

**Minutes of the Salhouse Parish Council meeting
held on Monday 13th December 2021 at 7.30pm
at the Jubilee Hall, Lower Street, Salhouse**

Present: Bob Cooper (Chair), Colin McCormick, Julie Redburn, Lynn Yallop and Martin Nudd.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 4

For the benefit of the public, all votes taken were by a show of hands and/or a verbal response from each individual Councillor.

- 1. To receive and accept any apologies for absence**
Apologies were received and accepted from Andrew Peachment (work commitments) and Nick Ball (personal). Steve Jarvis had resigned from the Council.
- 2. To receive Declarations of Interest in items on the agenda and applications for dispensations**
Cllr. Cooper declared an interest as Trustee of Salhouse United Charities Trust.
Cllr. Nudd declared an interest in item 12.
Cllr McCormick declared an interest in item 6iii as neighbour.
- 3. To approve the minutes of the Parish Council meeting of 8th November 2021**
The minutes of 8th November 2021 were proposed to be approved by Cllr. Yallop; seconded by Cllr. McCormick; all AGREED by a show of hands and to be signed by the Chair. (Cllr. Nudd abstained as not present at the meeting on 8th November 2021).
- 4. Chair's Report, to include consideration to any matters arising, not on this Agenda**
Chair's report read out – see appendix. 1.
- 5. Public Participation and to receive District and County Councillor reports**
District/County Councillor Fran Whymark updated regarding COVID boosters for over 30's and over 18's which are available from Wednesday to book. Centres to open from 8am till 8pm. There are also walk ins for the first and second jabs.
Norfolk County Council have received £6.7 million household support fund help those in hardship. Information is available www.norfolk.gov.uk/wintersupport or telephone NCC 0344 800 8020 / BDC 01603 430431.
650 smoke alarms are free to the over 65's/disabled - details available on the Norfolk County Council website or telephone 0800 917 8137.
Carers Voice Norfolk and Waveney are working with NCC on an Integrated Care System (ICS) running from 2022 to 2025 – details on website www.carersvoice.org/carers-strategy/.
There is an independent living assistance policy where grants are available for people to help them live independently – visit BDC website for further details.
Cllr. Whymark wished everybody a Merry Christmas.
A parishioner reported that a request has been put out for volunteers to help at vaccination clinics.
BDC & SN council's Helphubs are putting together support including Christmas hampers.
- 6. Planning:**
 - i) To receive a planning report**
Report was circulated, no further comments.
 - ii) To consider the following planning applications:**
 - 20212082** - The Croft, Bell Lane, Salhouse, NR13 6RR - Conversion of existing workshop/store into self-contained annexe ancillary to the main dwelling
Resolution: No Objection.
 - 20212186** - 86 Norwich Road, Salhouse, NR13 6PB - Sub-division of plot to form one new chalet bungalow with associated landscaping works, new double garage to existing dwelling & altered/new vehicular access from Norwich Road (Revised Proposal)

Resolution: Objection - the revised application is considered too large and an overdevelopment of the site and the loss of light to the neighbouring property. The PC also supports the neighbours' objection to fencing and would suggest the preservation or re-instatement of the existing hedging.

iii) To discuss and consider address suggestions for New Development adj. 90 Lower Street, Salhouse

It was AGREED to submit three suggestions, each with a brief history, for consideration – Benians, Metyer's & Potter.

iv) Any other planning matters

It was noted no decision yet on the Salhouse Broad car park extension application. The PC was contacted and confirmed support for the extension.

Cllr. Yallop left the meeting at 7.58pm

7. To receive reports, and agree any actions arising:

i) SAM2 data

Report circulated – no further comments.

ii) Team Salhouse

Report circulated – no further comments.

iii) Tree Steward

It was reported that suggestions regarding the Queens Green Canopy have been sent to local landowners, and some responses received back for further discussion.

Most trees have been collected from the tree nursery now.

One tree planted at the playing field did not survive and will be replanted in the Spring.

Thanks were given to the PC for their support and all they do for the Parish.

Cllr. Cooper gave thanks to the Tree Steward in return.

iv) War Memorial

Straightening of the Memorial to be carried out in the New Year.

v) Police Priority Setting meeting

Priorities for Salhouse have been set as speeding along Honeycombe Road and Norwich Road.

The Police Beat Manager has attended both these locations and will continue to monitor.

8. Playing Field and Recreation:

i) To receive report regarding the Playing Field, and discuss any actions arising

Cllr. Redburn and the Clerk met with a contractor to look at hedge cutting around inside of the field and along the roadside. It was AGREED to go ahead with the quotes provided, including the spraying of the trod path to the MUGA.

ii) To discuss and agree play area repairs

Three quotes were sought, two received after chasing, it was AGREED to instruct 'Onlineplaygrounds' to carry out the repairs as per the annual inspection report at a quoted price of £1,104.40 plus VAT.

iii) To update on 'The Queen's Platinum Jubilee Celebrations'

Item to be postponed until January meeting.

iv) To receive update on Bell Pond works

Works to clear around the Bell Pond and to clear the drainage grips have been carried out. The PC to seek professional advice regarding the pond itself. It was identified a water leak at the edge of the pond which has been reported to Anglian Water and advised that this should be rectified within 2 weeks.

v) Any other playing field and recreation matters

None.

One member of the public left the meeting at 8.12pm

9. Highways and Footpaths:

i) To receive Highways and Footpath report

Report circulated. The landowner responsible for FP11 has confirmed they will carry out works to cut the overgrowth.

ii) To update on footpath Rights of Way deadline 2026

To be postponed until next meeting.

iii) To agree bids for the Parish Partnership Scheme 2022/23

It was AGREED to submit bids for:

Thieves Lane trod path (PC contribution £2521.00)

Honeycombe Road trod path (PC contribution £24010.00)

Reflector posts Norwich Road/Station Road junction (PC contribution approx. £75 each)

iv) Any other Highways and Footpath matters

None.

10. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

The following payments were AGREED by all:

S J Martin	November Salary - £710.34 NET & Expenses £95.47	£ 805.81
The Norfolk Pension Fund	November (£41.34 EE & £176.64 ER)	£ 217.98
Paul Green	Maintenance November (1072)	£ 257.25
ETC	MUGA Maintenance (Inv. 7488 18/11/21) (inc. VAT £40)	£ 240.00
Norfolk Association of Local Councils	Training (Budgeting clerk) (inc. VAT £6)	£ 36.00
Ian Roofe	Bell Pond Works	£ 295.00

iii) To agree Internal Auditor and sign engagement letter

It was proposed by Cllr. Redburn; seconded by Cllr. Nudd to appoint Sue Lake as internal auditor for the financial year 2021/22. This was AGREED by all. RFO to sign letter of engagement.

iv) To agree grass cutting contract for 2022

Three quotes were considered. It was proposed by Cllr. Nudd; seconded by Cllr. Redburn to appoint Norse (£813.61 + VAT) for 2022. This was AGREED by all.

v) To update on Operation London Bridge and adopt policy/action plan

It was AGREED by all to adopt the policy and action plan, and review when necessary.

vi) To review bank signatories

It was AGREED to add Cllr. Cooper as a signatory.

vii) To discuss subscription to Scribe Accounts

It was AGREED not to renew the subscription to Scribe accounts.

viii) To consider the support of remote council meetings

It was AGREED to send a letter of support for remote Council meetings.

ix) Any other Financial/Administration matters arising

It was noted s106 monies had been received (£2,349.55) as contribution to the footpath 14 works (9/5/12/1043). Clerk to write to landowner to thank them and inform that all funds have now been spent.

11. Budget:

i) To review/approve the Budget for 2022/23

The draft budget had been circulated. To be finalised/approved at January meeting.

ii) To set the precept for 2022/23

It was proposed by Cllr. Cooper; seconded by Cllr. McCormick and AGREED by all to set the precept for the 2022-23 financial year at £29,700. This is an increase to the precept by 10% (£2,700). This will increase band D payments by £4.87 per annum per rateable property. Tax base for 2022/23 decreased from 605 to 600. Clerk to submit to BDC.

iii) To agree General Reserve/policy

It was proposed by Cllr. Nudd; seconded by Cllr. McCormick and AGREED by all to adopt the policy. The PC has a general reserve of approximately 6 months.

12. Assets of Community Value (ACV)

i) To receive update from Working Group and consider any actions arising

Update to be given at next meeting.

13. Flooding Working Group

i) To receive update from Working Group and consider any actions arising

A meeting which was scheduled on 9th December 2021 with Highways and a representative from the Strategic Flood Alliance group was postponed due to unforeseen circumstances. This meeting is to be rearranged.

14. Emergency Response Working Group

i) To receive update from Emergency Response Working Group/Good Neighbour Scheme Response Team (GNSRT) and consider any actions arising

No further update, only request for volunteers are per public participation.

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

All noted.

General Correspondence

NALC newsletters (inc. Wellbeing)

Police Parish Newsletter

Broads Briefing

Correspondence from Salhouse Broad regarding car park extension planning application

Broads Authority adopted the Marketing and Viability Guide.

16. Any items for the next Parish Council meeting on Monday 10th January 2022

No items raised.

Meeting closed 20.51

Appendix 1 - Chairman's Report - 13th December 21

It has been a busy month of ups and downs.

Firstly the ups:

It is nice to see the refurbished village sign back in place and looking good. We must thank the stone mason for taking down and reinstalling the sign, and the company for carrying out the works. Along with the cleaned and re-lettered war memorial we have two of the village's focal points looking as good as ever.

Bell pond has had its edges cut back, cleared away and drainage grips cleared - this allows us to see the pond and might improve drainage.

We have a new Police Beat manager Allan Jennings and we welcome him to the area and look forward to seeing him soon.

For several years now, volunteers have been carrying out the important weekly checks of the defibrillators within the Parish. Two of the three volunteers are stepping down. One volunteer remains and we have a new volunteer plus myself supporting this role.

Many thanks given to those who have helped and continue to support in this task.

That is the ups, now the downs.

Sadly, the old defibrillator we were going to donate to the school has developed a fault and because of its age cannot be upgraded, therefore it is beyond repair, and we are sorry we cannot now give to the school.

There have been reports in the local press about timber felling in the village, which has caused some concern. The press reporter has mistakenly contacted the Broads Authority and has published comments made by them about an application for tree felling in connection with the proposed car park extension at Salhouse Broad. This application was approved and carried out several months ago. The reported comments are completely irrelevant to the recent fellings which were a commercial forestry operation within the Broadland District Council area. Neither Broadland nor Salhouse Parish Council were notified or consulted about the recent works, nor did they give any approval.

The latest strain of COVID 19 is starting to make an impact on all of us, so please stay safe and look after one another.

Please also be aware that Wroxham Road near to the Avenues in Wroxham will be closed from 13th December 2021 for approximately 3 days.

I would like to thank all the volunteers and people in the village who work away without most of the village even realising what they do or who they are but seeing their hard work for the village.

I would also like to thank my fellow Councillors for all their hard work through this challenging year, and a special thank you to our Clerk for what has been a very stressful and challenging Year, we are very lucky to have you, thank you.

And finally, we wish you all a very Merry Christmas and a Happy & safe New Year.

Robert Cooper

Chair – Salhouse Parish Council