

**Minutes of the Virtual Salhouse Parish Council meeting
at 7.00pm on Monday 11th January 2021**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 6

1. **To receive any apologies for absence**
Apologies were received and approved from Steve Jarvis (work commitments)
2. **To receive Declarations of Interest in items on the agenda and applications for dispensations**
Cllr. Cooper declared an interest as a Trustee of SUCT and on Item 11iv,d as relatives living in this area.
3. **To approve the minutes of the Parish Council virtual meeting of 7th December 2020.**
The PC minutes of 7th December 2020 were proposed to be approved by Cllr. Redburn and seconded by Cllr. McCormick; 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**
The Chairman had contacted the Hoveton & Wroxham Medical Practice who conformed invitations are to be sent out for COVID vaccination, however it was not confirmed when they will commence at the central vaccination centre in Hoveton.
The 40mph speed limit has been implemented along the Norwich Road.
The new TROD on Bell Lane has been installed and work commenced on the TROD along the Norwich Road.
5. **To adjourn the meeting for Public Participation and to receive District, County Councillor and Police reports.**
No Police report was received.
 - District/County Councillor Fran Whymark sent apologies, however reports had been sent and the main points read out being the Community Support at Broadland District Council (BDC) during the COVID crisis and the 'Keeping our residents warm' programme operated by BDC. Further details can be found on the BDC website.
 - A resident asked for confirmation of the length of the Norwich Road TROD and asked regarding the status of the Salhouse Hall Drive and if this was a Permissive path, to which it was responded that the new TROD covers the length from no. 48 to the bus stop along Norwich Road and that the Salhouse Hall driveway is private land.
 - A resident spoke about the ongoing issues with flooding in Hall Drive, which are occurring more frequently and make the Drive impassable, causing issues for residents.
 - A resident spoke regarding the flooding issues along Station Road' under the railway bridge, and along Muck Lane. Often the flooding is deep and again cuts residents off. Concerns if emergency vehicles are required.
6. **To receive reports, and agree any actions arising:**
 - i) **SAM2 data – 8th November to 9th December 2020** - SAM2 data from Upper Street was circulated. It was raised that the device may need a diagnosis check as it reports higher than expected data at 10mph, and water ingress into the casing. The unit is currently deployed in Lower St. It was also raised the device could now be placed along the Norwich Road, if locations agreed with the NCC. Speedwatch is not operating at present due to current restrictions.
It was raised if 'safety Scheme' or 'New Speed Limit' signage could be put up for the newly installed speed reduction along the Norwich Road – to be investigated.
 - ii) **Team Salhouse** – brief report received, no further comments. Thanks given to the team for their work.
 - iii) **War Memorial** – Grants to be investigated and quotes to be reviewed and agreed.
 - iv) **Tree Warden** – It was discussed planting an oak and Cherry tree at Shrubland pond locations were suggested and agreed. It had been suggested grinding out the old oak tree stump, however this was dismissed.

7. **Emergency Committee**
- i) **To receive update from Emergency Committee** – a meeting is set for Wednesday to discuss the current lockdown and assistance which can be provided in conjunction with the GNSRT. No requests for help since the commencement of this current lockdown have been received, although further volunteers have shown interest. Visors have been obtained and will be shared with the GNSRT.
 - ii) **Update on Good Neighbour Scheme Response Team (GNSRT)** – It was reported that the Facebook Group and GNSRT are set up for any requests for help which may come from the BDC Helphub or local community who have no other support network. It was discussed if help would be needed to transport people to vaccine centres -this is to be investigated further with BDC.
 - iii) **To consider Covid-19 Community Response Fund - Unspent grant money** – it was agreed to still retain the funds due to the current lockdown and not knowing if help will be requested from the PC.
 - iv) **To update on the review of the Resilience Plan and associated documents** – to be reviewed and update presented at the February PC meeting.
8. **Playing Field and Recreation:**
- i) **To receive report regarding the Playing Field, and discuss any actions arising**
A working group meeting was held in December and notes were circulated.
The MUGA and gym equipment has been closed and signage put up, following government guidance.
 - ii) **To discuss electricity proposals for MUGA lighting, and any decisions**
A site visit is to be carried out to look at existing setup and investigated further.
 - iii) **To discuss instructing a tree survey and any works arising on the oaks along ‘the drift’, adjacent to the children’s play area**
It was agreed to instruct a tree survey to be carried out and report any actions/recommendations to the Council.
 - iv) **To discuss MUGA hire and Management**
It was discussed postponing this item until costs have been received regarding MUGA floodlight/electricity proposals.
 - v) **To discuss and agree any actions on the renaming of the recreation ground**
It was agreed that due to the current pandemic situation this is to be postponed until the situation improves. However to be kept on the agenda.
 - vi) **To update on Parish Allotments**
There have been 11 interests put forward, although not all residents of Salhouse. A meeting is to be arranged with a local landowner who may have some potential sites. It was discussed that if the sites are not suitable for allotments could their use be potential for dog walkers.
 - vii) **To discuss and agree mobile pizza van request at the recreation ground**
An enquiry had been received as to whether it would be considered in the future for the van to trade at the recreation ground on Saturday evening 5-8pm. The van currently trades at the Bell public house. It was discussed and agreed in principle that the recreation ground could potentially be used, however no definite decision can be given until a formal request is received, stating a commencement date.
 - viii) **Any other playing field and recreation matters**
It was noted flooding in the corner of the recreation ground; to be monitored.
9. **Planning:**
- i) **To receive a planning report**
Planning report circulated, no further comments.
 - ii) **To consider response to any planning applications received after issuing the agenda** - None
 - iii) **Update regarding the Neighbourhood Plan effectiveness and action points**
Ongoing - update to be given at February meeting.
 - iv) **Any other planning matters** - None

10. **Highways and Footpaths:**

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

Report circulated. Land tenant spoken with regarding FP14 issues. NCC Highways footpath officer investigating FP12 issues.

ii) **To update on dog bin on Howlett's Loke**

Clerk has chased BDC who need to submit the relevant form to Highways for authorisation to place the new bin.

iii) **To update and agree any actions on Bell Pond fence**

Clerk to contact Highways to identify ownership.

iv) **To discuss and agree any actions regarding flooding issues within Parish**

a) **Hall Drive**

It was discussed requesting a site meeting with Highways and residents to discuss this flooding issue further and try to identify how to be resolved.

b) **Howlett's Loke**

Clerk to chase again with Highways the clearing of the ditches.

c) **Shrubland Pond**

Clerk to chase again with Highways as road impassable on foot and safety issue as cannot see edge of pond. Highways have confirmed they have prioritised the reinstatement of posts however these cannot be installed until the water has dispersed.

d) **Railway Bridges (Station Road and Stonehouse Road)**

It was agreed to contact Network Rail regarding the flooding under the bridges; and Rackheath PC regarding the flooding issues on Muck Lane.

v) **To receive update regarding Hall Drive footpath 14 definitive map missing link**

This is ongoing with NCC and landowner.

vi) **To receive response from Highways regarding extending the 30mph speed limit on Vicarage Road, and agree any further actions**

A response was received from Highways that this proposal was not supported as it did not meet the Road Safety criteria.

vii) **To discuss and agree and actions regarding parishioner request to install yellow lines opposite Rydell Close, Salhouse**

It was discussed to investigate this with Highways.

viii) **To discuss and agree any actions regarding a request from Salhouse School to investigate parking restrictions along Cheyney Avenue**

It was discussed to investigate this with Highways, including the possibility of installing plastic gridding in the verges along Cheyney Avenue to help protect them from vehicles parking.

ix) **Any other Highways and Footpath matters**

It was noted the Trod path along Bell Lane being installed, and already being used. The Trod path along the Norwich Road is currently being installed, although one resident has commented that they did not wish for it to be placed outside their property; Highways are dealing with this issue.

It was noted a burst water pipe on Norwich Road which has been reported.

11. **Finance and Administration:**

i) **To note monthly bank reconciliation report** – noted; all agreed – no further comments.

ii) **To approve payments**

S J Martin	December Salary & Expenses	786.68	
HMRC	November (PAYE)	29.50	
The Norfolk Pension Fund	November	235.25	
Paul Green	December maintenance (1036)	195.25	
Starboard Systems Limited	Scribe annual subscription	286.00	inc. VAT £57.20
Broadland District Council	Dog/Litter bin emptying 2020	853.20	
Anglian Water Business (National)	Water Recreation Ground	35.68	

It was agreed to pay all the invoices, with the exception of the Broadland District Council dog bin invoice – Clerk to query.

- iii) **To review and agree bank signatories**
It was agreed to add Cllr. Cooper as a signatory; to confirm Cllr. Jarvis and Cllr. Redburn as full signatories and confirm removal of Cllr. Ball and Cllr. Murrell.
- iv) **To consider maintenance contract for recreation ground for 2021**
It was proposed by Cllr. Cooper to accept the quote from Norse for 2021; seconded by Cllr. Nudd; all agreed by a show of hands.
- v) **To discuss and agree setting up of Councillor email addresses**
It was suggested by the Clerk to set up specific Councillor 'gmail' accounts (inc. Chair and Vice Chair), this was proposed by Cllr. Nudd; seconded by Cllr. McCormick; all agreed by a show of hands.
- vi) **To discuss and agree decisions on the village website**
This item to be discussed at the February meeting.
- vii) **Any other Financial/Administration matters arising**
To discuss at the February meeting the PC Facebook page and agree how it is to be used.

12. **Defibrillators:**

- i) **To update on checking of defibrillators**
One volunteer is being set up for checking the defibrillator on Station Road; ideally further volunteers required for the Jubilee Hall and Lower Street defibrillators, although being covered at present.
- ii) **To update on defibrillator for School**
It was discussed that the school would still be interested in having the spare defibrillator (which would not be available for public use – school use only), however they would not be able to cover any financial costs.
- iii) **To discuss supporting the replacement of pads/batteries for the school defibrillator**
It was agreed initially to ask SUCT if they would support the cost of any replacement pads and batteries for the school, if/when needed.

13. **To consider invitation to join a 'Broads Local Network for local Councils'**

It was agreed for the PC to join this and Cllr. McCormick to be the PC representative.

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

General Correspondence

NALC newsletters (inc. Wellbeing)

Police Parish Newsletter

Broads Briefing

Broadland DC - Overview and Scrutiny Committee

Norfolk Pension Fund Newsletter Dec 20

Broadland Community Lottery

FOI requests

15. **Public Right to Reply - adjournment of meeting for public to comment - None**

16. **Any items for the next Parish Council meeting on Monday 8th February 2021**

To discuss gates on FP14

To discuss and adopt Social Media policy

To discuss the possibility of a second PC meeting in a month when a long agenda

Meeting closed 21.53