

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

Present: Colin McCormick, Bob Cooper, Martin Nudd, Andrew Peachment, Steve Jarvis, Lynn Yallop, Nick Ball and Julie Redburn (7.06pm)

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 8

1. To elect a Chairman

Following the resignation from Chairman Martin Murrell, nominations for Chairman were requested. Bob Cooper was nominated by Martin Nudd; and seconded by Colin McCormick – all agreed. Bob Cooper was elected Chairman and signed the Declaration of Office.

2. To receive any apologies for absence

None.

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

Bob Cooper declared an interest as a Trustee of SUCT.

4. To approve the minutes of the Parish Council virtual meeting of 2nd November 2020.

The PC minutes of 2nd November 2020 were proposed to be approved by Martin Nudd and seconded by Colin McCormick; all agreed. The minutes will be signed by the Chairman.

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

Chairman Cooper gave thanks Councillors for electing him as Chairman. Thanks were given to Martin Murrell for his time and commitment to the Parish Council over the last few years, and to the continued good work of the current Councillors.

6. To adjourn the meeting for Public Participation and to receive District, County Councillor and Police reports.

There was no Police report.

County/District Councillor Fran Whymark reported that COVID is still at the front of both Councils. The Broadland area has seen an increase recently in the number of cases and as an area considered quite high with a recent 47% increase up to 7th December. County is putting in support for those needing help for food, energy bills, food Christmas vouchers and encourage those eligible for free school meals to ensure they are registered. Details of support can be found on the Norfolk County Council website or via 0344 8008020. County Council are looking currently at the Budget and a maximum increase of 2%, but with a further 3% for Social care.

Broadland District Council are looking to raise the precept by 2%/£5 for a Band D property. Without this increase, services would have to be reduced.

Broadland District Council (BDC) update:

The Government's Additional Restrictions Grant (ARG) for businesses affected by the current coronavirus restrictions is now open – details on BDC website.

A new housing distribution policy has been implemented.

Broadland District Council's Community at Heart Lottery is a weekly online lottery created to support local good causes across the district.

A parishioner congratulated the new Chairman. It was raised the rubbish which has been left in front of the noticeboard in Station Road – this has been reported to Highways.

It was also mentioned the works which blocked access to the defibrillator – the PC had not been made aware of this prior to the works.

It was noted that a Parishioner had volunteered to carry out the weekly checks on the defibrillator on Station Road in the new year.

Thanks were given to the PC for all the good work they do for the Parish.

Chairman gave thanks to the volunteers who currently carry out the weekly checks for the Parishes 3 defibrillators.

7. **Planning:**
- i) **To receive a planning report**
The planning report had been previously circulated – no further comments.
 - ii) **To consider responses to the following planning applications:**
 - 20202045** - 96 Norwich Road, Salhouse, NR13 6PB - Subdivision of curtilage and erection of two detached houses (Outline)
Resolution: Objection – outside settlement area; no compliance with policies JCS 1 and NP H1,; and land supply currently met.
 - BA/2020/0365/FUL** - Salhouse Broad, Lower Street, Salhouse, Norwich - Erection of children's play equipment.
Resolution: No Objection
 - 20201801** - Unit 2, Wood Green Industrial Estate, Station Road, Salhouse, NR13 6NY - Amended plans – planning statement submitted
Resolution: No further comments
 - iii) **To consider response to any planning applications received after issuing the agenda** - none
 - iv) **Update regarding the Neighbourhood Plan effectiveness and action points** - ongoing
 - v) **Any other planning matters** - none
8. **To receive reports, and agree any actions arising:**
- i) **SAM2 data** – Lower Street West - 8th October to 8th November 2020 – SAM2 data was circulated, no further comments.
 - ii) **Team Salhouse** – report circulated, individual tasks being carried out. Thanks given to the Team Salhouse volunteers for their hard work during 2020.
 - iii) **War Memorial** – Clerk to investigate grants for the works.
 - iv) **Tree Warden** – the Tree Warden updated on the successful tree planting which recently took place.
9. **Emergency Committee**
- i) **To receive update from Emergency Committee** – nothing further to report; no requests for help during the second lockdown period.
It was raised whether help will be needed to transport parishioners to COVID vaccination centres and agreed to investigate with the local doctors surgery and BDC.
 - ii) **Update on Good Neighbour Scheme Response Team (GNSRT)** – nothing further to report; no calls for assistance received. One further volunteer has come forward to offer help. The original Facebook group is being used to distribute information. Food hampers have been supported by the Church and the team are investigating donations of coats for redistribution.
 - iii) **To consider Covid-19 Community Response Fund - Unspent grant money** – it was agreed to still retain the funds, and review in January 2021.
 - iv) **To update on the review of the Resilience Plan and associated documents** – no further progress.
10. **Playing Field and Recreation:**
- i) **To receive report regarding the Playing Field, and discuss any actions arising** – meeting to be held next week. Initial investigations have been carried out regarding the electricity supply for the floodlights. Still awaiting contact from the FC regarding a meeting to review the contract. The tree planting was noted; and it was raised that further ‘no dogs’ signage was still required following some reports that some dog owners have been ignoring the existing signage and allowing their dogs to use the field.
It was discussed that a further member is now needed for the PFMG – Nick Ball volunteered.
 - ii) **To discuss MUGA hire and Management** – no further progress since last meeting, however, a volunteer has come shown interest in taking on this role; to arrange a meeting to discuss.
 - iii) **To update on proposal for interest of Parish Allotments** – two parishioners have expressed interest to date. SUCT have confirmed they do not have any land available for rent at present which could be used for parish allotments. Clerk to investigate with other landowners within the Parish.
 - iv) **Any other playing field and recreation matters** – It was raised that the mobile Pizza van which is currently located at The Bell public house on a Saturday evening would like to investigate using the recreation

ground car park going forward. Originally alternate Wednesdays had been offered. To be added to January's agenda.

It was noted that a volunteer had come forward to carry out the weekly checks on the defibrillator on Station Road in the new year. Clerk to arrange training and set up. Volunteers needed for the other two defibrillators (Jubilee Hall and Lower Street).

11. Highways and Footpaths:

- i) **To receive Highways and Footpath report** – the report had been circulated prior to the meeting, which included the graffiti at Station Road and parishioner comments on FP14 walking surface, along with the commencement of the trod path on Bell Lane (FP15) and following the trod on Norwich Road. Also noted the Barn Piece path has been resurfaced following the growth of weeds creating an uneven surface. Clerk to contact landowners regarding issues raised along FP14.
- ii) **To receive update on review of street furniture** – the review was circulated; it was agreed to replace the post on the rubbish bin opposite the Bell pub; to investigate the map boards (surround condition and water seeping in); to remove the old notice board at the recreation ground and investigate repair of the fence surrounding the Bell Pond.
- iii) **To update regarding Bell Pond sump** – a survey was carried out by Highways which showed the route of the SUMP's and the pipes were clear. To be monitored.
- iv) **To update on dog bin on Howlett's Loke** – following advice from Highways, the clerk has contacted Broadland DC to request they apply directly to Highways for the licence for the dog bin placement.
- v) **Any other Highways and Footpath matters**
It was noted an email from a Parishioner commenting favourably on the map boards and the information/history they provide.
Clerk reported the ditches along Howlett's Loke have been chased again with Highways and are scheduled to be cleared.

12. Finance and Administration:

- i) **To note monthly bank reconciliation report** – noted – no further comments
- ii) **To approve payments** - all agreed

S J Martin	November Salary & Expenses	790.84	
HMRC	November (PAYE)	32.51	
The Norfolk Pension Fund	November	237.26	
Paul Green	November maintenance (1033)	277.25	
Norfolk PTS	Budgeting training	44.00	
Norse Eastern Ltd	Grounds Maintenance 2nd payment	422.66	inc. VAT £70.44
- iii) **To agree a donation for The Royal British Legion Poppy Appeal**
It was agreed to donate £120.00.
- iv) **To consider maintenance contract for recreation ground for 2021**
As only 2 quotes had been received it was agreed to postpone until the January meeting.
- v) **To review and adopt the following policies:**
Document Retention Disposal Policy
It was agreed to adopt this policy.
- vi) **Any other Financial/Administration matters arising**
To review bank signatories at the January meeting

13. Budget:

- i) **To review/approve the Budget for 2021/22**
It was proposed by Julie Redburn; and seconded by Lynn Yallop to approve the budget as presented – all agreed.
- ii) **To set the precept for 2021/22**
It was proposed by Martin Nudd and seconded by Lynn Yallop to keep the precept at £27,000 for 2021/22 – all agreed. Band D remains the same as previous year at £45.00 (no change to the Tax Base remaining at 600).

14. **Consultations:**
To agree a response to the NCC Budget consultation
It was discussed for individual responses to be submitted.

15. **To receive correspondence and agree response (if any) – all noted**
General Correspondence
NALC newsletters (inc. Wellbeing)
Police Parish Newsletter
Broads Briefing
FOI request

16. **Public Right to Reply - adjournment of meeting for public to comment**
Congratulations were given to Bob Cooper on talking on the Chairman role.
It was also mentioned that a new editor for the SAGA has taken over, and thanks were given to all those who have previously and continue to work on all aspects of the village magazine.

17. **Any items for the next Parish Council meeting on Monday 11th January 2021**
It was noted the planning training from BDC taking place during December and January for Councillors.
The Chairman wished everyone a Happy Christmas and thanked the Councillors and Clerk for their continued hard work and commitment.
It was mentioned that there are 3 vacancies on the Parish Council.

Meeting closed 20.54