

**Minutes of the Salhouse Parish Council meeting
at 7.30pm on Monday 12th July 2021**

Present: Bob Cooper (Chairman) (7.35pm), Colin McCormick, Martin Nudd, Lynn Yallop, Nick Ball, Steve Jarvis, Andrew Peachment and Julie Redburn.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 5

For the benefit of the public, all votes taken were by a show of hands and/or a verbal response from each individual Councillor.

Cllr McCormick opened the meeting in the role of Chair.

1. To receive and accept any apologies for absence

There were no apologies received, however Cllr Cooper sent notice that he will be late to the meeting.

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

Cllr Nudd for item 13 re: ACV's and Cllr Cooper as a Trustee on Salhouse United Charities Trust (SUCT).

3. To approve the minutes of the Parish Council meeting of 14th June 2021

The minutes of 14th June 2021 were proposed to be approved by Cllr Yallop and seconded by Cllr Redburn; all agreed by a show of hands and signed by the Chairman (Cllr McCormick).

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

Firstly, I would like to celebrate the amazing success of our England footballer players who made history yesterday evening by reaching the European final; our first international final since the world cup 55 years ago. Throughout the whole tournament they demonstrated leadership, respect and teamwork; I am sure this result will inspire the next generation of young talent for English football.

A short report from me tonight as I only have three points to raise:

1) EDP article about New Rackheath (Planning Application for 165 houses (now 130) in Green Lane East (PA 20200202) - many of you would have read the EDP's coverage (June 28th 2021) around the new

development where it cited a number of comments from Salhouse Parish Council. To confirm, the article was incorrect, and the comments were made by Rackheath Parish Council and not SPC.

2) Emergency Resilience Plan – SPC has been updating its emergency resilience plan and as part of that process we will be sending out communication on this with the July SAGA. The communication will be asking for:

- a) Volunteers to work alongside Parish Councillors on the ERP working party
- b) Volunteers to help in the event of an emergency
- c) You to provide your personal details if you wish to be recorded as someone who may need assistance in the event of an emergency.

Thank you in advance for your support with the ERP.

3) Lastly, we are looking at formulating a councillor event diary which shows each SPC meeting, working parties, training courses and other external meetings related to SPC work that Councillors attend/contribute to.

Cllr Cooper joined the meeting at 7.35pm and took over the chairing of the meeting.

5. Public Participation and to receive District and County Councillor reports

District/County Councillor Fran Whyman reported on the following items:

- Covid – restrictions should lift next week and things getting back to normal, however it is still advised to wear masks and socially distance. In the District 90% of over 18's have had one vaccination and 70% received two. Hospitalisations due to Covid are down. There is a programme for boosters during the winter.
- Broadland District Council have 2 'young mental health workers' commissioned, employed by YMCA and assessable via the Helphub.

- Update given on the old Herondale Care Home (Acle) now named 'Swallowtail Place' to encourage living independently.
- £42m to invest in roads/infrastructure. £800,000 for treatment of surface on Northern Distributor Road.
- Norwich Western Link.
- Council starting to look at budget for next year. There is a deficit, however trying not to cut services, but looking at ways to invest to save monies.

A parishioner spoke about the Salhouse train station planning application to remove the Victorian station building which is part of the village heritage. Cllr McCormick gave a brief update including the type of application it is and the comments Salhouse PC have submitted in response. The station building is mentioned in the Salhouse Neighbourhood Plan.

A parishioner shared some plans and gave an update regarding his planning application on 86 Norwich Road, Salhouse.

6. Planning:

i) To receive a planning report

No planning report presented due to Broadland District Council (BDC) website down.

ii) To consider the following planning applications:

20210955 - 12 Heron Close, Salhouse, NR13 6SB - Erection of a single storey shed in the style of a 'Dutch Barn' (retrospective)

Due to being unable to access the BDC planning portal it was AGREED to postpone this application to a further meeting.

20211190 - 86 Norwich Road, Salhouse, NR13 6PB - Sub-division of plot to form one new chalet bungalow with associated landscaping works, new double garage to existing dwelling and altered/new vehicular access from Norwich Road

Resolution: No Objection – to comment that it would be preferred for a hedge as the boundary divider as opposed to a fence.

20211218 - Land at North Rackheath - EIA Scoping Opinion - residential mixed-use development comprising up to 4000 dwellings, employment area, 2x primary schools (one south Phase 1 and one north), 1 x secondary school, 2 x local centres (one south Phase one and one north), sports pitches, public park, informal open space, equipped play areas, allotments, primary and secondary substation, energy centres and other infrastructure

Due to being unable to access the BDC planning portal it was AGREED to postpone this application to a further meeting.

iii) To receive and agree report on the Neighbourhood Plan effectiveness and action points

Cllr McCormick reported this is ongoing.

iv) Any other planning matters

Salhouse Train Station application as mentioned in public participation.

Clerk has contacted BDC to request a meeting to discuss the Boundary between Salhouse and Rackheath.

Awaiting details of a public consultation and Councillor presentation regarding the Rackheath Masterplan which is part within Salhouse Parish.

7. To receive reports, and agree any actions arising:

i) SAM2 data

Data circulated for 12th May to 12th June located in Upper Street. It was noted one vehicle recorded at 60mph, however the majority of vehicles recorded within 10-20mph.

ii) Team Salhouse

Report circulated. To note litter pick scheduled for 27th July for Norfolk Day – volunteers welcome.

iii) Tree Warden

Broadland District Council have given permission for the Tree Warden and volunteers to collect seeds from Harrison's Wood and Cottage Plantation – date to be arranged.

iv) Village Sign

The village sign has temporarily been removed for repainting.

v) **War Memorial**

Works scheduled to be completed by the end of September.

8. Emergency Committee

i) **To receive update from Emergency Committee/Good Neighbour Scheme Response Team (GNSRT)**

GNSRT still quiet with only one request for some gardening help received. It has been discussed and looking into incorporating a 'befriending' service.

A meeting was attended by the coordinator which is to look at setting up additional support to those who may need it once restrictions are lifted – this is a scheme organised directly with BDC.

In role as 'fundraising coordinator' with BDC scheme obtaining grants for supporting foodbanks and Christmas Hampers.

Request for volunteers and someone to take over the role the coordinating of the GNSRT requested.

ii) **To update on the review of the Resilience Plan and associated documents**

The Emergency Response Plan was proposed by Cllr McCormick to be adopted; seconded by Cllr Redburn – all AGREED.

It was AGREED to publish the leaflet to be distributed to all households in Salhouse.

9. Playing Field and Recreation

i) **To receive report regarding the Playing Field, and discuss any actions arising**

A site meeting is arranged for Wednesday 14th July. Update at next meeting.

ii) **To received Annual Play Area inspection report and agree any actions**

Report received. No high risks identified, although some remedial works highlighted. It was AGREED to obtain quotes for these works.

iii) **To discuss and consider football club field rent for 2021/2022 season**

Contract to be discussed/agreed with Football Club and PC.

iv) **To consider participating in 'The Queen's Platinum Jubilee Beacons' event 2nd June 2022**

It was discussed contacting a local landowner to see if they are planning any celebrations as was done for previous commemorations.

v) **Any other playing field and recreation matters**

None.

10. Parish Allotments

i) **To receive update, and agree any further actions**

The PC does not own any land which can be used for allotments. Meetings have been held with landowners within the Parish to see if they have any land which could be leased to the PC for this, however none offered. It was discussed that at this time the PC is not able to offer allotments; however, this can be revisited at a later date or if land becomes available. Update to be given to those who submitted interest.

It was raised that Wroxham and Hoveton Parishes may have allotments and to contact them to see if they have any available plots.

A local landowner has offered to look at 'joint ventures' with individuals – however this is NOT linked to/endorsed by the PC, it would be a private arrangement between those two parties.

11. Highways and Footpaths

i) **To receive Highways and Footpath report**

Report circulated. It was raised the condition of the path on FP14 and overgrowth. The surface is scheduled to have some works done. Responsibility of cutting overgrowth lies with the landowner – Clerk to contact and request this is cutback.

ii) **To update and agree any actions on Bell Pond fence and information board relocation**

Three further quotes were sought, however none received. It was AGREED to have works carried out as per one quote obtained and discussed this was good value for repairs to ensure safety for parishioners. Highways still investigating ownership of fence.

Alternate locations for information board to be investigated.

iii) To consider any works to Bell Pond

Following discussion regarding parishioner correspondence reference the responsibility of Bell Pond and its possible connection to flooding along Hall Drive it was AGREED to contact the Bure Valley Conservation Group to ask advice on any further works which could be carried out on the pond. It was suggested evidence of the flooding to be requested and passed to Flooding working group.

iv) To receive report and consider footpath Rights of Way deadline 2026

Cllr Ball collated and circulated a report of paths no longer on the definitive map which could be added. It was AGREED to investigate the next steps of applying for a modification order application for these paths.

v) Any other Highways and Footpath matters

It was raised again the safety concerns over a section of Highways verge outside 68 Station Road. This has been reported to Highways and followed up, but no response received.

It was also raised the verge on Upper Street/Lower Street overgrown and narrowing the road and along Bell Lane (FP15) – to be investigated.

12. Finance and Administration:

i) To note monthly bank reconciliation report

All AGREED.

ii) To approve payments

All AGREED.

S J Martin	June Salary & Expenses	£921.87
HMRC	June (PAYE)	£ 53.50
The Norfolk Pension Fund	June	£268.92
CJ International Services Ltd.	DPO services (June 2021) inc VAT £48	£288.00
Paul Green	Maintenance June (1057)	£368.25
ETC	MUGA Annual maintenance contract inc. VAT £80	£480.00
Playsafety Limited	RoSPA Annual Play Area Inspection 2021 inc VAT £32.30	£193.80
SALHOUSE 2000	Hall hire 25th May/14th June 2021	£ 36.00

iii) To consider Charity training

It was AGREED to arrange this training for full Council.

iv) To agree the following policies

Website Privacy Statement – with deletion of one word it was proposed by Cllr Redburn; seconded by Cllr McCormick and AGREED by all to adopt this policy.

v) To agree Working Groups and Terms of Reference

Playing Field Management Group (PFMG)

Terms of Reference AGREED by all. Members of working group – Cllrs Cooper, Ball and Yallop, along with one representative from each Salhouse United Charities Trust and Football Club.

Flooding

Terms of Reference AGREED by all. Members of working group – Cllrs Cooper, McCormick, Redburn, Jarvis and Ball. Also one parishioner and County/District Councillor Fran Whymark.

Emergency Response Plan (ERP)

Terms of Reference AGREED by all. Members of working group – Cllrs Cooper, McCormick, Yallop, Redburn and Peachment.

It was discussed and AGREED that ALL Councillors should be involved in Data Protection. The proposed Terms of Reference will be used as a basis of aims and objectives to be achieved.

It was discussed and AGREED that the PC did not need a Finance working group.

vi) To consider Supporting the Armed Forces Covenant for Parish Councils

To revisit the pledges and agree at next PC meeting.

vii) Any other Financial/Administration matters arising

None.

13. Assets of Community Value (ACV)

i) To receive update from Working Group and consider any actions arising

A second meeting was held last week. No recommendations at present but the group is making good progress. Next meeting in August.

14. To receive update regarding Jubilee Hall, and consider any actions

An update was given regarding lack of Trustees for the Jubilee Hall. A request for further Trustees to come forward to be placed in the SAGA magazine. It was discussed waiting to see response from the magazine article and update at next meeting.

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

All noted.

General Correspondence

NALC newsletters (inc. Wellbeing)

Police Parish Newsletter

Broads Briefing

Norfolk County Council 1 million trees for Norfolk

Norfolk County Community Safety Partnership consultation

Parishioner email regarding Bell Pond works – discussed under item 12 iii.

16. Any items for the next Parish Council meeting on Monday 13th September 2021

No additional items other than the usual raised at this time.

It was noted there will be a Parish Council meeting on Monday 19th July to discuss the planning application not able to be considered at this meeting and any further applications received.

Meeting closed 21.17