

**Minutes of the Virtual Salhouse Parish Council meeting
at 7.00pm on Monday 8th March 2021**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 18

1. **To receive and accept any apologies for absence**
There were no apologies of absence received.
2. **To receive Declarations of Interest in items on the agenda and applications for dispensations**
Cllr Cooper as Trustee of Salhouse United Charities Trust (SUCT) , and item 11ii Hall Drive.
Cllr Nudd on items 13 and 18.
3. **To approve the minutes of the Parish Council virtual meeting of 8th February 2021.**
The minutes of 8th February 2021 were proposed to be approved with no amendments by Cllr Yallop; seconded by Cllr Redburn - all agreed by a show of hands. The minutes will be duly signed by the Chairman.
4. **To confirm resolutions made at meeting on 20th January 2021.**
At the meeting on Wednesday 20th January 2021 it was resolved for the PC:
To seek legal advice; it was resolved to seek this with Birketts.
To appoint CJ International Services to advise on and respond to FOI/SAR requests, initially on 2-month retainer.
To ask advice of solicitors regarding informing insurers of complaint received.
As per the PC Complaints policy the Chair and Vice Chair will investigate the complaint with a third Councillor and resolved Cllr Yallop lead the investigation.
To request full Council GDPR training within the first month under the terms of the retainer.
All Councillors were reminded to adhere to the Code of Conduct when attending virtual meetings.
To note the meeting date should read Wednesday 20th January 2021, and the signed minutes will reflect this.
5. **Chairman's Report, to include consideration to any matters arising, not on this Agenda**
See Appendix 1.
6. **Public Participation and to receive District and County Councillor report.**
District Councillor Martin Murrell reported:
It has been a busy month at Broadland District Council (BDC) around budget setting and staff helping at Norfolk and Norwich Hospital on COVID wards.
The Community Lottery has been well supported - If any community groups need funding there is information on BDC website.
During the bad weather all bins were collected, albeit a day or two behind schedule.
The Greater Norwich Local Plan Publication 19 deadline for comments has been extended until 22nd March 2021.
There is a new COVID District Asymptomatic Testing Site (DATS) in Sprowston.
The Census is on 21st March 2021.
Elections on 6th May 2021. Register before 19th April 2021 for a postal vote.
Details on BDC's Warm Homes Fund are available on BDC website.
County and District Councillor Fran Whymark reported:
As at 28th February 2021, 45% of over 16's had had 1st COVID vaccination.
Rates of COVID are starting to drop, and in Broadland. A mobile unit is COVID testing unit is going out within the area.
There will be no fines for the late return of library books.
Members of Public:
A question was raised as to how the date on the minutes of 20th January 2021 will be adjusted – Chairman explained that the date will be crossed though, amended and initialled.

Some questions were raised regarding the release of the resolutions and further details regarding the confidential resolutions of the minutes of 20th January 2021.

It was confirmed that the resolutions of that meeting have now been released in item 4 of this agenda. The Chairman noted all the comments raised.

7. **Planning:**

- i) **To receive a planning report** – a report was circulated – no further comments.
- ii) **To consider responses to the following planning applications:**
 - 20210180** - 10 Barn Piece Close, Salhouse, NR13 6RT - Loft conversion
Resolution: No Objection
 - 21210258** - Millwood, 6 Mill Road, Salhouse, NR13 6QA - Application of Baunit Silicone based render in colour 0017 on all external
Resolution: No Objection
 - 20210279** – 38 Station Road, Salhouse, NR13 6NY – Rear Extension & Roof Alterations
Resolution: No Objection
 - 20210322** – 52 Thieves Lane, Salhouse, NR13 6RQ- Single storey side extension and new double garage
Resolution: No Objection
 - 20210381** – Benvenuto, 24 Lower Street, Salhouse, NR13 6RW – Raise the existing roof to provide rooms in roof including side extension
Resolution: No Objection
- iii) **To consider response to any planning applications received after issuing the agenda** - None
- iv) **To receive update regarding the Neighbourhood Plan effectiveness and action points**
It is planned for a final version to be presented at the April meeting.
- v) **Any other planning matters** – None.

8. **To receive reports, and agree any actions arising:**

- i) **SAM2 data** - 13/1/21 to 9/2/21 (Lower Street West). Graph circulated – no further comments. Thanks given to Speedwatch team.
- ii) **Team Salhouse** – report circulated, including reminder of fly tipping to be reported to PC or BDC. Regular tasks being carried out. Thanks given to Team Salhouse volunteers.
- iii) **War Memorial** – further quotes being obtained.
- iv) **Tree Warden** – Cllr Ball to meet with Tree Warden to consider 2 Cherry Tree locations.

9. **Emergency Committee**

- i) **To receive update from Emergency Committee/Good Neighbour Scheme Response Team (GNSRT)**
It was reported there was little activity for GNSRT or via the Facebook group, but ready if assistance needed. Regular communication been had with the District Councils Helphub, which is focusing on bringing all the local volunteer groups together in the longer term, including representation from Salhouse. Some volunteers were gained for traffic marshalling roles at vaccination centres. It was mentioned the ANON Street Team who are collecting clothing for the homeless. Chairman thanked all those involved for their continued hard work within the community.
- ii) **To consider Covid-19 Community Response Fund - Unspent grant money**
It was proposed by Cllr Yallop; seconded by Cllr Peachment and agreed by all, to return the unspent grant money of £1000 to Norfolk Community Foundation where it can be used by other communities who have requests for funding.
- iii) **To update on the review of the Resilience Plan and associated documents**
This review is ongoing.

10. **Playing Field and Recreation:**

- i) **To receive report regarding the Playing Field, and discuss any actions arising**
Meeting to be arranged. Multi Use Games Area (MUGA) and gym equipment still closed as per Government guidelines.
- ii) **To discuss electricity proposals for MUGA lighting, and any decisions**
Contractors have been approached to quote, however this has been delayed until able to access pavilion.

- iii) **To discuss MUGA hire and Management**
To be discussed at Playing field meeting and proposal to be put forward to PC.
- iv) **To receive update report on Parish Allotments, and agree any actions arising**
A meeting has been requested with landowner, awaiting response.
- v) **To discuss and consider football club field rent for 2021/2022 season**
A meeting to be requested with the Football Club to discuss along with contract.
- vi) **Any other playing field and recreation matters** – None.

11. **Highways and Footpaths:**

- i) **To receive Footpath report** – No footpath report this month.
- ii) **To receive updates on the following Highways issues:**
 - Hall Drive** – No further update on Hall Drive at this time.
 - Howlett’s Loke** – Water dispersed, however numerous potholes reported to Highways. Ditches reported as not being cleared yet, to be followed up.
 - Shrubland Pond** – Highways have scheduled some works to edge repairs along the wall at Shrubland Farm, and posts for the pond side are with Highway’s contractor – works to be carried out once the flooding has subsided.
 - Railway Bridges Station Road and Stonehouse Road (inc. Muck Lane)** – No further update, to be followed up.
 - Yellow lines opposite Redell Close** – awaiting a response from Highways.
 - School parking issues, inc. plastic gridding for verges** – awaiting a response from Highways.
- iii) **To discuss and agree any action regarding the gates on FP14**
Clerk has raised the issue of the kissing gates with the Norfolk County Council Footpath officer to investigate.
- iv) **To receive update regarding Hall Drive footpath 14 definitive map missing link** – an update has been requested, awaiting a response.
- v) **To update and agree any actions on Bell Pond fence** – to obtain quotes. Highways have been contacted and would recommend replacing like for like, however the recycled plastic fencing/posts which look like wood could be an option.
- vi) **To update on dog bin on Howlett’s Loke** – BDC to apply to Highways for permission to install.
- vii) **To discuss and agree a response to parishioner email regarding parking on Lower Street/Salhouse Broad**
It was agreed to contact Salhouse Broad to see if they have been able to move forward on a car park extension or have any other plans for additional parking this year.
- viii) **Any other Highways and Footpath matters**
It was noted the volume of discarded whiskey bottles collected along Norwich Road, between Barn Piece and Salhouse Hall. Thanks were given to those who have helped to remove these and it was mentioned that if fly tipping/littering is seen to report to BDC or the Police.

12. **Finance and Administration:**

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

S J Martin	February Salary	£ 1,304.51
HMRC	February (PAYE)	£ 279.00
The Norfolk Pension Fund	February	£ 394.42
Paul Green	February maintenance	£ 194.25
CJ International Services Ltd.	DPO services	£ 1,152.00
Royal British Legion Poppy Appeal	Donation Poppy Wreath November 2020 (s137)	£ 120.00
Norfolk Community Foundation	Covid-19 community Grant refund	£ 1,000.00

Resolution: It was AGREED to pay all invoices. Proposed by Cllr McCormick; seconded by Cllr Redburn – all agreed.

To note: Information Commissioners Officer (ICO) renewal paid by Direct Debit £35.00

- iii) **To review and adopt the following policies:**
 - Social Media Policy** - Proposed to be adopted by Cllr Jarvis; seconded by Cllr Redburn – all agreed.
 - Annual Review of the Effectiveness of Internal Control** - Proposed to be adopted by Cllr Peachment; seconded by Cllr Yallop – all agreed.

- iv) **To consider subscription to NPLaw** - Proposed to renew this subscription by Cllr Ball; seconded by Cllr McCormick – all agreed.
 - v) **To consider subscriptions to:**
 - NALC** (Norfolk Association of Local Councils)
 - NPTS** (Norfolk Parish Training and Support)

Following discussion that both groups have provided valuable support to the PC over the past year, it was proposed by Cllr Cooper; seconded by Cllr Yallop to renew subscriptions to both NALC (£193.82) and NPTS (270.00) for 2021/2022.
 - vi) **To consider CJ International Services contract retainer extension**
It was AGREED to extend the retainer period to the end of April and to consider again at the April meeting.
 - vii) **To agree the purchase of Charles Arnold Baker book – Local Council Administration book**
It was proposed by Cllr McCormick; seconded by Cllr Ball to purchase this twelfth edition book for support to the Clerk/Council.
 - viii) **Any other Financial/Administration matters arising** – None.
13. **To discuss and consider an Asset of Community Value nomination.**
It was AGREED not to nominate any further ACV's at this time, however, to consider possible nominations in the future.
14. **Consultations: Greater Norwich Local Plan Regulation 19 Publication**
Consultation deadline extended to 22nd March 2021. Thanks given to Cllrs Jarvis and Redburn for their work and recommendation regarding this consultation. It was proposed by Cllr McCormick; seconded by Cllr Jarvis to submit this proposed response on behalf of the PC – all agreed.
15. **To receive correspondence and agree response (if any)** – noted.
General Correspondence
NALC newsletters (inc. Wellbeing)
Police Parish Newsletter
Broads Briefing
Police Priority Setting Meeting - Wroxham, Rackheath & Salhouse – 31st March 2021, 6pm (virtual) - Cllrs Cooper and Ball to attend as representatives of the PC, however open to all to attend.
16. **Public Right to Reply - adjournment of meeting for public to comment**
A member of the public commented that they had reported the discarded bottles along Norwich Road to BDC on 20th January 2021 but had no response.
District Councillor Martin Murrell raised that BDC have an online condolence book as part of Operation London Bridge and suggested the PC work with the District Council on this.
A member of the public spoke about the ACV nominations and raised whether the PC should be monitoring retail businesses as laid out in the Neighbourhood Plan, and if the playing field and village hall should be nominated as assets to the village. The dates of the expiry of the existing ACV's was requested and it was responded these would be confirmed and given at the next meeting.
It was commented by a Parishioner that the Salhouse Broad was mentioned in a national newspaper travel section as a 'place to visit'.
It was also raised if the PC would investigate the Bell Lane signage at the Hall Drive corner as its current location causes confusion for delivery drivers.
17. **Any items for the next Parish Council meeting on Monday 12th April 2021**
To discuss Operation London Bridge.
18. **Exclusion of the Press and Public**
It was resolved by a show of hands from all Councillors that under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded regarding the following confidential item:
- i) To update the Council regarding recent issues including complaint and allegations received and discuss and agree appropriate actions to take.

Following an update given that Birketts solicitors was unable to undertake work for the PC due to a potential conflict of interest with an existing client, the Council **RESOLVED** by a show of hands (7 – Cllr Nudd abstained) to investigate three further solicitors to provide legal counsel regarding the complaint received.

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Appendix 1

Chairman's report

Firstly, just to reiterate the opening comments. While we continue to have Parish Council meetings via Zoom these will all be videoed, commencing with this evening. We have taken this decision in order to give the public the opportunity to view the full meetings so they can be no misunderstanding of what has been said.

Secondly, I would like to this opportunity to highlight that we currently have three vacancies on the PC and so for those of you that really want to help make a difference in the community we would welcome your applications.

Thirdly, I would like to address the questions that were made at last month's Parish Council meeting starting with the complaint that has been made against the SPC. The SPC is still in the process of undertaking its internal review, supported by external legal counsel. On advice of that legal counsel we will not be commenting further on the status of the complaint, including the public participation element of tonight's meeting, until we have concluded the internal review, at which point we will report the outcome to the relevant SPC meeting.

Lastly, I would like to address the questions from the last meeting around the appointment of the additional resource to support the number of Freedom of Information requests the SPC has been received of late. To confirm:

- a) The DPO has been appointed for an initial two-month period, commencing on 1 February 2021 to help manage the number of FOI requests we are receiving from a small number of individuals.
- b) This decision was taken as the Clerk is only contracted 12 hours per week and could not provide the day-to-day Clerk services, we require to deal with SPC business as well as deal with number of FOI requests.
- c) This decision was discussed and approved at the meeting of 20 January 2021 and was detailed in the minutes.
- d) The contract was signed on 22 January 2021.
- e) In order to ensure value for money we considered three options for the provision of this service Norfolk County Council in house legal team, Birketts and CJ International Services. Only CJ International Services was able to offer the service we required in order to help process the requests.
- f) Costs to date are £960 (excluding VAT).
- g) It is regrettable that we have had to expend monies on additional resources, but we have a legal duty to respond to such requests under the FOI regulatory framework.
- h) The SPC will continue to monitor the level of FOI requests being received and based on those numbers will decide whether or not to continue with the contract for additional support.
- i) All such discussions and decisions will be formally voted on and documented in minutes and the minutes will be available on our website.

For information for those who may have noticed, the walking map boards have been temporarily removed for minor repairs but should be reinstated soon.