

**Minutes of the Salhouse Annual Parish Council meeting
held at 7.30pm on Monday 3rd June 2019
At Jubilee Hall, Lower Street, Salhouse**

Present: Martin Murrell, Colin McCormick, Julie Redburn, Bob Cooper, Nick Ball, Steve Jarvis, Andrew Peachment and Martin Nudd (co-opted).

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 9

1. To receive any apologies for absence

There were no apologies received.

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

Martin Murrell and Bob Cooper declared an interest as Trustees on the Salhouse United Charities Trust.

3. To consider co-option of Councillors for the vacancies arising from the election process

Bob Cooper proposed to co-opt Martin Nudd; seconded by Nick Ball – all agreed. Martin Nudd signed the Declaration of Office form and joined the meeting.

4. To approve the minutes of the Parish Council meeting of 20th May 2019.

The minutes were proposed to be approved by Steve Jarvis and seconded by Julie Redburn; all agreed and were duly signed by the Chairman.

5. To review the Annual Parish Meeting minutes held on 10th April 2019 for accuracy (to be approved at the next Annual Parish Meeting in April/May 2020)

The draft minutes had been circulated to Councillors prior to the meeting. There were no comments. These will be presented at the next Annual Parish Meeting for approval.

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

There was no further report to items not included on this agenda.

7. Public Participation and District Councillor and Police reports

PC Steve Clarke introduced himself as the new Community Beat Manager and only been in position for the last two weeks. Since the last PC meeting there have been no further crimes to report, however Steve informed all to contact him if there are any issues or concerns. It is hoped there will be a SNAP meeting soon - this falls under Thorpe St Andrew, but includes Salhouse, Wroxham, Rackheath and the Plumstead's. Steve will speak to PC Jack Askew, who is the new Speedwatch Officer regarding what information he would like submitted and to let the PC know how the data is used. Steve left the meeting 7.43pm.

Fran Whymark (County & District Councillor) reported the changes to the cabinet system, and services such as children's, adults and wellbeing. It is hoped that long term cost savings can be made by getting involved earlier to tackle health and social problems. NCC is investing £30m into care.

In July, Fran is becoming the County Representative for the Broads Authority, of which Salhouse is part of, and therefore any concerns can be directed to him. Fran stands as Chair (and Martin Murrell Vice Chair) for the housing & wellbeing portfolio in Broadland. This includes the 'Warm Homes Fund' to help put central heating into homes currently without it. They are also running a 'Handy Person Plus' scheme to help people make small changes within their home - details on both these schemes can be obtained from BDC.

Shane introduced himself as the designer of the parish footpath maps being funded under the Parish Partnership scheme. The first draft of the maps was presented, and comments encouraged. Following discussion some amendments were suggested, which Shane will action and submit a second draft for review. Overall the PC was pleased with the work done so far.

A member of the public commented on loose boards on the wooden play tower at the recreation ground. These have already been secured. An external play area inspection is due later in June, and a report on all play equipment will be submitted and reviewed.

Public Participation closed at 20.24. one member of public left. Standing orders resumed.

- 8. To consider the notes and make decisions on matters arising from the Playing Field Management Group**
- i) MUGA update**
There has been no update received regarding the planning application.
 - ii) Grand Opening Event**
An email has been sent to all the community groups offering them to have a stall at the event and any volunteers to assist with the organising.
The PC will need to obtain a Temporary Events Notice from BDC for this event, costing £21.00.
It was discussed charging £10 pitch fee to external Companies and asking for a donation of 10% of their takings.
 - iii) To consider playing field hire**
Wroxham Football Club have requested use of the recreation ground for a specific number of training sessions. It was agreed the hire to be £15 per hour. Instructions for car parking and clearing of litter to be stipulated.
- 9. Progress reports relating to:**
- i) Safer Neighbourhood Action Panel (SNAP)**
Date for next meeting still to be arranged – should be early July.
 - ii) SAM2 speed monitoring equipment data report**
No report since last meeting. It is hoped a meeting can be arranged with the new Speedwatch Officer to discuss the format for submitting data and find out how it is used by the Police.
 - iii) Team Salhouse Report**
Ongoing - litter picking and tidying and plans for summer planting.
 - iv) War Memorial Report**
A report had been given previously. This was revisited and it was decided that at the meeting already arranged with the PCC to investigate further the proposed relocation of the war memorial, and how to go about this. Historic England and BDC will also need to be contacted for further advice and guidance. It was agreed to obtain 3 'condition surveys' on the existing memorial.
 - v) Churchyard Conservation Scheme**
No further progress - meeting to be attended with PCC on 30th July to discuss further.
 - vi) Tree Warden Role**
A meeting is to be arranged in July to discuss this role further.
 - vii) Any Other Reports**
It was reported the duck pond at Bell Corner is looking healthy and there are new green shoots on the Willow tree.
A CPRE lecture was attended by Colin McCormick and it was reported that there is a green policy for planting of more trees.
- 10. To consider a planning report and agree recommendations on the following planning applications:**
The planning report was displayed, however there were no planning applications to consider.
- i) Update regarding the Neighbourhood Plan effectiveness and action points**
Ongoing
 - ii) Any other planning matters**
None
 - iii) To discuss and consider a response to NNDC Consultation on First Draft Local Plan (Under Regulation 18), Supporting Documents, & Call for Sites in 'Small Growth Villages'**
It was agreed that individuals should submit their own responses
 - iv) To discuss and consider a response to NNDC Consultation on Draft Design Guide, Landscape Character Assessment & Landscape Sensitivity Assessment Supplementary Planning Documents**
It was agreed that individuals should submit their own responses
- 11. Highways:**
- i) To receive Highways and Footpath Report**
The report was displayed – Footpath issues reported to highways for investigation.
Comments were made regarding the closure of Thieves Lane for 5 days, however signage stated 2 days.
Clerk to raise with NCC.
The barriers on the Broadland Northway which had been reported should be repaired w/c 10/6/19.

ii) Norwich Road Speed Reduction 40mph

Highways had confirmed that funding must be obtained from various funding sources, and not directly from the PC. Highways are currently investigating this. Following this there is a consultation with residents.

It was discussed that the HGV hierarchy is at a National level.

iii) To consider 20mph Zone Traffic Regulation Order – Barn Piece Close, Salhouse

It was agreed by all in favour of this regulation order.

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

As discussed in Public Participation - second draft of the maps to be worked on and represented.

12. Finance

i) To approve payments – all agree

S J Martin May Salary - (67.25hrs) £509.38 NET & Expenses £111.25	620.63
The Norfolk Pension Fund May (£44.05 EE & £180.21 ER)	224.26
HMRC May (PAYE)	358.05
Norse Eastern Ltd.(First Instalment ground maintenance inc. VAT £67.09)	402.54
	<u>1605.48</u>

ii) To note monthly bank reconciliation report – agreed

iii) Update regarding online banking

Forms have been submitted to the bank – awaiting confirmation and devices.

iv) Any other Financial matters arising - None

13. Defibrillator

i) To discuss and agree Defibrillator training

Some dates have been obtained and need to be checked for hall availability. To open this event to Wroxham and Rackheath if spaces are available.

ii) To discuss and consider Station Road telephone box converting to defibrillator station

Enquiries have been made regarding the telephone box and due to the minimal amount of use over the last couple of years the PC was informed a consultaion for the removal of the box would happen later this year. It was therefore agreed to enquire under the 'adopt a box' scheme to convert into a defibrillator station. A volunteer would be needed to carry out regular checks and submit information to the Ambulance Trust.

14. To consider Parish noticeboards

It was proposed to have one section of each noticeboard unlocked for pubic to use. This was voted on - 6 for; 1 against. Clerk to order change of locks. This change would mean that going forward there would not be any charges to use the unlocked sections of the noticeboards and the locked sections would be for PC use only.

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

General Correspondence

3 member of the public left 9.55pm

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

There were no public comments.

17. Any items for the next Parish Council meeting to be held on Monday 1st July 2019 in the Jubilee Hall at 7.30pm.

Planting of Elm Trees around Parish.

There being no further business the public meeting was closed at 10.01pm