

**Minutes of the Virtual Salhouse Annual Parish Council meeting
7.00pm on Monday 11th May 2020**

Present: Martin Murrell (Chair), Colin McCormick, Steve Jarvis, Bob Cooper, Julie Redburn, Martin Nudd and Andrew Peachment.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 3

1. To elect the Chairman for the coming year
Nominations were invited for the office of Chairman. Martin Murrell was nominated by Bob Cooper and seconded by Colin McCormick. With no further nominations, all agreed to elect Martin Murrell to serve as Chairman for the coming twelve months. The Declaration of Acceptance of Office signed.
2. To elect the Vice-Chairman for the coming year
Martin Murrell invited nominations for Vice-Chairman. Colin McCormick was nominated by Bob Cooper and seconded by Martin Murrell. With no further nominations, all agreed to elect Colin McCormick, who accepted the position, to serve as Vice-Chairman for the coming twelve months.
3. To receive any apologies for absence
Apologies were received and accepted from Nick Ball and Lynn Yallop – both personal.
4. To receive Declarations of Interest in items on the agenda and applications for dispensations
Martin Murrell and Bob Cooper declared an interest as Trustees of SUCT. Steve Jarvis declared an interest in planning application 20200868 as a neighbour to the property.
5. To approve the minutes of the Parish Council virtual meeting of 20th April 2020.
The minutes were proposed to be approved by Colin McCormick and seconded by Martin Nudd; all agreed. A copy of the minutes will be signed by the Chairman.
6. Chairman's Report, to include consideration to any matters arising, not on this Agenda
The Chairman had nothing to add which is not included on the agenda.
7. To adjourn the meeting for Public Participation and to receive District, County Councillor and Police reports.
Police Report:
It was reported that there have not been any significant issues in the area over the past month. The production of statistics is now to be produced on an annual basis due to time spent completing these. PC Steve Clarke is happy to highlight any issues to the PC on a monthly basis as it has been decided that proactive patrols are priority over producing statistics.
A parishioner reported that Team Salhouse volunteers, on individual basis's, will be planting summer plants. It was mentioned comments regarding footpath 8 currently very narrow and reports of the barbed wire at the Vicarage Road end catching walkers clothing. The path itself is becoming overgrown. To be investigated. The last SNAP meeting was held in January 2020, but there has been no further date set for the next meeting. It was agreed to keep a dialogue open with PC Steve Clarke.
There was no County Council report.
Martin Murrell reported that the District Council is still focused on the Coronavirus situation. The DC has received its second amount of funding. All should be aware of the job retention scheme.
The Co-ordinator for the community support team reported that although across neighbouring parishes there are around 170 volunteers, there has been limited call for assistance. This has been confirmed also by BDC who have received minimal calls requiring referrals to the local support groups. The coordinator has put a request on the Facebook page to ask for volunteers to join the Good Neighbour Scheme Response Team (GNSRT) for Salhouse, which will be a legacy from this situation, however, there has not been a lot of take up so far, and it was suggested people may think this crisis is coming to an end. The Good Neighbour Scheme will however be an ongoing community scheme to continue support in this crisis in the coming months, and to support the Parish in the future.
It was suggested Voluntary Norfolk may be able to assist with volunteers.

8. Emergency Committee
- i) To receive update
Notes from the Emergency Committee meetings held to date were circulated prior to the meeting and were accepted by all. Emergency meetings have continued to be held every 3-4 days. The prescription delivery service continues to be successful and is now twice weekly.
 - ii) Update on Good Neighbour Scheme Response Team (GNSRT)
Colin McCormick reported that 2 responses have been received for joining the GNSRT, however Colin is starting to contact people directly to see if they would be interested and able to explain how the scheme works. Although the scheme is being initiated by the PC it is an ongoing community led scheme, supported by the PC. There has been a lot of discussion regarding insurance cover offered by the Community Action Norfolk which appears to be very thorough.
 - iii) To review the Resilience Plan
It was requested all Councillors to re-read the resilience plan which had been previously approved and to suggest any amendments and/or additions required, and to present these at the next PC meeting.
9. Highways and Footpaths:
- i) To receive report and agree any actions
Report was circulated. It was agreed to follow up the complaints regarding the footpaths with Highways and the police, and to write to the homeowner regarding the hedge on Bell Corner.
 - ii) To consider action for FP14 missing link on definitive map
It was agreed to speak to the landowner to request dedicating this missing link of the footpath.
10. To receive Tree Warden Report and agree any actions.
Thanks' were given to the new tree warden for taking on the role. It was questioned whether there is an official walking line through the bluebell wood at Hagg Wood which is an ancient woodland of over 400 years, but although there has been an increase in the number of walkers it was agreed this is not permitted and should be discouraged to protect wildlife. It was discussed if a fence could be erected.
It was asked if there is any land within the Parish which could be used as a tree nursery, which would be a positive addition to the Parish. The PC does not own any land.
The tree warden was asked to assist with planting of trees/shrubs at the recreation ground and the replanting of the tree at Shrubland pond which came down in strong winds over a year ago.
11. Playing Field:
- i) To discuss and consider reversal of MUGA closure decision
The Clerk had received 3 requests to reverse the decision to close the MUGA (as per Standing Orders). Following discussion's, it was voted 5 to 2 to reopen the MUGA at the point when Government advice permits it.
There were concerns over the back soft closing gate, which the Clerk will follow up.
 - ii) To consider maintenance programme for MUGA
Options from ETC were presented and it was agreed to proceed with the 5-year maintenance plan (£400 per annum) and the annual pesticide treatment (£200 per annum).
 - iii) To discuss and consider parishioner request for mobile fish and chip van to visit Salhouse
It was agreed in principle to support this request, but a final decision would need confirmation of any liabilities, if any, for the PC, and of the correct licences/insurances by the business. Martin Murrell abstained from this discussion as he felt the PC should be supporting the current village businesses. It was discussed however that no village businesses currently offer this service.
 - iv) To discuss and agree football club field hire contract
It was agreed that this needed further consideration, discussion and input from the Playing Field Management Group taking into account the hire of the MUGA and current guidance from the Government. A proposal will be discussed and prepared to be presented to full Council to agree.
 - v) To update on grant funding for pavilion works and agree any actions
It was agreed that until the football club offers to 'gift' the pavilion to the PC this cannot be considered further. A feasibility study would need to be carried out to identify costs to renovate the pavilion.
 - vi) To update on play area/MUGA/gym equipment following Government advice
It was agreed to continue to monitor and follow Government advice, and therefore at present the play area, gym equipment and MUGA to remain closed.

12. Planning:
To consider a planning report and agree recommendations on the following planning applications:
20200868 - The Grange, 21 Lower Street, Salhouse, NR13 6RW - Erection of a single-storey rear extension
Resolution – No Objection
20200891 - Land north of Stonehouse Road, Salhouse - Variation of condition 3 of planning permission
20131408 - to increase period of operation
Resolution – No Objection – subject to original tree planting scheme being met.
BA/2020/0136/TCAA - Car Park, Lower Street, Salhouse, Norwich - G1: Alders x 15 - remove
Resolution – No Objection. To suggest the PC Tree Warden to be involved in the replanting scheme going forward.
13. Finance and Administration:
- i) To approve payments (listed separately) – all approved
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| S J Martin | April Salary and Expenses | 856.50 |
| The Norfolk Pension Fund | April | 265.75 |
| Paul Green | Village Maintenance (Invoice 1009) | 236.00 |
| Community Action Norfolk | Membership (Silver)* | 50.00 |
| Norfolk County Council | NPLaw Subscription** (inc. VAT £100) | 600.00 |
| | | 2,008.25 |
- ii) To note monthly bank reconciliation report – all agreed
iii) To consider Silver subscription to Community Action Norfolk – agreed to subscribe*
iv) To consider re-subscription to NPLaw for 2020-2021 – agreed to subscribe**
v) To consider purchase of defibrillator signage for telephone boxes – it was agreed to purchase the lower telephone box signage for both boxes at £65 per telephone box.
vi) Any other Financial/Administration matters arising - noted
Lloyds mandate change complete notification
CIL Payments to Parishes in April 2020
To note remittance of 1st instalment of Parish Precept
14. Consultations:
Broads Authority Flood Risk Supplementary Planning Document for the Broads (4pm 05/06/20)
It was discussed and agreed the PC has no comments to submit.
15. To receive correspondence and agree response (if any) – all noted
General Correspondence
Police Parish Newsletter
Broads Briefing
Various correspondence regarding COVID-19
Parishioner email re flooding Howlett's Loke
SAM2 data
BDC - Change of House Name: Owl Cottage, Holiday Accommodation at Salhouse Hall, Salhouse, Norwich.
New name Deer View Cottage
Wave - We have temporarily closed your account notification -water at recreation ground
Important update on Norfolk electoral review – delayed
16. Any items for the next Parish Council meeting on **Monday 1st June 2020**
The Chairman asked if there were any comments from the public:
The Coordinator for the volunteer group asked if the PC would consider how the Emergency group may respond to requests of food packages. The Chairman responded that if people were in need of food packages, they should be referred to BDC as they may be in need of other financial support which the PC is not able to help with.
Salhouse United Charities Trust have not been contacted by any parishioners who are in need of any assistance at this time.

Meeting closed 21.28