

**Minutes of the Salhouse Parish Council meeting  
held at 7.30pm on Monday 21<sup>st</sup> May 2018  
At Jubilee Hall, Lower Street, Salhouse**

**Present:** Martin Murrell (Chairman), Colin McCormick, Bob Cooper, Steve Jarvis, Julie Redburn, Nick Ball, Andrew Peachment and Martin Nudd

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

**Members of Public:** 5

Martin Murrell opened the meeting and stood down as Chairman

**1. To elect the Chairman for the coming year.**

Colin McCormick (Vice Chair) invited nominations for the office of Chairman. Martin Murrell was nominated by Bob Cooper and seconded by Julie Redburn. With no further nominations, all agreed to elect Martin Murrell to serve as Chairman for the coming twelve months.

**2. Chairman to sign Declaration of Acceptance of Office.**

This was signed by Martin Murrell and witnessed by the Clerk.

**3. To elect a Vice Chairman for the coming year.**

Martin Murrell invited nominations for Vice-Chairman. Colin McCormick was nominated by Bob Cooper and seconded by Martin Nudd. With no further nominations, all agreed to elect Colin McCormick to serve as Vice-Chairman for the coming twelve months.

**4. Apologies for absence**

There were no apologies received.

**5. Declarations of Interest in items on the agenda**

Martin Murrell and Bob Cooper declared an interest as Trustees on the Salhouse United Charities Trust.

**6. Approval of the minutes of the Parish Council meeting of 16<sup>th</sup> April 2018.**

The minutes of the Parish Council meeting of 16<sup>th</sup> April 2018 were approved and signed by the Chairman as a correct record without amendment.

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

Last year was a good year with the referendum of the Neighbourhood Plan, especially with the change in the 5 year land supply.

Grass verges within the Parish are due to be cut w/c 29<sup>th</sup> May 2018.

**8. Public Participation and District Councillor and Police reports**

- There were no District or County Councillor reports.
- Police report for April was read out; 2 x ABH, 1 x cause intentional harassment, alarm or distress, 1 x harassment without violence, 1 x racially aggravated intentional harassment, alarm or distress, 1 x stalking involving fear of violence and 1 x theft other.
- Speedwatch figures received from PC Rob Delvin: Volunteers - 9; minutes worked – 180; speeders - 8; letters - 7 and Central Ticket prosecutions - 0
- A member of the public congratulated Martin Murrell on his continued appointment. It was reported to Highways a car for sale on Lower Street, next to the village sign, is considered a distraction and safety issue on a busy junction/road. The PC was asked if they would contact the County Council to prevent further cars being sold on Highways within the Conservation Area. *(Clerk to follow up)*

**9. Progress reports relating to:**

**i) SAM2 speed monitoring equipment data report**

A speed watch report had been circulated showing high statistics of speeding vehicles within the locations of the SAM2 devices on Lower Street. The report still shows high volumes of cars travelling at 10mph for which a response is still awaiting from Westcotec.

**ii) Team Salhouse Report**

Report had been circulated and was read out. A donation for around £90 for summer plants was requested from the PC, which was agreed by all.

**iii) Highway and footpath matters – to include Hospital Lane/Bell Lane Right of Way**

- The footpath report had been circulated and was read out.  
*Within the Access Improvement Consultation it states Highways are responsible for the surface of the paths and the keeping clear and open the responsibility for the landowner- Clerk to confirm this with Highways.*
- A meeting was had with Wroxham PC to work together regarding the reduction of the speed limit to 50mph between Salhouse and Wroxham. A further meeting is to be arranged with the County Councillor and Highways.
- There are concerns regarding the future closing of Muck Lane and the possible increase of traffic through the Parish – to be monitored when the sugar beet Lorries start again.
- Concerns raised over the speed of traffic and lack of signage on Honeycombe Road – clerk to speak to Highways.
- There is a Highways Ranger visit scheduled for the Parish within the next 3 months, however defects can be reported directly to Highways via their online form:  
<https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem>

**iv) War Memorial Report**

Following correspondence received it has been suggested that the War Memorial may not in a bad enough condition and therefore unlikely to be successful with the grant application. It was agreed that if the PC is not successful it will look at the cost of the repairs directly. Julie Redburn and Bob Cooper will look at the War Memorial and will report back at the next meeting the likely repairs needed to then to be costed.

Clerk to complete Event Road Closure Order for Remembrance Sunday.

**v) Parish Council Website**

A meeting has been set for 5<sup>th</sup> June to review the PC and village website.

**vi) Any Other Reports - None**

**10. To consider a planning report and agree recommendations on the following planning applications:**

The planning report had been circulated and was read out (Appendix 1)

**i) Planning Applications Received - None**

**ii) To report on monitoring of the Neighbourhood Plan**

No progress on the monitoring of the plan. Three quotes were requested to print 250 copies of the NP, and two quotes were received back, which were considered and it was resolved to go with Ashley Ads at £507.50.

**iii) To report on Rackheath Development Boundary**

Awaiting a meeting arranged by BDC.

**iv) Any other planning matters - None**

**11. To consider the notes and make decisions on matters arising from Playing Field Management Group (PFMG)**

The PFMG is awaiting further quotes for the car park improvements, and obtaining 2 further Multi Use Games Area quotes. The Unilateral Undertaking is currently with NPLaw for review. The PC has received further complaints regarding dog mess within the children's play area, and has put up further signage. PC to invest in padlocks to lock the gates to the play area and to be opened only between set hours per day to deter the early morning use of the play area for dog

owners. There have also been reports of dog mess on the White Horse Farm footpath. Clerk to speak to BDC to see what enforcement can be done in both these locations.

**12. To consider Broadland Way Cycleway**

Salhouse PC has not been directly consulted on the proposed Broadland Way Cycleway, however the Clerk has contacted NCC to arrange a meeting with them to discuss this further.

**13. To consider a response to Broadland District Council regarding the extension of the Salhouse Conservation Area**

This was last looked into in 2013. Colin McCormick spoke about the history of the conservation area, and the propose extension which Salhouse PC put forward but was rejected. There was an area West of Salhouse Hall which was put forward by BDC to the PC for approval, however this was never agreed. BDC now want to move this forward and review the conservation area again, however it is unable to without a decision first on the proposed extension.

It was agreed by all to inform BDC that Salhouse PC accept the proposed extension.

**14. To consider a response to the Consultation: draft Norfolk Access Improvement Plan (2018 - 2028) \_ pc8 (close 15<sup>th</sup> June 2018)**

Steve Jarvis and Andrew Peachment both independently looked at the consultation documents and together put a proposed response forward to the PC to be considered for submission. Steve talked through the proposal. It was agreed by all to submit this response on behalf of the PC.

2 member of the public left the meeting at 8.47pm

**15. To consider responding to the Feasibility Study into Collaborative Working**

This consultation is due before the next PC meeting and therefore Martin Nudd agreed to look at this on behalf of the PC and submit.

1 member of the public left the meeting at 8.53pm

**16. To consider Defibrillators within the Parish**

The Clerk had contacted the East Anglian Ambulance Trust for a feasibility study on locations for further defibrillators, however it was explained that each defibrillator has a 1 mile radius and any location would be a benefit to the Parish. Locations were discussed; however the Broad was considered not as good a location as originally thought, and therefore other locations to be looked into (Clerk). The industrial estate was suggested.

1 member of the public left the meeting at 9.20pm

**17. Update regarding General Data Protection Regulations**

**17.1 To approve the Information Audit**

The document had been circulated. The Council resolved to approve the Information Audit.

**17.2 To approve the Council's privacy notice to be displayed on the website**

The Clerk had presented a draft privacy notice to be displayed on the website. The Council's noticeboards will also signpost parishioners to the website. The Council resolved to approve the document.

**18. To approve the following documents**

**18.1 Asset Register**

The Council resolved to approve the Asset Register.

**18.2 Financial Risk Assessment**

The Council resolved to approve the Financial Risk Assessment.

**18.3 Lone Worker Policy**

The Council resolved to approve the Lone Worker Policy.

## 18.4 Freedom of Information Act

The Council resolved to approve the Freedom of Information Act policy.

## 18.5 Standing Orders

The Clerk explained that new Standing Orders had been released by the National Association of Local Councils. The document was reviewed against the current Salhouse version and recommended adoption of the document with previous Salhouse additions. The Council resolved to approve the document. The date of next review is May 2022.

All the policies will be placed on the website.

## 19. Finance

### i) To report on Finance Meeting

A meeting was held with Martin M, Colin M and the Clerk. The bank accounts were looked along with spends and commitments. It was agreed to transfer between the accounts to have the accounts as Trade, CIL and Capital.

Following the successful Parish Partnership bids it was agreed that Green Infrastructure monies would be requested towards the second Bell Lane Trod. Current CIL monies to be spent on the Norwich Road bus shelter and village signage. S106 and/or SUCT donation to be used for the Thieves Lane/Recreation ground Trod. Money in the Capital account to be allocated to fund the MUGA.

### ii) To consider the Internal Auditors report for year ending 31st March 2018.

The Internal Auditors report had been circulated. There were no points raised. Clerk thanked for her work.

### iii) To agree the accounts for year ending 31st March 2018

The council resolved to approve the Accounts.

### iv) To consider the assertions on, and complete, the Annual Governance Statement 2017/18 and to authorise the Clerk and Chairman to sign

The Chairman read out all of the statements in the Annual Governance section of the Annual Return requiring Councillors to respond to each statement. The Council resolved to approve the Annual Governance Statement.

### v) To consider and approve the Accounting Statements 2017/18 and to authorise the Chairman to sign.

The figures in the Accounting Statement had been circulated. It was resolved by the Council to approve the Annual Return's Accounting Statement. The Chairman and the Clerk/RFO signed the Annual Return on behalf of the Council.

### vi) To approve payments (listed separately)

All payments were approved

S J Martin April Salary - (71.75 hours) & Expenses	840.85
HMRC (SM PAYE £26.40 + NI EE's£18.19, and NI ER's £20.91)	65.50
The Norfolk Pension Fund (£46.95 EE & £187.78 ER)	234.73
Paul Green Invoice (889 - April)	315.75
S & C Moore Farming Ltd. (Internal Audit)	102.00
Norfolk Parish Training & Support (Subscription 2018-19)	282.00
	<hr/>
	<b>1840.83</b>

### vii) To note monthly bank reconciliation report

The monthly bank reconciliations for April was approved and signed by Martin Murrell.

### viii) Any other Financial matters arising

None

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

*General Correspondence*

*Broads Briefing*

*TPO 2017 No.22 (1279) - Trees Located at Longacre, Howlett's Loke*

*Norwich Western Link consultation*

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

None

**22. Any items for the next Parish Council meeting to be held on Monday 18<sup>th</sup> June 2018 in the Jubilee Hall at 7.30pm.**

Cllr. Nick Ball asked if the grass verge at Otter Close could be looked into regarding the ownership. To invite Ben Burgess to the next meeting to speak regarding the Rackheath Masterplan.

**23. To pass a resolution (under the Public Admission to Meetings Act 1960 to exclude members of the public and press for the following confidential items:**

**23.1 To receive an update from the Clerk's recent appraisal**

The Clerks appraisal was noted, along with agreed backdated pay to 23<sup>rd</sup> January as per the Clerks contract, and acknowledgement of the national 2% pay rise effective 1<sup>st</sup> April 2018.

**23.2 To agree an amendment to the Clerk's job description to include role of DPO**

It was agreed to accept the wording for DPO role, and add to the Clerks job description.

**There being no further business the meeting closed at 10.03pm**

**PLANNING REPORT  
TO SALHOUSE PARISH COUNCIL MEETING 20<sup>th</sup> MAY 2018  
(correct as of 16<sup>th</sup> May 2018)**

**Planning Applications for Consideration at this Meeting**

None

**Decisions Advised by Broadland District Council**

**20170764** – Equestrian Centre, Lower Street, Salhouse, NR13 6RH – Residential Development (Outline) – Re-submission

SPC Response: **OBJECTION**

Decision: **REFUSAL** by Planning Committee 25<sup>th</sup> April 2018

**20180146 – Wood Farm, Norwich Road, Salhouse, NR13 6JW**

Erection of Building Comprising Two Light Industrial Units and Associated External Works (Resubmission)

SPC Response: **OBJECTION**

Decision: **REFUSAL** 23<sup>rd</sup> April 2018

**20180311 - The Bungalow, High Oak Equestrian, 26 Station Road, Salhouse NR13 6NX –**

Proposed Extension & Alteration to Existing Dwelling and New Garage/Car Port

SPC Response: **NO OBJECTION**

Decision: **FULL APPROVAL** 20<sup>th</sup> April 2018

**20180394 – 86 Norwich Road, Salhouse, NR13 6PB – Erection of Two Storey Dwelling**

SPC Response: **NO OBJECTION**

Decision: **WITHDRAWN**

**20180417 – 1 Ron Fielder Close, Salhouse, NR13 6QY – First Floor Extension over Garage SPC Response: **NO OBJECTION****

Decision: **FULL APPROVAL** 3<sup>rd</sup> May 2018

**Awaiting Decision**

**20170243: Land to the Rear of 74-90 Norwich Road, Salhouse, NR13 6PB**

Residential development comprising a minimum of 95 dwellings including affordable housing, landscaping, car parking and 7.01 hectares of publicly accessible green infrastructure containing children's play equipment, tree planting and a 30 space visitor car park (Outline)

SPC Response: **OBJECTION**

**20172210 – Salhouse Hall, Hall Drive, NR13 6RT**

1: Alterations and Extension to Hall. 2: Conversion of Outbuildings to provide 2 No. Units of Holiday Accommodation

SPC Response: **NO OBJECTION**

**20180360 - Land adj. Barn Piece Close, Norwich Road, Salhouse, NR13 6QF**

Mixed Dwelling Residential Development of 22 Single Storey Properties (Outline)

SPC Response: **OBJECTION**

**Correspondence Received**

None