

**Minutes of the Virtual Salhouse Parish Council meeting  
at 7.00pm on Monday 2<sup>nd</sup> November 2020**

**Present:** Colin McCormick (Chair), Julie Redburn, Martin Nudd, Andrew Peachment, Bob Cooper, Steve Jarvis and Nick Ball (9.07pm)

**In Attendance:** Sarah Martin, Parish Clerk

**Members of Public:** 8

**1. To receive any apologies for absence**

Apologies were received and approved from Martin Murrell (personal) and Lynn Yallop (work).

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

Bob Cooper declared an interest as Trustee of SUCT. Colin McCormick declared an interest in planning item 9 ii 20201960 as a neighbour to the property.

**3. To approve the minutes of the Parish Council virtual meeting of 5th October 2020.**

The PC minutes of 5<sup>th</sup> October 2020 were proposed to be approved by Martin Nudd and seconded by Julie Redburn; 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**

There has been a recent announcement regarding a further lockdown, although further details will be announced tomorrow. The Remembrance service has been cancelled, however the Church Warden will be laying the wreaths.

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

A police report was received stating one crime reported during October.

Cllr Fran Whymark sent apologies to the meeting a report was read out.

It was raised the absence of the Chairman from the recent meetings and consideration of a motion going forward.

Disappointment raised regarding the memorial service not going ahead.

A parishioner who volunteers to check the defibrillators mentioned that it would be good to have further volunteers to take this weekly task on from the new year.

A parishioner spoke about a planning application for a new gym at Woodgreen industrial park and gave a brief outline of the plans and another community gym operating in Brundall.

Two parishioners spoke raising concerns regarding planning application 20201960.

The Chairman moved to item 9 on the agenda.

**9. 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:**

**20201801** - Unit 2, Wood Green Industrial Estate, Station Road, Salhouse, NR13 6NY - Change of use from storage space to commercial studio gym.

**Resolution:** No Objection

**20201792** - Honeywood, 118 Lower Street, Salhouse, Norwich, NR13 6RX - Remove existing rear conservatory with new single storey rear extension with pitched roof and rear dormer with flat roof

**Resolution:** No Objection

**20201972** - Land off Howlett's Loke, Salhouse, NR13 6EX - Variation of conditions 2 & 6 of permission 20191407 - Site layout altered & bungalow design amended

**Resolution:** Objection – the PC was not clear on the variation of condition 6 and would seek further confirmation/detail, however, does not object to the variation of condition 2.

**20201960** - Meadow Hill, 90 Lower Street, Salhouse, NR13 6AD - Residential development of 4 new dwellings, bin store & new access drive

**Resolution:** Objection – it was not felt many of the points in the previous refusal had not been addressed.

- iii) **To consider response to any planning applications received after issuing the agenda** – an application has been received along Norwich Road, but not enough information yet to be considered and therefore an extension has been requested.
- iv) **To receive update regarding Salhouse Broad car park extension and agree a response**  
It was discussed this would be a good proposal in principle, however the PC cannot make any comments without seeing the plans.
- v) **Update regarding the Neighbourhood Plan effectiveness and action points** - ongoing

#### **Any other planning matters**

The Chairman reverted to item 6 on the agenda.

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

- i) **SAM2 data – 10th September to 8th October 2020** - data for Salhouse Bell Lane (reading traffic exiting Bell corner toward Wroxham direction) circulated.
- ii) **Team Salhouse** – report given, including individual litter picks, maintaining flower beds, tidying behind memorial bench and strimming at recreation ground.
- iii) **War Memorial** – BDC did not support the cladding of the concrete base with granite as this would not be in keeping with the character of the memorial. Further detail on the specifications and programme of works to be requested.
- iv) **Tree Warden** - Planting planned to take place on 5<sup>th</sup> December at the recreation ground. A location has been found for a community tree nursery.
- v) **Salhouse Train Station update** – it was noted that Salhouse Station was the runner up in the Station Adopters best small station awards given by Greater Anglia.

#### **7. Emergency Committee**

- i) **To receive update from Emergency Committee** – The committee still exists, but dormant awaiting requests for help.
- ii) **Update on Good Neighbour Scheme Response Team (GNSRT)** - The scheme is set up and available for requests for assistance.
- iii) **To consider Covid-19 Community Response Fund - Unspent grant money** – It was agreed to retain the money during the second lockdown and review unspent monies again after this period.
- iv) **To update on the review of the Resilience Plan and associated documents** – to be revisited.

#### **8. Playing Field and Recreation:**

- i) **To receive report regarding the Playing Field, and discuss any actions arising** – The gate hinge has been replaced and closes in a damped way, and tennis nets have been received. It was agreed by all that this is now satisfactory, and the final balance invoice can be paid.
- ii) **To discuss MUGA hire and Management** – it was discussed the issues with agreeing hiring of the MUGA with regard to the switching on of the floodlights. It was discussed to investigate further options for the lighting and review.
- iii) **To update on play area repairs** – Fenland Leisure came out to inspect the broken piece of play equipment and was able to fix it on site. Written confirmation to be obtained for insurance/RoSPA purposes.

Steve Jarvis left the meeting 20.39 (connection issues)

- iv) **To consider request for mobile pizza van to trade at the recreation ground** – It was agreed to allow the van to visit alternate Wednesdays, providing it supplied the relevant documents.
- v) **To update on proposal for interest of Parish Allotments** – Notices placed, awaiting interest.
- vi) **Any other playing field and recreation matters** – waiting to hear from the football club regarding a meeting to discuss the contract.

#### **10. Highways and Footpaths:**

- i) **To receive Highways and Footpath report** – report circulated- not comments.

- ii) **To consider and agree bids for Parish Partnership 2021/22, if any** – It was agreed to put a bid in for a SAM2 and relevant equipment.
- iii) **To agree a review of street furniture** – Nick Ball to carry out a review during November.
- iv) **To update regarding Bell Pond sump** – Highways to carry out an investigation/survey at the site.
- v) **To update on dog bin on Howlett’s Loke** – Awaiting a meeting to agree a location to place the bin. Insurance claim received.
- vi) **To consider Parishioner request for speed reduction measures along Vicarage Road, including footpaths** – It was agreed to request Highways to extend the existing 30mph speed limit from Upper Street along Vicarage Road to the Wroxham Road (B1140).
- vii) **Any other Highways and Footpath matters** – It was noted that issues along Howlett’s Loke are still outstanding, however this is being investigated by Highways; and the path at Barn Piece has still not been resolved.

**11. Finance and Administration:**

- i) **To note monthly bank reconciliation report** – agreed by all
- ii) **To approve payments** - approved by all
 

S J Martin	October Salary & Expenses	938.23	
HMRC	October (PAYE)	75.04	
The Norfolk Pension Fund	October	264.34	
Paul Green	October maintenance (1031)	254.25	
Playsafety Limited	Annual Play area inspection	265.80	
AAA Pest Control	Wasps next recreation ground	40.00	
Norfolk Association of Local Councils	FOI Training (28/10) / GDPR Training (29/10)	96.00	inc. £16.00 VAT
ETC Sports Surfaces	Final Stage Payment	2,369.09	inc £394.85 VAT
PKF Littlejohn LLP	Extenal Audit for y/e 31/03/20	480.00	inc. £80.00 VAT
M.J.A & P.B Garner	Team Salhouse Winter flowers	66.18	inc £11.03 VAT
Friends of Salhouse School	Donation towards dividers	500.00	
Anglian Water Business (National)*	Water at recreation ground	14.33	

\*Paid in between meetings
- iii) **To agree to set up Direct Debit for Anglian Water (recreation ground)** – agreed to implement
- iv) **To appoint Internal Auditor for 2020/21** It was agreed to appoint Sue Lake as the Internal Auditor for 20/21.
- v) **To consider subscription to CPRE** – It was discussed not to subscribe at this time.
- vi) **To review and agree meeting dates for 2021** – The meeting dates were agreed, and to be reviewed in May 2021.
- vii) **To review and adopt the following policies:**
  - Email Contact Privacy Notice** - Approved by all
  - Information Audit** - Approved by all
  - Virtual Meeting Policy** - Approved by all
  - Policy for Training & Development** - Approved by all
  - Complaints Policy** - Approved by all
- viii) **Any other Financial/Administration matters arising** – It was noted the successful Conclusion of External Audit had been received.

**12. Consultations: To note the response to The Planning White Paper Consultation**

It was noted the consultation response had been submitted by the due date.

**13. To receive correspondence and agree response (if any) – all noted**

- General Correspondence*
- NALC newsletters (inc. Wellbeing)*
- Police Parish Newsletter*
- Broads Briefing*
- NCC Road Closure information*
- FOI request – Annual Parish Meeting minutes*

***Subject Access Request***

- 14. Public Right to Reply - adjournment of meeting for public to comment - None**
- 15. Any items for the next Parish Council meeting on Monday 7<sup>th</sup> December 2020 - No items raised.**
- 16. The Council RESOLVED to exclude members of the public and press (under the Public Admission to Meetings Act 1960) for the following confidential items:**
  - a) Parish Clerk appraisal and salary**

Following a discussion of the Clerk's appraisal it was agreed for a salary increase to SPC22 effective 1<sup>st</sup> November 2020.

Meeting closed 22.08