

**Minutes of the Salhouse Parish Council meeting
held at 7.30pm on Monday 7th October 2019
At Jubilee Hall, Lower Street, Salhouse**

Present: Colin McCormick (Chair) , Andrew Peachment, Nick Ball, Julie Redburn, Bob Cooper and Martin Nudd.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 4

1. To receive any apologies for absence

Apologies were received and accepted from Martin Murrell and Steve Jarvis (both personal)

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

Bob Cooper declared an interest as Trustee on the Salhouse United Charities Trust.

Colin McCormick declared an interest items relating to the CPRE.

3. To approve the minutes of the Parish Council meeting of 2nd September 2019.

The minutes were proposed to be approved by Martin Nudd and seconded by Nick Ball; all agreed and were duly signed by the Chairman.

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

The Chairman reported it has been a busy month. There have been meetings attended with both Highways and the local farm tenant.

5. Public Participation and District Councillor and Police reports

County and District Councillor Fran Whymark sent apologies to the meeting, but sent the following report:

- There is a great deal going on with Health currently. You may be aware that all the Clinical Commissioning Groups (CCGs) in Norfolk will be merging next year, if they get agreement from the Secretary of State. Groups of GPs are working together in Primary Care Networks (PCNs) to deliver GP and other health services (such as dieticians, physiotherapists, chiropractors, etc) between them. Patients will have the choice to access services at other practices within the PCN where there is capacity, rather than wait to see someone at their local surgery. This will be introduced over the coming years.
- District Councils are working with the NHS and now have a service called District Direct based in hospitals. This allows Districts to help keep patients out of hospital. Simple adjustments to people's homes can be undertaken (i.e. grab rails, etc) to enable them to return home, often without having to be admitted in the first place. This can extend to ramps and other more extensive adjustments through the use of the Disabled Facilities Grant by Districts.
- Many people suffer due to falls in the home. Adult Social Care have been working with the NHS to provide a service called Swifts and Nightowls. This allows support to be sent to people's homes quickly, avoiding the need for an ambulance and going to hospital, in many cases. This has proved so successful that it has been adopted by the NHS in Norfolk, although the service is still run by Adult Social Care.
- Logged reports on our Crime System 1st to 30th September 2019:

Burglary – Residential dwelling	1	Entry forced whilst occupants were on holiday.
Criminal damage to a building other than dwelling	1	Children suspected to have broken some of the wooden roof a camping site hut.
Harassment – without violence	1	Domestic
Sexual offence	1	
Theft	1	
Total:	5	

Calls taken by our Control Room from/regarding the Parish:	10
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Also reports of two kayaks stolen from Salhouse Broad.

It was discussed however, that Salhouse is a low crime area, but to still be vigilant.

- A report was given regarding the recent Bittern Line meeting attended, which is a local group including station adopters who report to Greater Anglia. The meeting covered many areas including car park charges and concerns within Wroxham and Nth Walsham where these have been introduced; however not applicable to Salhouse. The roll out of new trains should be in place by March 2020.
- CPRE – a representative spoke about the campaign for a green belt around Norwich. A consultation has been postponed until the new year. The ‘Green Belt’ was explained – proposing corridors where currently existing, instead of leaving to be included in the Greater Plan, meaning a more strategic use of them and using Green Belt Legislation to protect them long term. This hopes to improve links and act as ‘arteries’ for footpaths and cycling. When the next round of consultation is released the CPRE will be asking Parish Council for support.
- CPRE was asked to be a supporting partner in the NALC Initiative for Community, Well-being, Environment and Parish & Town Councils, and encouraged the PC to attend the upcoming event.
- It was raised that the speedwatch posters which have been placed around the Parish have been criticised, however are only giving information that the Parish is a speedwatch area.
- Team Salhouse are monitoring dog waste within the Parish as there have been an increase of fouling not being cleared up.
- The trod at the recreation ground had a large amount of rubbish exposed during the recent strimming. It has been requested that the strimming be carried out again in 3-4 weeks’ time.

One member of the public left at 20.01.

6. To consider the notes and make decisions on matters arising from the Playing Field Management Group

i) MUGA planning update

Planning permission has been granted. The MUGA could be installed late October/early November – awaiting confirmation. Chairman gave thanks to all involved.

ii) Update regarding naming ceremony of recreation ground

The date has been set as 11th July 2020. Working group to start on this project. To contact school for support.

iii) Gym equipment – the PFMG working group obtained and reviewed 3 quotes for gym equipment and proposed to the PC to accept the quote from Caloo for 8 pieces of equipment (14 users) which met the budget set of £10,000 (s106 monies) including its installation. This was agreed by all. Signage will be installed stating ‘PC accepts no liability for injury’, however the PC has public liability Insurance cover.

iv) Any other playing field issues/reports

The PFMG is looking at options/costs to remove the ‘bund’ around two sides of the carpark and install concrete posts. Also to replace the barrier. This will increase the size of the car park without taking and recreation space. Further play equipment is also being looked at, and quotes being obtained. Quotes also being obtained for cutting the roadside hedge along Thieves Lane.

7. Progress reports and decisions relating to:

i) Safer Neighbourhood Action Panel (SNAP)

The next meeting is set for 10th October 2019 at 7pm in Thorpe St Andrew. Bob Cooper to attend along with representatives from the Speedwatch team.

ii) SAM2 speed monitoring equipment data report

The speed watch report was displayed showing data from Lower Street facing East towards Thieves Lane for the period 10th August 2019 to 10th September 2019.

iii) Team Salhouse Report

Regular report was presented, along with an update regarding the clearing following the trod path strimming at the recreation ground. It was requested a spend of approximately £60 for winter planting – this was agreed by all.

Thanks, were given to Team Salhouse for all their hard work, including along Streetwood and at the trod.

iv) War Memorial Report

Following discussions around the Grade II listing of the war memorial and the Church not in support of moving it to a different location, it was proposed by Colin McCormick not to move the memorial, but to improve, repair and clean where it is and cut back branches of overhanging trees. It was

voted - 5 for and 1 against for this proposal. It was agreed to revisit quotes to straighten and clean the memorial in situ.

v) Tree Warden Role

Nick Ball presented the work carried out so far on the mapping of trees within the Parish – ongoing.

vi) Bittern Line CPR representative

As discussed in public participation.

vii) Any Other Reports

None

8. To consider a planning report and agree recommendations on the following planning applications:

The planning report was displayed.

20191433 - Land adjacent Station Lodge, Howlett's Loke, Salhouse, NR13 6EX - 4 x New Dwellings, Garaging, Access Drive and Highways Improvements

Resolution: Objection.

Points raised to include: the question of the proposed bund/fencing (its height), the management of the strip of land and to enquire about a footpath to the station.

20191407 – Land off Howlett's Loke, Salhouse, NR13 6EX – Erection of 2 Detached Bungalows (Reserved Matters)

Resolution: No Objection or Comment

i) Update regarding the Neighbourhood Plan effectiveness and action points

Ongoing - policies and objectives in the NP to be monitored.

ii) Any other planning matters None

9. Highways:

i) To receive Highways and Footpath Report

The report was displayed.

ii) Update regarding the Norwich Road Speed Reduction 40mph

No further update at this time, it is in the hands of Highways for funding.

iii) Update regarding improvements to Footpath 14

Awaiting written quotation.

iv) To agree dog waste bins locations and purchase/installation

It was agreed to install dog bins at Bell Corner, Howlett's Loke car parking area and bottom of 'the Loke' on Lower Street. It was agreed to purchase, install and pay for the emptying of the bins.

Also, to investigate broken posts on other bins and a rubbish bin at the recreation ground.

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

No update

vi) To discuss and consider Parish Partnership 2020-21 Bids

A meeting was had with the Highways Ranger to look at possible bids. Awaiting costing before agreeing which bids to submit.

To revisit barriers at Heron Loke.

10. Finance

i) To approve payments – all agreed – Paid via BACS

S J Martin August Salary - 45.75 (hrs) £658.31 NET & Expenses £188.13	846.44
The Norfolk Pension Fund June (£29.97 EE & £122.60 ER)	152.57
Paul Green (September inv. 975 & trod strimming inv. 979)	292.00
Norse Eastern Ltd. (grass cutting contract 05SI-0026283) inc.VAT £67.09	402.54
Norfolk Parish Training & Support (Essential Update Seminar Training Clerk)	48.00
SLCC (Annual Subscription)	156.00
PKF Littlejohn LLP (Annual External Audit Fee) inc. VAT £60.00	360.00
Paid by cheque:	
Salhouse United Charities Trust (Playing Field Rent 12 months)	320.00
BT Payphones	2.00
The Royal British Legion (Poppy Wreath s137)	120.00
	2579.55

- ii) **To note monthly bank reconciliation report** – agreed
- iii) **To receive the External Audit Report and Notice of Conclusion of Audit**
Conclusion of external audit was received, and no issues raised. The conclusion notice has been displayed.
- iv) **To consider donation to Salhouse Church**
It was agreed no further donation to be made at this time.
- v) **To consider donation to The Royal British Legion**
It was agreed to donate £120. See payment list above *
- vi) **To consider and agree plaques for Tommy Pension Policy**
It was discussed and all agreed not to purchase/place plaques on the silhouettes.
- vii) **Any other Financial matters arising** – None

11. Consultations:

- i) **To consider a response to the Consultation for the federation of the governing boards of Neatishead and Salhouse CE VC Primary School Federation and Fleggburgh CE VC Primary School** It was agreed for Councillors to circulate/share comments, and to compile a response.
- ii) **To consider a response to the Broads Authority Consultation on planning documents** To be postponed until the November meeting.

12. Defibrillator

- i) **Update on Defibrillator training**
Training booked for 11th October at 10.30am in the Jubilee Hall, Lower Street, however there has been no-one showing interest in attending. To speak with EAAA as to whether a decision is made to cancel the event and rebook for another time, maybe in conjunction with the installation of the defibrillators in the telephone boxes.
- ii) **To agree signing of BT contract for adoption of telephone boxes for defibrillator stations** Delegated authority was given to the Clerk to sign and return the contract. It was agreed to pay the £2 fee See payment list above *
- iii) **To discuss and agree defibrillators for installation in telephone boxes** To be postponed until the November meeting. Investigating funding.

13. To consider Jubilee Hall request for PC to become Custodian Trustees for the lease of the car park

A meeting is arranged with NPLaw on 18th October for advice.

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

General Correspondence

Police Parish Newsletter

Broads Briefing

The Shelroy Trust – Christmas Hampers

Upcoming Works - A47 Norwich – Lingwood

Community, Well-being, Environment and Parish & Town Councils- NALC Initiative

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

It was raised if hedge cutting takes place on the roadside of Thieves Lane for the cutting to be swept and removed if possible.

16. Any items for the next Parish Council meeting to be held on Monday 4th October 2019 in the Jubilee Hall at 7.30pm.

There being no further business the public meeting was closed at 10.05pm