

**Minutes of the Salhouse Parish Council meeting
held at 7.30pm on Monday 2nd September 2019
At Jubilee Hall, Lower Street, Salhouse**

Present: Martin Murrell, Colin McCormick, Andrew Peachment, Nick Ball, Steve Jarvis and Martin Nudd.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 2

1. To receive any apologies for absence

Apologies were received and accepted from Julie Redburn and Bob Cooper (personal)

2. To receive Declarations of Interest in items on the agenda and applications for dispensations

Martin Murrell declared interests as Trustee on the Salhouse United Charities Trust.

Nick Ball declared an interest in Item 8 Planning application 20191234, as a neighbour to the property.

3. To approve the minutes of the Parish Council meeting of 5th August 2019.

The minutes were proposed to be approved by Colin McCormick and seconded by Martin Nudd; all agreed and were duly signed by the Chairman.

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

The Chairman reported our Footpath Warden has decided to step down from this role. Thanks were given to Ray for all the hard work given to the Parish in this role; he will be greatly missed along with his commitment and knowledge.

The PC will be looking for someone else to take on this valuable role.

5. Public Participation and District Councillor and Police reports

- County and District Councillor Fran Whymark sent apologies to the meeting but confirmed he has committed £2000 per year for the next two years towards the speed reduction from his County Council members fund. Highways are pursuing further funding for this project. The Vehicle Activated Sign can be bid for under the Parish Partnership Scheme, so the PC contributes 50% of the cost with NCC if successful.

- Police logged reports on Crime System 1st to 31st July 2019:

Common Assault	1	
Possession of Cannabis	1	
Theft	1	1 was a business sign post taken.
Total:	3	

Calls taken by our Control Room from/regarding the Parish:	9
--	---

Parishioners were reminded to report issues, no matter how minor, to PC Steven Clarke our Beat Manager on 101 or email: Steven.Clarke@norfolk.pnn.police.uk

It was reported antisocial behaviour at Salhouse recreation ground which has also been reported to the Police.

- The Speedwatch Team have received information signage to be placed around the Parish on Highways posts and requested the PC's permission to put these up, which was given.

Public Participation closed at 19.46. Standing orders resumed.

6. To consider the notes and make decisions on matters arising from the Playing Field Management Group

i) MUGA planning update

Martin Murrell and Colin McCormick attended the BDC planning committee meeting where BDC approved the application; however, Sport England have called it in to The Secretary of State. There was one planning condition (5) placed regarding the fencing. It is hoped a final decision will be received by the next PC meeting.

ii) Update regarding naming ceremony of recreation ground

A provisional date was suggested of 11th July 2020, and to possibly combine with the School annual fete. Clerk to investigate further.

- iii) Gym equipment – proposal from PFMG working group
 - a) To consider and agree installation of adult gym equipment at the recreation ground
This was agreed in principle
 - b) To discuss and agree proposed location
This was agreed as the side of the car park close to the trod entrance
 - c) Agree budget proposal of £10,000 from s106 monies
All agreed
 - d) Agree annual maintenance budget of £500-£1000
The budget was agreed up to £1000
- iv) Any other playing field issues/reports
Requests had been received to have the trod path along the hedge cut back as overgrown with stinging nettles. A quote was presented and agreed. It was discussed Team Salhouse maintaining this in the future. Team Salhouse to consider.
Antisocial behaviour brought up in public participation.
School designed signs have been installed.

7. Progress reports relating to:

i) Safer Neighbourhood Action Panel (SNAP)

The next meeting is set for 10th October 2019 at 7pm in Thorpe St Andrew.

ii) SAM2 speed monitoring equipment data report

The speed watch report was displayed showing data from 10/7/19 – 10/8/19, Station Rd, facing North.

The data shows a consistent total count of vehicles passing through from the North direction and an average of 700-800 vehicles per weekday post NDR.

35% of vehicles are recorded as exceeding the speed limit.

An update on additional posts to place the SAM2 sign was requested, however no further action had been taken on this. It was suggested proposed post locations be forwarded from the Speedwatch team for the Clerk to pass to Highways/Norfolk Safety Camera Partnership for approval.

iii) Team Salhouse Report

Thanks were given to the Team Salhouse volunteers for their continued works. A quote has been requested for the future maintenance at the mini roundabout.

iv) War Memorial Report

This item postponed until the October meeting for quotes to be received.

v) Tree Warden Role

The progress report to be presented by Nick Ball regarding the Parish tree mapping was agreed to be postponed until the October meeting.

vi) Bittern Line CPR representative

It was agreed for Martin Murrell to attend the next meeting.

vii) Any Other Reports

None

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

The planning report was displayed.

20191234 - Honeycombe Cottage, Honeycombe Road, Salhouse, NR13 6JP - Single Storey Side Extension & Erection of Fence

Resolution: No Objection or Comment

20191291 – 70 Lower Street, Salhouse, NR13 6RB – Installation of Air Source Heat Pump on Rear Elevation

Resolution: No Objection or Comment

i) Update regarding the Neighbourhood Plan effectiveness and action points

Ongoing - policies and objectives in the NP to be monitored.

ii) Any other planning matters

None

9. Highways:

i) To receive Highways and Footpath Report

The report was displayed.

A statement was forwarded to Highways regarding the poor condition of the Bell junction road resurfacing; however, Highways Engineers responded that they are happy with the works completed. A meeting is set to investigate trod path options under the PP scheme to link FP15 to Bears Grove Lane. It was suggested contacting the landowner regarding a path from FP14 to the Norwich Road. As mentioned in PP, the footpath warden has stepped down from the role - Nick Ball agreed to take this on.

ii) Update regarding Japanese knotweed

Japanese knotweed was reported on the land behind the Bell Public House (old bowling green). Enterprise Inns have confirmed they currently in a programme to treat it, however this is process ongoing over 2/3 years.

iii) Norwich Road Speed Reduction 40mph

Funding still being pursued by NCC although funding contribution confirmed by County Councillor Whymark.

iv) Upper Street/Vicarage Road traffic complaints

Clerk to speak with Highways to discuss if any action can be taken on this issue.

v) Mill Hill verge enquiry

Clerk investigating with BDC – awaiting a response

vi) Lower Street trees/hedges and wildflower bank

Clerk to request from Highways a good cut back along this stretch.

vii) To consider quotes for improvements to Footpath 14

Two quotes had been obtained for the footpath improvement works and one option was agreed. To be funded using s106 monies held by NCC.

viii) Rubbish/Dog waste bins

- a) To consider parishioner request for an additional dog bin along Howlett's Loke
The cost to install a bin is £60 (+VAT) and emptying £3.50 per time. It was agreed to request an additional bin to be installed at the car park area (Howlett's Loke) at the end of footpath 12. This must be agreed by BDC and the contractor.
- b) To consider additional rubbish bins long Lower Street
Further dog bins were proposed, and agreed, at the Lower Street end of 'the Loke' and at Bell Pond. Clerk to investigate.

ix) To review and make decisions on Parish Information Board maps (Parish Partnership Scheme 2018/19)

A meeting was held with the artist and awaiting a third draft of the map.

x) To discuss and consider Parish Partnership 2020-21 Bids

Suggestions were presented and a meeting arranged with the Highways Engineer for advice on the proposals.

It was agreed in principle (with the exception of the Lower Street trod) that if all are provisionally approved as viable bids, to submit for all of them and to use Capital funds. It was agreed to bid for a solar VAS.

10. Finance

i) To approve payments – all agreed – Paid via BACS

S J Martin August Salary - 60.25(hrs) £665.51 NET & Expenses £64.53	730.04
HMRC June (PAYE)	12.60
The Norfolk Pension Fund June (£39.47 EE & £161.46 ER)	200.93
Paul Green (August inv. 972 & bench installation (inv. 971)	367.25
Kerry Radley (refund noticeboard advertisement) cheque 2284	15.00
* Norfolk Citizens Advice cheque 2286	100.00
* Salhouse Church PCC cheque 2285	250.00
	<u>1675.82</u>

ii) To note monthly bank reconciliation report – agreed

iii) To appoint Internal Auditor for 2019/20

Following the Clerks recommendation, it was agreed to appoint Sue Lake as Internal Auditor for the year 2019/20, following notice from the previous Auditor that they are no longer carrying out this role.

iv) To consider donation to Salhouse Church

It was agreed to donate £250 as an interim payment until quotes for hedge cutting have been obtained.
See payment list above *

v) To consider donation to Citizens Advice

It was agreed to donate £100. See payment list above *

vi) To consider adoption of the following policy:

Pension Policy

It was agreed to adopt this policy.

(Publishing a pensions policy statement is a legal requirement and provides clarity and transparency in respect of the decisions employers need to make regarding their scheme members).

vii) Any other Financial matters arising – None

11. Defibrillator

i) Update on Defibrillator training

Training has been arranged for 11th October at 10.30am in the Jubilee Hall, Lower Street.

ii) To discuss and consider response to BT's telephone boxes removal consultations

Following correspondence from BT who confirmed the telephone boxes in Salhouse, which are classed as modern kiosks, can only be adopted if the purpose was for a heart defibrillator, it was agreed to continue with the adoption of the boxes on Station Road and Upper Street/Lower Street junction, but to 'object' to the telephone box being removed at Bell Corner.

12. To consider Jubilee Hall request for PC to become Custodian Trustees for the lease of the car park

Awaiting NPLaw to confirm a to obtain further information/advice before considering a decision.

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

General Correspondence

Police Parish Newsletter

Wroxham and Hoveton Network Improvement Strategy

RAF Benevolent Fund in Norfolk - Help us get more RAF veterans on our radar

Independent Living Skills Programme

NCC - Barn Piece Road : Proposed 20mph Speed Limit Order Notice - PR3826

Acle Dementia Champions Induction - 23rd September

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

Martin Murrell, as District Councillor, spoke about the Community Hero Awards and the Handyman Plus Scheme both run by BDC - information available on Broadland District Council's website.

15. Any items for the next Parish Council meeting to be held on Monday 7th October 2019 in the Jubilee Hall at 7.30pm.

Donation for Remembrance Sunday and plaques for silhouettes.

There being no further business the public meeting was closed at 9.21pm