

**Minutes of the Salhouse Parish Council meeting
held at 7.30pm on Monday 3rd February 2020
At Jubilee Hall, Lower Street, Salhouse**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 10

1. To receive any apologies for absence

There were no apologies of absence received.

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

Martin Murrell and Bob Cooper declared an interest as Trustees on the Salhouse United Charities Trust; Martin Nudd declared an interest on item 10 v – Parish Map, and 6 iv War Memorial Report (personal work completed by one of the bidders).

3. To approve the minutes of the Parish Council meeting of 6th January 2020.

The minutes were proposed to be approved by Steve Jarvis and seconded by Bob Cooper; all agreed and were duly signed by the Chairman.

To note amendment to previous month's minutes - It was noted the date of the police report in the September minutes should read August, although data is correct; the minutes of December meeting Item 6 iii 11th July 20196 should read 2019.

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

The Chairman mentioned the Flood Risk SPD for the Broads, which was received after the agenda was published and has a deadline of 4pm 4 March 2020, and any comments to be forward to the clerk to collate a response ready to agree at the next PC meeting before submitting.

5. Public Participation and District Councillor and Police reports

County Councillor Fran Whymark reported the Boundary Consultation is available online for all to submit comments.

The Herondale site in Acle is to go ahead for 58 affordable-rented and shared-ownership flats for over 55s.

Broadland and South Norfolk District Councils are to receive £156,000 to keep outreach workers to help keep homeless people off the streets.

Tots to Teens club running in half term.

GNLP consultation (draft regulation 18) running until 16th March 2020 – it was recommended people look at all the sites including the reasons for rejection.

Following the recent SNAP meet, it was looked at closing the layby on Norwich Road, Wroxham, but this proves to be expensive and there are also entrances to farmland.

Police Report: Logged reports on our Crime System 1st to 31st Jan 2020:

Common Assault	1	Domestic.
Minor wound with intent	1	Domestic.
Total:	2	

A member of the public raised concerns over the new agricultural building along Norwich Road, Salhouse and the 2nd storey level built inside; stables at rear; services laid and the buildings use. Clerk to investigate with BDC.

A representative from Salhouse Broad spoke about the planning application for a parking meter within the car park. Concerns were raised regarding parking on the narrow road along Lower Street and concerns that a charging meter may increase this issue further.

6. To consider progress reports and any make decisions relating to the following:

- i) Safer Neighbourhood Action Panel (SNAP) – Bob Cooper and 3 residents from Salhouse attended the meeting. There is a low-level drug issue which the police are aware of and are monitoring, along with

speeding within the Parish which will also be monitored with uniformed patrols. The next meeting is on 23rd April at Rackheath, 7pm.

- ii) Salhouse Speedwatch Report – it was noted the report for the SAM2 placed along Lower Street facing East for the period 11/12/19 - 10/1/20. There were still a number of vehicles in excess of the speed limit. It was also noted the complaint from the speedwatch team of threatening behaviour whilst carrying out a speed check along Thieves Lane – police have been informed.
- iii) Team Salhouse Report – previously circulated. Great British Spring Clean to be supported. Dog fouling monitoring ongoing.
- iv) War Memorial Report – awaiting 3rd comparative quote.
- v) Tree Warden update report – A meeting to be arranged with the Broadland tree network to discuss the parish tree warden role.
- vi) CPR Bittern Line Update – no further meetings. To investigate the walking map being placed at the train station.
- vii) Any Other Reports – none.

7. To receive update and make decisions on matters arising from the Playing Field Management Group

The MUGA project is progressing well, there are still some minor areas to be addressed, and tennis sockets to be installed. Clerk to confirm insurance and to purchase locks as a temporary measure until it is opened to the public, which is hoped to be within the next couple of weeks.

- i) To consider trod path quotes – It was agreed to install a trod path from the car park to the MUGA, and to proceed with the quote from Matthew Williams.
- ii) To consider car park extension quotes – It was agreed for wooden posts and a wooden gate and to proceed with the quote from Matthew Williams.
- iii) To consider purchase of 5 octagonal picnic benches – This was agreed, however, to be purchased/installed after other projects completed.
- iv) To consider grass matting around MUGA – one quote was received, however it was discussed obtaining two further quotes and to quotes for installing a trod type path as a comparative.
- v) To agree on the renaming of the recreation ground – It was proposed by the PFMG, and agreed by all, to rename the recreation ground ‘The Peter Jefford Memorial Park’
- vi) To consider memorial bench request – this was agreed by all, location to be confirmed.

8. Events:

- i) To agree terms of reference for events working group – previously circulated; all agreed. PC working group representatives: Bob Cooper, Julie Redburn and Lynn Yallop.
- ii) To receive report and make decisions on Community Fete/Grand Opening of MUGA/Renaming Ceremony – Report was circulated. It was agreed to amend the time of the event to 12 noon to 4pm.

9. Planning:

To consider a planning report and agree recommendations on the following planning applications: Planning report had been circulated.

BA/2020/0005/FUL – Car Park, Lower Street, Salhouse – Installation of parking meter

Resolution: No Objection – considerations to be raised to include the effect of charges on overspill parking issues on road and enforcement aspects of charges.

2 members of public left at 20.31/4 members left 20.37

- i) Update regarding the Neighbourhood Plan effectiveness and action points – the NP is mentioned in the GNLP, therefore proving it is effective.
- ii) To note street naming of new development off Howlett’s Loke – it was noted that the name ‘Wrights Meadow’ would be supported by the PC.
- iii) Any other planning matters – None.

10. Highways:

- i) To receive Highways and Footpath Report – report circulated. All urged to report any Highways issues directly into the NCC portal - <https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>
- ii) To discuss and agree a response to Norwich Road Speed Reduction letter – It was discussed and agreed that the PC was in support of the 40mph speed reduction, which was also supported by Highways and the Police.

- iii) Update regarding improvements to Footpath 14 – works to be carried out when weather improves.
- iv) To consider offer to dig out Shrubland pond – it was agreed to accept this offer; however, a full risk and method statement must be received and reviewed prior to any works being commenced.
- v) To review and make decisions on Parish Information Board maps (Parish Partnership Scheme 2018/19) – the final design was available to view. It was discussed the writing may be lost in the background due to its colour and therefore to investigate changing the font colour to white - to be discussed with the designer (Cllr. Nudd abstained from this item due to a declaration of interest).

11. Finance

- i) To approve payments – all agreed

Paid via BACS:

S J Martin January Salary	857.24
HMRC (PAYE)	40.56
The Norfolk Pension Fund January	225.35
Paul Green (January inv.'s 996 & 999)	172.50
Broadland Glass Services Ltd. (Telephone Box replacement glass) inc. VAT £20.75	124.52
Salhouse 2000 (Jubilee Hall Hire)	54.00
Anglian Water Business (National) water recreation ground	32.50
Norfolk Playing Fields Association (Subscription) *	25.00
ETC Sports Surfaces Limited (MUGA extra costs) 6051/6054/6080 inc. VAT £194.40	1,142.40
Norfolk Parish Training & Support (Essential Update Seminar)	48.00
Norfolk Association of Local Councils (Charity training) inc. VAT £16.00	96.00
Shane Mallett (artwork walking map)	<u>1,862.00</u>
	<u>4,680.07</u>

- ii) To note monthly bank reconciliation report – agreed
- iii) To review and consider adopting Financial Regulations – it was agreed to adopt these regulations
- iv) To consider donation request from Church – it was agreed to donate £400
- v) To consider a request to support the Local Electricity Bill – report circulated. It was agreed to support this bill.
- vi) To consider subscription to Scribe accounting software – Agreed by all
- vii) To consider subscription to Norfolk Playing Field Association – * Agreed by all (£25)
- viii) Any other Financial/Administration matters arising: None

12. Consultations:

- i) To consider a response to the consultation regarding division boundaries for Norfolk (11/02/20) – It was discussed not to submit any comments regarding Division and Ward boundaries, but AGREED to submit the proposed response which had previously been collated and circulated regarding the Parish Boundary.
- ii) To consider a response to the GNLP Draft Plan – Regulation 18 Consultation. Comments to be collated for approval before submitting.

13. Parish Defibrillator's

- i) To discuss and consider defibrillators for installation in adopted telephone boxes – three quotes were presented. It was agreed to go with Community Heartbeat for 3 defibrillators, managed solution package, service agreement, one training and installation.
- ii) To discuss and consider donation and continued funding of existing defibrillator to school – The school are happy to accept the defibrillator, however, cannot commit funds for ongoing support. Clerk to contact Friends of Salhouse School to see if they will support.

- 14. To discuss and make decisions on 'Operation London Bridge' – it was agreed to purchase a condolence book and to look to house at the Jubilee Hall for the public to access. It was also agreed to ask the Jubilee Hall committee if flowers could be placed at the front when the time comes.

- 14. To discuss VE Day celebrations - to initially speak to the Jubilee Hall committee to see if they are planning any events.

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

An update was presented following a meeting with the Jubilee Hall committee on the back of advice received from NPLaw. It was agreed that at this time the PC cannot make a decision on this request until the trustees and leases have been updated.

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

General Correspondence

Police Parish Newsletter

Broads Briefing

Broads Authority - Weekly Planning List : Validated Applications and Decisions

Street Naming And Numbering - Residential Development, Land Adj. Station House, Howlett's Loke, Salhouse

BDC – Back to work free courses

Great British Spring Clean

MP for Broadland, Jerome Mayhew Parish Council visit

Norwich Western Link update

CPRE GNLP Draft Plan – Regulation 18 Consultation – CPRE Norfolk initial advice

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

18. Any items for the next Parish Council meeting to be held on Monday 2nd March 2020 in the Jubilee Hall at 7.30pm.

Parking along Lower Street

VJ Day celebrations

There being no further business the public meeting was closed at 9.36pm