

**Minutes of the Salhouse Parish Council meeting
held on Monday 11th October 2021 at 7.30pm
At the Jubilee Hall, Lower Street, Salhouse**

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

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**
No apologies received, all Councillors present.
2. **To receive Declarations of Interest in items on the agenda and applications for dispensations**
Cllr. Nudd declared an interest on item 11.
Cllr. Cooper declared an interest as a Trustee of Salhouse United Charities Trust.
3. **To approve the minutes of the Parish Council meeting of 22nd September 2021**
The minutes of 22nd September 2021 were proposed to be approved by Cllr. Nudd; seconded by Cllr. Redburn; all AGREED by a show of hands and signed by the Chair.
4. **Chair's Report, to include consideration to any matters arising, not on this Agenda**
It was reported the Anglian Water utility access hole on Lower Street has been repaired along with the water leak on Topcliffe Avenue. Anglian Water have been out to the water leak on Thieves Lane.
5. **Public Participation and to receive District and County Councillor reports**
A report was given by Cllr. Martin Murrell from Broadland District Council (BDC):
 - Waste contract awarded for the next 10 years, includes new bins and fuel with a 98% carbon reduction. Currently District in County with highest rate of recycling.
 - Warm Homes scheme – have additional funding. This can be applied for online.
 - Construction of a new Food Innovation Centre at Easton has now begun and to come online in approx. 2 years.
 - Resettlement of Afghan refugees – BDC have secured 7 properties, looking for a further 3 properties - private property owners can contact BDC if they are able to assist. Also looking for donations of furniture and other items.
 - At the Police Priority Setting meeting it was asked if PCs could be included in the selection process of the new Beat Manager for the Parish. The main priorities set were speeding and noise of traffic and anti-social behaviour.
 - Rackheath medical practice – due to open in 2024. Contract to provide the service will be awarded in early 2022.A report was given by Cllr. Fran Whymark from Broadland District/Norfolk County Council
 - Norfolk Autism Partnership – free eLearning on Autism available at : <https://www.norfolkautismpartnership.org.uk> .
 - New Domestic Abuse Act is now in place. There is an increased need for temporary accommodation.

A member of the public reported the 30mph repeater on Lower Street; repeater sign along Norwich Road and finger post Norwich Road/Station Road junction have still not been replaced/repared.

6. **Planning:**
- i) **To receive a planning report**
Report was circulated. It was noted the Salhouse Train Station building application under lawful use has been permitted by BDC. It was discussed contacting Greater Anglia regarding the Salhouse Train Station building to obtain a cost to maintain the building, however consideration would be needed for ongoing costs.
 - ii) **Any other planning matters**
None.
7. **To receive reports, and agree any actions arising:**
- i) **SAM2 data**
There was no data this meeting.
 - ii) **Team Salhouse**
Report circulated. It was proposed by Cllr. Redburn; seconded by Cllr. Ball for Team Salhouse to purchase winter plants (approx. £70.00) - this was AGREED by all.
 - iii) **Tree Steward, including Salhouse Queen's Green Canopy draft proposal**
The tree steward presented a proposal for tree planting within the Parish and could be dedicated to the Queens Green Canopy, however this would require landowner permission, trees and volunteers. The ongoing responsibility of the trees would be the landowners.
 - iv) **Village Sign**
The maintenance has been carried out and the sign should be reinstated in the next few weeks.
 - v) **War Memorial**
Tree works have been carried out. The cleaning and re-lettering of the memorial will be completed before Remembrance Sunday, and the straightening of the memorial will be carried out after this date.
8. **Playing Field and Recreation:**
- i) **To receive report regarding the Playing Field, and discuss any actions arising**
Report from working group circulated and briefly discussed. It was AGREED that charge of £15.00 per hour stands for specific time bookings with/without floodlights and for the hire of the tennis and netball posts.
 - ii) **To consider play area repairs**
Two further quotes to be obtained.
 - iii) **To update on 'The Queen's Platinum Jubilee Beacons' event 2nd June 2022**
To postpone until November meeting to see if response received from landowner who previously hosted a beacon for the Parish.
 - iv) **To consider hedge cutting at entrance to recreation ground to improve visibility**
Contractor has been contacted and chased for costs.
 - v) **Any other playing field and recreation matters**
No issues regarding football club parking received from matches at the weekend. Actions being taken by FC to prevent this issue occurring.
9. **Highways and Footpaths:**
- i) **To receive Highways and Footpath report**
Report circulated. Highway's signage repairs to be chased as mentioned in public participation.
The dog bin on Howlett's Loke has been authorised by Highways and bin ordered.
 - ii) **To discuss and consider works to Bell Pond including relocation of information board**
The fence repairs should be carried out in the next few weeks.
Various relocations of the information board were discussed, however due to issues with each suggestion it was AGREED to leave the board in its current location.

One member of public left 20.27
 - iii) **To agree annual review of street furniture**
It was decided that this would be carried out by Cllr. Ball along with the Clerk and reported back to the PC at the November meeting.

- iv) **To update on footpath Rights of Way deadline 2026**
Cllr. Ball discussed his proposal of Rights of Ways to include, however evidence is now to be obtained to support the proposal. Cllr. Ball to contact The Ramblers Association and Slowways.
- v) **To discuss and consider bids for the Parish Partnership Scheme 2022/23**
Clerk has requested a meeting with the Highways Engineer to discuss possible bids.
- vi) **To update on FP14 missing link and agree actions**
It was AGREED to investigate a modification application for this section. Evidence to be collated.
- vii) **Any other Highways and Footpath matters**
To investigate the footway under the noticeboard at Station Road and any improvements.

10. Finance and Administration:

- i) **To note monthly bank reconciliation report**
Proposed to be approved by Cllr. Jarvis; seconded by Cllr. McCormick - all AGREED.
- ii) **To approve payments:**
The following payments were proposed to be approved by Cllr. McCormick; seconded by Cllr. Redburn - all AGREED.

S J Martin	September Salary	£767.67
HMRC	September (PAYE)	£42.30
The Norfolk Pension Fund	September	£220.02
Paul Green	Maintenance September (1058)	£231.75
SLCC	Annual Membership	£166.00
NBB Recycled Furniture	Picnic benches recreation ground (inc. VAT £292.00)	£1,752.00
PKF Littlejohn LLP	External Audit for year end 31/03/21 (inc. VAT £60.00)	£360.00
Village Sign People	Village Sign repainting	£1,472.20
Ian Roofe & Co	Tree works war memorial	£45.00
High Oak Equestrian	FP14 improvements	£2,500.00
Ashley Ads Ltd.	Signage (inc. VAT £8.90)	£53.40
CPRE	Donation	£50.00*
The Royal British Legion	Donation and Poppy wreath s137	£120.00**

*Agreed at September meeting

** see item iii below

- iii) **To agree a donation for The Royal British Legion Poppy Appeal (s137)**
It was proposed by Cllr. Yallop; seconded by Cllr. Jarvis and AGREED by all to donate £120.00. Clerk to arrange poppy wreath.
- iv) **To consider Parish Council open day**
It was AGREED to hold an Open Day in November 2021. Date to be confirmed.
- v) **The Budget 2022/2023 – to receive any suggestions for new projects to be included**
There were no specific items to include unless identified following street furniture review, Parish Partnership scheme bids or maintenance contract review.
- vi) **To receive the External Auditors report**
The conclusion and comments of the External Audit were noted.
- vii) **Any other Financial/Administration matters arising**
None.

11. Assets of Community Value (ACV)

Cllr. Nudd abstained from these items.

- i) **To receive update from Working Group and consider any actions arising**
Cllr. Yallop gave a brief update on AVC working group meeting.
- ii) **To consider lodging a non-binding expression of interest for The Bell public house**
It was proposed by Cllr. Yallop; seconded by Cllr. Peachment that PC shall not submit an expression of interest as the price is too great for the PC to afford and would be a too big financial risk to the Parish. This was AGREED by all (Cllr. Nudd abstained).
Community groups interested in submitting a bid are to contact Broadland DC directly.

12. **Flooding Working Group**
 - i) **To receive update from Working Group and consider any actions arising**
Awaiting meeting to be arranged between Highways, Strategic Flood Alliance Group and County/District Councillors. County Councillor Whymark to chase this up.

13. **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 update. It was discussed this item next being on the December agenda.

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

All noted.

General Correspondence

NALC newsletters (inc. Wellbeing)

Police Parish Newsletter

Broads Briefing

Greater Norwich Playing Pitch Strategy survey

Community Memorial Token

15. **Any items for the next Parish Council meeting on Monday 8th November 2021**

Bell pond works.

Meeting closed 21.09