

**Minutes of the Virtual Salhouse Parish Council meeting
at 7.00pm on Monday 7th September 2020**

Present: Colin McCormick (Chair), Julie Redburn, Martin Nudd, Lynn Yallop, Nick Ball, Bob Cooper (19.10) and Steve Jarvis (20.04)

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 8

1. **To receive any apologies for absence**
Apologies were received and accepted from Andrew Peachment and Martin Murrell, both personal.
2. **To receive Declarations of Interest in items on the agenda and applications for dispensations**
Bob Cooper declared an interest as Trustee of SUCT.
3. **To approve the minutes of the Parish Council virtual meeting of 3rd August 2020.**
The PC minutes of 3rd August 2020 were proposed to be approved by Martin Nudd and seconded by Lynn Yallop; all agreed. The minutes will be signed by the Chairman.
4. **Chairman's Report, to include consideration to any matters arising, not on this Agenda**
The Chairman reported a planning application which was received after the agenda was published will be discussed under item 9ii.
5. **To adjourn the meeting for Public Participation and to receive District, County Councillor and Police reports.**
District/County Councillor Fran Whymark sent apologies for the meeting, a report was read out.
A brief Police report was received – a broken window reported on Ward Road that was possibly caused by a stray pellet from air rifle. Joy riding still ongoing along Muck Lane, being monitored.
A Parishioner reported the sad passing away of parishioner Doreen Dye which will be a great loss to the village following all her contributions over the years. It was requested the PC acknowledge this.
Thanks, were given to the PC for the work they continue to do.
6. **To receive reports, and agree any actions arising:**
 - i) **SAM2 data – 10th July to 11th August 2020**
The SAM2 data graph was circulated prior to the meeting. The SAM2 was located along Station Rd, facing North, 10th July to 11th Aug 2020. The volume is slightly down compared to the same time last year at 19k versus 21.6 then. A high percentage of traffic is however passing through substantially higher than the 30mph limit. Data is passed to the Police and where there is enough evidence of speeding the Police will attend the location to carry out speed checks.
It was reported the SAM2 device had been forcibly turned around in this location, damaging the bracket/unit.
 - ii) **Team Salhouse**
Litter picking, maintaining flower beds, and general maintenance carried out under current guidelines. The Great British Clean Up is due to be taking place between the 11th to 27th September. Many thanks to the Saga team for funding another battery set to extend the working time of our cordless strimmer.
 - iii) **War Memorial** no further update at present
 - iv) **Tree Warden**
A detailed proposal for tree planting has been submitted and to be considered at the next Playing Field Management Group meeting. Tree planting proposals have also been submitted for Salhouse Broad and the campsite and along footpaths/hedgerows to fill in gaps. The Bell pond was discussed as being dried out, but to be looked into further. Seed/nut collecting to commence soon, and any offers of help greatly received. It was asked if the PC would consider donating towards the Tree Warden Network – information to be sent to the PC.

7. **Emergency Committee**
- i) **To receive update from Emergency Committee**
The Committee is dormant at present as no requests for help have been received, however the committee will continue to exist in the background whilst the risk of a second wave of Covid-19 is still a possibility.
 - ii) **Update on Good Neighbour Scheme Response Team (GNSRT)**
No requests for voluntary assistance have been received.
 - iii) **To consider Covid-19 Community Response Fund - Unspent grant money**
It was agreed to retain this grant at this time, while there is still a further risk of a second wave, but to review the return of unspent monies at the next meeting.
 - iv) **To update on the review of the Resilience Plan and associated documents - ongoing**
8. **Playing Field and Recreation:**
- i) **To receive report regarding the Playing Field, and discuss any actions arising**
A playing field meeting is to be held next week. There has been low level vandalism to the external light box, to be monitored. The gate hinge replacement is still outstanding but been chased.
 - ii) **To discuss and consider tree planting proposal at the recreation ground**
As discussed under Item 6iv. The Tree Network is happy to fund this project.
 - iii) **To consider play area repairs**
One quote presented, however, to investigate further quotes for repairs and possible cost of replacing the complete piece of equipment.
 - iv) **To update on Memorial bench installation**
The bench is due to be installed 15th September. Thanks given to Team Salhouse who have offered to clear the area in preparation.
 - v) **To discuss and consider Parish Allotments**
It was discussed and agreed carrying out a feasibility study via placing notices on the parish noticeboards to see if there is enough interest for village allotments and if so to investigate this possibility further.
 - vi) **Any other Playing Field and Recreation matters - None**
9. **Planning:**
- i) **To receive a planning report**
Planning report was previously circulated. No further comments.
 - ii) **To consider response to any planning applications received after issuing the agenda 20201594 - 1 Cheyney Avenue, Salhouse, NR13 6RJ - Two storey front extension**
Resolution: No Objection
 - iii) **Update regarding the Neighbourhood Plan effectiveness and action points - Ongoing**
 - iv) **Any other planning matters - None**
10. **Highways and Footpaths:**
- i) **To receive Highways and Footpath report**
The report was previously circulated. FP4 has now been cut, however the demarcation is not yet in place – to be monitored. Hall Drive has now been cut. Barn Piece new path to be reported to Highways as vegetation growing through the tarmac and raising the path making it uneven to walk on.
 - ii) **To discuss Lower Street parking issues**
Parking problems have been ongoing. The police tape which was put up has meant the issue of inconsiderate parking has moved further along Lower Street. A complaint has been received. The PC has been active on this issue, but a resolution is out of the control of the PC. The Salhouse Broad are still investigating additional parking. It was raised whether the tape should be removed as within a conservation area. To be monitored further. It was suggested inviting a representative from the Broad to the next meeting to provide an end of season review.
 - iii) **To discuss the Salhouse Bell Lane Trod proposed plan - 20/21 Parish Partnership**
Discussions had regarding the revised plan received for a trod path from FP15 to Bears Grove following a further site visit from Highways. It was ruled out relocating the path to the opposite side of the road. Although there were still some concerns over the closeness of pedestrians to the road where the double kerbing was suggested, it was agreed to proceed and accept this plan as it was felt that a path in this location is safer than no path at all.

- iv) **Update on enquiry regarding installation of a further VAS on Norwich Road, close to Station Road, approaching from Salhouse village**
A site meeting was requested with the Network Safety Engineer, however it was stated that a further VAS in this proposed location would not be supported at this time and therefore meeting declined. It was recommended that it is reviewed 6-12 months after the reduced speed limit is introduced and if the concerns still exist. A SAM2 would be supported.
- v) **To consider suggestions for Parish Partnership bid 2021/22, if any**
A meeting has been requested with the Highways Engineer to discuss further possible trod bids along Norwich Road. It was also suggested to enquire if the scheme covers planters which could be installed on verges along Cheyney Avenue. To investigate a bid for an additional SAM2.
- vi) **To update regarding Bell Pond sump**
Following a site meeting with the Highways Engineer, awaiting a drainage survey and jetting of drains to see if/where issues occur.
- vii) **To update on dog bin on Howlett's Loke – ongoing.** Awaiting map to confirm Highways land to site a new bin.
- viii) **Any other Highways and Footpath matters**
The landowner has agreed to dedicate the missing section from the definitive footpath map joining FP14 to Hall Drive.
The post box on Station Road has been chased with Royal Mail as to when it will be operation – awaiting a response.

11. Finance and Administration:

- i) **To approve payments** Agreed

S J Martin	August Salary & Expenses £32.5	746.16	
HMRC	August (PAYE)	3.04	
The Norfolk Pension Fund	August (215.06	
Paul Green	August maintenance (1026)	321.25	
A A Joinery	Maps wooden frame and installation	1,459.12	inc VAT £243.19
- ii) **To note monthly bank reconciliation report** Agreed
- iii) **To discuss and agree a budget for tree planting within the Parish**
It was agreed to postpone this item until the October meeting which will follow a PFMG meeting to discuss the proposals.
- iv) **To update on Website Accessibility** - to note this will be in place by 22nd September 2020.
- v) **Any other Financial/Administration matters arising** - None

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

General Correspondence

NALC newsletters (inc. Wellbeing)

Police Parish Newsletter

Broads Briefing

Parishioner emails regarding new map boards The walking maps were produced as part of the Norfolk County Council Parish Partnership Scheme and permission to place the maps in their locations agreed with Highways.

The maps, from the very first to the last discussion, including funding, were discussed, and agreed at open public meetings and on published agendas pre-meetings and therefore all Parishioners had the opportunity to attend meetings and give comments and suggestions.

The map is intended to show footpaths and places of interest around the Parish for the benefit of residents and visitors and is in no way intended to promote businesses. When the original design work was done, and decisions taken what to include, in 2018, the Hungry Otter did not exist, and when the final minor adjustments were agreed prior to printing, in early 2020, the business was not open, it is believed to be seasonal business.

As stated, this is a Walking map of the Parish and any information relating to businesses is incidental to that. There are many other businesses in Salhouse which you will note are not on the map. The question of obtaining funding to promote businesses therefore does not arise.

Parishioner email regarding flooding on Howlett's Loke Ditches are scheduled with Highways to be cleared.

Parishioner email regarding relocation of interpretation board at Bell Pond to be investigated.

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

Regarding the proposed trod path on Bell Lane, it was suggested a basic sign could be installed at approach to the kerbing to raise awareness of the traffic/busy road.

Also suggested a pedestrian crossing sign to warn vehicles.

A parishioner gave praise to the walking maps which have been installed and the local historic information which they would not have been aware of, also grateful that Hall Drive has now been cut.

14. **Any items for the next Parish Council meeting on Monday 5th October 2020 (via Zoom)**

Public meeting closed at 21.20

15. **To pass a resolution (under the Public Admission to Meetings Act 1960 to exclude members of the public and press for the following confidential items:**

This resolution was agreed.

To note that the NJC pay agreement has been agreed - noted

Meeting closed at 21.21