

**Minutes of the Virtual Salhouse Parish Council meeting  
at 7.00pm on Monday 3<sup>rd</sup> August 2020**

**Present:** Colin McCormick (Chair), Julie Redburn, Martin Nudd, Bob Cooper, Nick Ball (7.09pm)  
and Lynn Yallop (7.29pm)

**In Attendance:** Sarah Martin, Parish Clerk

**Members of Public:** 4

Meeting commenced 7.08pm

**1. To receive any apologies for absence**

Apologies were received and accepted from Andrew Peachment and Steve Jarvis, personal.

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

Bob Cooper declared an interest as Trustee of SUCT.

**3. To approve the minutes of the Parish Council virtual meeting of 6<sup>th</sup> July 2020.**

The PC minutes of 6<sup>th</sup> July 2020 were proposed to be approved by Bob Cooper and seconded by Martin Nudd; 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 reported that the PC has been able to secure hand sanitiser stations and posters for local businesses as part of BDC's 'Confidence Campaign'.

The walking maps are hoping to be installed within the next week at the three agreed locations within the Parish – Church, Lower Street triangle and the recreation ground. This was part of a Parish Partnership scheme.

Parking issues along Lower Street outside the Broad car park are still an issue and being monitored.

Cars reported joyriding on the old Rackheath Airfield have been reported to the police and the land tenant spoken to – this situation is being addressed/monitored.

The Chairman wanted to assure all that these matters are all being dealt with.

**5. To adjourn the meeting for Public Participation and to receive District, County Councillor and Police reports.**

There was no District or County Councillor reports.

A report received from the Police Beat Manager stated the damaged and missing dog bin along Howlett's Loke; the noise nuisance of cars on the old Rackheath airfield; and a reported burglary (attempt made) on Upper Street - nothing stolen.

A parishioner raised concerns regarding the missing posts at Shrublands Pond which currently has cones in place; however, these cones are often being thrown into the pond and having to be recovered. Highways have been chased to request when these damaged posts are to be reinstated.

It was raised regarding an encroaching hedge onto the roadway at the bottom of Vicarage Road – to be investigated and owner contacted.

**6. To receive reports, and agree any actions arising:**

**i) SAM2 data - 11<sup>th</sup> June to 10<sup>th</sup> July 2020**

The SAM2 data graph was circulated prior to the meeting. The SAM2 was located along Salhouse Lower St, outside No 22, facing east (Cheyney Drive). Volume of traffic still looking lower than normal.

**ii) Team Salhouse**

Some works have been carried out around the village including along the trod path at the recreation ground and the mainlining of the flower beds which look well maintained around the Parish. Thanks were given to Team Salhouse for their continued work.

**iii) War Memorial**

Clerk gave an update regarding a new contact at the District Council who is to be forwarded the details of the works to confirm if they will be authorised for the work to be carried out for cleaning, re-lettering and straightening of the memorial itself. It was mentioned that the cladding of the base may require listed buildings consent as it will alter the appearance of the structure.

#### **iv) Tree Warden**

The tree Warden confirmed investigations are still ongoing to find a location for a tree nursery in Salhouse, however the scheme has been registered and there has been some support for suppliers locally. A meeting has been held with the Salhouse Broad Ranger discussing the planting of trees at the car park and campsite. Correspondence regarding the tree behind 39/41 Lower Street was briefly discussed and the tree itself thought to be around 200 years old. It is located within the conservation area and appears to be a fine specimen. Some branches may overhang the footpath slightly, however it was discussed that no action would be needed on this tree unless there were a serious H&S issue and would be a huge loss to the Parish. The tree advisor has been asked to inspect the tree.

The tree warden left the meeting 7.34pm.

### **7. Emergency Committee**

#### **i) To receive update from Emergency Committee**

At present everything all is quiet and there have been no calls for assistance to the emergency telephone number. The prescription delivery assistance ceased from 1<sup>st</sup> August. The committee, along with the GNRSRP and volunteers, are prepared to be called upon should they be needed if a second wave occurs.

#### **ii) Update on Good Neighbour Scheme Response Team (GNSRT)**

It has been discussed by the group that publicity is needed for the scheme and possibly a flyer delivered to each household within the Parish. A write up was included in the recent SAGA magazine. Induction days are being investigated for the volunteers so far. It was reported that Rackheath PC are also looking into setting up a GNSRT and discussion as to whether in the future the two groups can support each other.

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

Review of the plan still ongoing.

### **8. Playing Field and Recreation:**

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

On the MUGA the tennis sockets have been installed and colour spray completed, however tennis nets still to be delivered. Awaiting update from MUGA contractor regarding the incomplete soft close mechanism on rear gate omitted when installed from fencing contractor.

It was mentioned to monitor car parking around Thieves Lane and Ward Road when a football match is played, and to request to the Football club to ensure parking utilises efficiently the now extended car park. It was also mentioned further 'No dogs' and 'No parking in front of gate signs' were required at the recreation ground.

#### **ii) To receive annual play area report**

The annual inspections for the play area and gym equipment were carried out at the beginning of July and the report raised only minor issues to be monitored.

#### **iii) To consider play area repairs**

It was reported by a Parishioner that one piece of play equipment was broken. This was immediately removed, and a local company contacted to request a quote for repair.

#### **iv) To agree field hire form and hire charges**

A draft agreement was produced and circulated. Minor changes were discussed including adding payment via BACS; to identify on the form if the hire is for the MUGA or playing field; the booking times and if floodlights are required.

It was agreed by all for field hire to be a minimum of 2 hours and a charge of £15.00 per hour; and for the MUGA minimum hire 1 hour and a charge of £12.50 per hour (including floodlights if required).

#### **v) To agree purchase of external noticeboard for MUGA**

It was agreed a noticeboard is required at the MUGA to inform users of the terms of use of the MUGA and information on how to book it along with information on when it is privately hired and therefore not open for public use. Also, to inform of the location of the nearest defibrillator and contact details of the PC.

It was proposed by Martin N and seconded by Julie R for the board to be green; to have a header board and be lockable – agreed by all. Clerk to circulate final design prior to ordering.

#### **vi) Update on chip van**

A mobile chip van is to visit Salhouse at the recreation ground fortnightly on a Wednesday evening from 4.30pm.

9. **Planning:**
- i) **To receive a planning report**  
A planning report had previously been circulated- no further comments
  - ii) **To consider response to the following planning applications:**  
**20201355** - Glenside, 60 Norwich Road, Salhouse, NR13 6QG - Change of use of stables to form one holiday let unit  
**Resolution:** No objection  
**20201433** - The Grange, 21 Lower Street, Salhouse, NR13 6RW - Replacement of two external doors & frames in study damaged by weather and insects on side elevation of property Replacement of existing windows in playroom - one side elevation, one rear elevation Replacement of external door & screen in playroom - side elevation Replacement of existing window in spare room - side elevation All windows and doors to be traditional style wood in keeping with existing windows / doors in our Grade 2 Listed property. Proposal to use the same manufacturer that replaced windows to front of property (Advanced Joinery) back in 2014 (20141274). Proposal is to get work done at the same time as replacing a number of other windows as part of wider project under approved planning application 20200868 / listed building consent 20200875.  
**Resolution:** No objection
  - iii) **Update regarding the Neighbourhood Plan effectiveness and action points** - ongoing
  - iv) **Any other planning matters** - none
10. **Highways and Footpaths:**
- i) **To receive Highways and Footpath report**  
Report was circulated and displayed. It was updated that a branch from a tree along FP14 had fallen but was reported to the land tenant wand was cleared and removed quickly.  
The car parking issue along Lower Street, outside Salhouse Broad, was discussed. Further complaints have since been received. The PC have contacted the Broads owner who are investigating a further car park; the police have been requested to monitor the situation – they advise blocked driveways should be reported directly to the Police at the time. Highways have also been contacted, however parking restrictions are not supported as criteria not met. Clerk to follow up with the Broad the progress on an additional car park as suggested by themselves.
  - ii) **To discuss the Salhouse Bell Lane Trod proposed plan - 20/21 Parish Partnership**  
The design plan was discussed. There were concerns over the closeness of parts of the path to the edge of the road. It was agreed to raise these concerns and to question if the path could be placed on the other side of the road and if signage will be erected advising of pedestrians crossing the road.
  - iii) **Update on enquiry regarding installation of a further VAS on Norwich Road, close to Station Road, approaching from Salhouse village**  
An enquiry has been made with NCC Network Safety requesting authorisation of this further signage – awaiting a response.
  - iv) **To consider suggestions for Parish Partnership bid 2021/22, if any**  
It was suggested investigating kerbing on the existing trod path at the corner of Station Road; and a continuation of that trod path up to no.60 Norwich Road. Also, to enquire a trod path from the temporary bus stop to Barn Piece. It was mentioned a possible bid for a further SAM2 device, however more volunteers would be required to support the locating and downloading of the data.
  - v) **To update regarding Bell Pond sump**  
An enquiry has been sent to Highways – awaiting a response.
  - vi) **To agree on purchase and installation of dog bin on Howlett's Loke following damage and theft**  
It was agreed to claim and purchase through the insurance for a replacement dog bin and installation.
  - vii) **To discuss and agree Permissive path on recreation application**  
Bob Cooper abstained commenting on this item as a member of SUCT.  
SUCT have agreed to submit a 'deposit' with Norfolk County Council which puts an agreement in place for the next 20 years to prevent evidence being submitted to prevent becoming a public right of way.

11. **Finance and Administration:**

- i) **To approve payments** Agreed
- |                          |                        |        |
|--------------------------|------------------------|--------|
| S J Martin               | July Salary & Expenses | 854.33 |
| HMRC                     | July (PAYE)            | 9.69   |
| The Norfolk Pension Fund | July                   | 221.62 |
| Paul Green               | July maintenance       | 305.00 |
| Mr Shane Mallett         | Maps production        | 162.99 |
- ii) **To note monthly bank reconciliation report** Agreed
- iii) **To update on Website Accessibility** Ongoing
- iv) **Update on Clerks appraisal**  
To be carried out before the next meeting.
- v) **Any other Financial/Administration matters arising** None

12. **Consultations:**

- i) **Norwich Western Link Local Access Consultation**  
It was agreed for individual comments to be submitted. This does not directly affect the Parish.
- ii) **Model Code of Conduct Consultation**  
Following discussion, it was agreed no comments to be submitted.

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

*General Correspondence*

*NALC newsletters (inc. Wellbeing)*

*Police Parish Newsletter*

*Broads Briefing*

*Hoveton Great Broad decision briefing note*

*Parishioner email regarding tree behind 39/41 Lower Street*

*BDC confidence campaign*

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

It was requested that Verge Protection along Cheyney/Topcliffe Avenue be revisited with Highways, and request authorisation for small shrubs to be planted to protect the verges from parking.

15. **Any items for the next Parish Council meeting on Monday 7<sup>th</sup> September 2020**

Salhouse Broad parking

There being no further business the public meeting was closed at 9.32pm