00 & 12.00

20180360 - Land adj. Barn Piece Close, Norwich Road, Salhouse, NR13 6QF – Mixed Dwelling Residential Development of 22 Single Storey Properties (Outline)

Planning Applications Deferred to Next Meeting (too late for this Agenda)

20180394 - 86 Norwich Road, Salhouse, NR13 6PB - Erection of Two Storey Dwelling

Decisions Advised by Broadland District Council

20180039 - Redwing, Howletts Loke, Salhouse, NR13 6EY

1) Part Demolition of Existing Dwelling & Retention of Swimming Pool Building

2) Erection of Replacement Dwelling

SPC Response: **NO OBJECTION**

APPROVED 22nd February 2018

20180042/45 - The Grange, 21 Lower Street, Salhouse, NR13 6RW

Single Storey Rear Extensions, First Floor East Side & Rear Extension, Rear Dormer,

Replacement North Windows & External Alterations (Listed Building Consent)

SPC Response: **NO OBJECTION**

APPROVED 23rd February 2018

Awaiting Decision

PA 20170243: Land to the Rear of 74-90 Norwich Road, Salhouse, NR13 6PB

Residential development comprising a minimum of 95 dwellings including affordable housing, landscaping, car parking and 7.01 hectares of publicly accessible green infrastructure containing children's play equipment, tree planting and a 30 space visitor car park (Outline)

SPC Response: **OBJECTION**

PA 20170764 – Equestrian Centre, Lower Street, Salhouse, NR13 6RH

Residential Development for 16 dwellings (Outline)

SPC Response: **OBJECTION**

Planning Committee decision **DEFERRED** until 25th April 2018

PA 20172210 – Salhouse Hall, Hall Drive, NR13 6RT

1: Alterations and Extension to Hall. 2: Conversion of Outbuildings to provide 2 No. Units of Holiday Accommodation

SPC Response: **NO OBJECTION**

20180146 – Wood Farm, Norwich Road, Salhouse, NR13 6JW

Erection of Building Comprising Two Light Industrial Units and Associated External Works (Resubmission)

SPC Response: **OBJECTION**

Correspondence Received

One letter of objection has been received in relation to PA 20180360