

SALHOUSE PARISH COUNCIL

Minutes of Salhouse Parish Council meeting, held in Jubilee Hall on November 2nd 2011 at. 7.30pm.

1. **PRESENT;** Cllr. R. Cooper (Chairman), Cllr. K. Robbins,(Vice Chairman), Cllrs J. Rose P. Peck, S.Piper, D.Hastings, P. Jefford and the Clerk. D.R.Wyatt.
Eight residents were present.
2. **APOLOGIES FOR ABSENCE**
Apologies were received and accepted from Cllr. Moralee, S.Simpson, C.McCormickand N.Taylor,
3. **DECLARATION OF INTERESTS** (Agenda items only) –Members are invited to declare a personal or prejudicial Interest in items on the Agenda, requirement of revised Parish Council Model Code of Conduct Order 2008 s8 Form.
Declarations were declared by:-
Cllr. Cooper as member of Salhouse United Charities and Salhouse Village Fete
Cllr. P. Jefford as member of Salhouse United Charities.
Cllr. S. Piper as a member of Salhouse Village Fete.
Cllr. D.Hastings as a member of S.N.U.B.
4. **CHAIRMAN’S REPORT.**
Since the last Parish Council meeting, Cllrs have been heavily involved in Working Parties to complete the major Local Development Consultation papers. They have also attended Forerunner meetings, an Enforcement Workshop, a Beyond Green Follow up presentation, Growth Area Triangle Workshops, the annual Meeting of Town and Parish Councils as well as the Broadland Consultations Roadshow in the Jubilee Hall. As you all know that has left little time for much else, as we anticipated. The next 4 weeks will be an even more concentrated because of Working Parties as our last deadline is December 19th. Finally I would draw attention of all Cllrs to Item 7.1 on the Agenda and urge that they ensure that the requirements have been met.
- 4b. I have been asked to lay the wreath at the War Memorial on Sunday 13th November and am very pleased and proud to do so. I invite as many of you who can attend, service starting at 10.30am.
5. **MINUTES OF THE LAST MEETINGS**
Amended minutes of September 7th 2011, were duly signed as a true report.
Minutes of 5th October were agreed after the insertion of “aircraft without permission to travel through the new ZONE will now have to fly below 1500ft.”
Proposed Cllr. P.Peck and seconded by Cllr. P. Jefford and duly signed by the Chairman.

Draft minutes of the Parish meeting of 14th May 2011, were presented after minor corrections. After discussion it was agreed that the Draft Parish minutes would be published in the Saga again this year. Unanimous decision.
6. **CLERKS REPORT.**
Previous minutes correspondence
- 7.1 Work has begun on the Containers at the Recreation Ground.
Enforcement on hold at moment.

- 7.2. Broads Authority, Consultation reply has been forwarded.
- 7.3 Delivering Local Highway Improvements – to be placed on next agenda.
- 8.3. Broadland District Council had confirmed that the Polling Places and Polling Districts remain unchanged.
- 8.5. Norfolk County Council – Expansion to Rackheath Primary School.
After Councillors attended local meeting held at Rackheath, reply was formulated and forward to Norfolk County Council.
- 9.5. Upper St/Lower St junction meeting with authorities, no feedback and difficult to contact. Parish Clerk to progress.
- 10.1. New Notice Board on order. Cllr. Jefford offered to have it delivered to his premises.
- 13.6. Overhanging tree growth at Mill Close, had been reported to Norfolk County Council as their mapping system showed them to be the responsible authority. N.C.C. to send someone to inspect this problem.
- 13.7. No reply at this point from Mr. H.Cator’s Office regarding the pot holes on Gun Carriage Way.

7. CORRESPONDENCE

- 7.1 Request received from Broadland District Council to remind councillors to fully complete their Registration and Financial Interests forms regarding the groups to which they belong, including Pressure and Campaign Groups eg SNUB.
Clerk stated that she would circulate new forms to complete as appropriate.

8.0 CONSULTATIONS AND REVIEWS.

8.1 BROADLAND DISTRICT COUNCIL

Consultation Response Form – Draft Broadland Housing Strategy and Action Plan 2011-2014.
Brought forward from last agenda. This has been completed by Councillor’s and forwarded to BDC by the Clerk.

8.2 BROADLAND DISTRICT COUNCIL- LOCAL DEVELOPMENT FRAMEWORK

DOCUMENTS. (comments required by 19th December)

Ongoing through the process of Working Parties, to be placed on next agenda.

9.0 INFORMATION.

- 9.1 Letter received from Shelroy Trust, passed to Mrs. Dye, Salhouse United Charities, who deals with this matter.
- 9.2 **N.A.L.C.** Invitation to Autumn Seminar on November 17th 10 – 3pm, Sandringham Visitor Centre, Sandringham Nr. Kings Lynn PE35 6EN, Cost £35 per delegate, including lunch. Bookings by the 14th November please, via the Clerk.
- 9.3. Clerks & Councillors training. (particularly new)
County Hall November 15th and 22nd. 7pm – 9pm. Other venues and times available were distributed to councillors.
- 9.4 Election of member to Nalc Executive Committee Broadland. Papers were distributed to all.

10. FINANCE

- 10.1 Cheques in the sum of £944.79 were agreed for payment. Proposed by Cllr P.Peck and seconded by Cllr. S. Rose.
- 10.2 Statement balances checked and signed by Cllr.R.Cooper.
- 10.3 Repairs to Playtower. Parish Council agreed the quotation from Adventure Playground of £845.00 and request from the Playing Field Committee that this recommendation from ROSPA be approved. Unanimous decision.
- 10.4 **WAR MEMORIAL/ LETTERING.**
Council agreed to consider lower quotation subject to further information received by the Clerk.

11. COMMITTEE REPORTS.

Planning: There have been two Planning Meetings since the last Parish Council meeting on 5th. October, 2011.

Planning Meeting held before the Parish Council meeting on 5th. October, 2011 to consider:

P.A. 20111320- 28 Norwich Road, Salhouse

For: Front Extension

There were No Objections

Planning Meeting held on 29th. October, 2011 to consider:

P.A. 20111350 – 18a Station Road, Salhouse

For: Single Storey Rear Extension to provide a new study

There were No Objections

Decisions from Broadland District Council

P.A.20111320 – 28 Norwich Road, Salhouse

P.A.20111479 –44 Station Road, Salhouse-

Full Approval

Agrees to non-material amendment

Current Enforcement Notices- September & October, 2011

2008ENF452 - 2 Lower Street, Salhouse

2008ENF415 – 2 Lower Street, Salhouse

2011ENF278 - 32 Thieves Lane, Salhouse

2011ENF199- Football pavilion- Thieves Lane, Salhouse

2011ENF309- 6 Mill Road, Salhouse

2011ENF117 – GSA Marine (Boatbuilders) Ltd. Wood Green Industrial Estate, Station Road, Salhouse.

Action still ongoing for all of the above.

Councillor Robbins (Chair of Planning SUB-committee, suggested that a letter be written to Broadland District Council Conservation Planning Officer, regarding the Conservation Area review of Salhouse. It has been nearly 4 years since we published the Parish Plan which included our recommendations for changes to the boundary and to aspects within the Conservation Area. It is also over 2 years since the Consultant completed her initial report. To date we have received no correspondence regarding this matter or a decision on a commencement date for the review from Broadland District Council.

In order to proceed with the Neighbourhood Plan and effectively consult with the community regarding future development in Salhouse it is essential that we know what recommendations have been accepted and when the formal BDC Consultation will begin as changes might then arise to the Conservation Area which could have an effect on our discussions. Clerk to attend to this

b)Playing Field.

The Parish Council will recall the Playing Field Committee Report last month, wherein quotations were received to refurbish the toilets on the playing field. It was felt that the Parish Council did not wish to spend £4,500/£5,000 on the toilets at this time.

The Playing Field Committee therefore obtained quotations for the necessary works to the toilets from a safety point of view and now seeks Parish Council approval for the following repairs to be carried out:-

Playing field toilets

Replace the ceiling light in each of the toilets. On completion carry out an electrical circuit safety check - £244.33

To re- secure ladies' toilet pan to the floor, and re-fix toilet cistern to the wall in gents' toilet –

C & N Construction - £210.00

KSC - £186.50

On considering the two quotations, it was felt by the Playing Field Committee that the quotation of C & N Construction should be accepted as they appear more reliable and indicated that they could undertake the work at short notice.

Wooden Play Tower (ROSPA report) See Para 10.3

Supply and install a new barrier to the access ramp

Repair the wet pour at the base of the chamber ramp

Supply and install a new pull-up rope to the ramp - total cost £845.00, plus Vat.

It is felt by the Playing Field Committee that it would be more beneficial to the Parish Council if the committee took full responsibility for the maintenance and future development of the field and seek Council's approval for the following activities:

Hedge cutting - obtaining quotes, organising and inspecting the work.

Play Area - responsible for weekly and 2 monthly checks and remedial repairs (wear and tear and damage)

RoSPA inspections and reports, arranging for any remedial works to be carried out

Grass cutting contract

Toilets – maintenance

Caretaker – prepare contract, supervise and keep records.

Bottle banks – to be responsible for site maintenance.

Prepare football club contract, monitor, maintain regular contact, and prepare annual rent increases for Parish Council's approval.

Prepare an annual budget and a programme of work for Council's approval

Pass all invoices prior to payment

c.Footpaths

No further comments.

12. FINANCIAL RISK MANAGEMENT.

Cllr. P. Jefford reported that the Contingency plan was progressing.

13. PUBLIC PARTICIPATION – DECISION WHETHER TO MOVE POSITION ON THE AGENDA.

After much discussion, vote was taken, which was in favour of moving Public Participation back to Item 4 on the Agenda. Voting was 6 to 1.

15mins allowable. Clerk to be notified in advance.

14. Mr. S. HEARD Chairman of SNUB.

In reply to Mr. Heard's request last month, Chairman confirmed that Salhouse Parish Council does not support the legal writ and all e-mails and letters have been dealt with. If Mr. Heard contacts the Clerk, copies can be forwarded or downloaded from our Website.

15. DIAMOND JUBILEE 2012

Chairman asked for ideas from those present. Suggestions included; A street party. A village flag pole, tree planting and commemorative mugs for the children.

It is possible that the Village Hall would be involved. The Village fete is also scheduled for that weekend. To be placed on the next agenda.

16. COUNCILLORS INPUT.

Cllr. Robbins reported that residents had concerns about noisy youths etc, this has been reported but as yet there is nothing that can be done.

Cllr. Cooper requested that Highways be contacted to see if a playground sign could be placed at the far end of Thieves Lane to warn motorists.

Clerk reported that she had received a copy e-mail from First bus company, requesting all their drivers be extra vigilant while travelling past the Recreation Ground on Thieves Lane.

Suspend Standing Orders

17. PUBLIC PARTICIPATION

Chairman apologised for omitting "Good Housekeeping" and rectified the omission.

Norfolk Constabulary.-Report forwarded by PCSO 8238 Bob Hall and read by the Chairman.

I have researched the crimes for the Parish of Salhouse for October 2011 and there were no recorded crimes in the area.

If there are any concerns or queries please contact myself or a member of the Safer Neighbourhood Team at Acle Police Station. We are pleased to help. We are contactable on 01493 333262 this number goes straight to Acle police station and may not be answered, but there is an answer phone facility which will be listened to at the earliest opportunity. You can also contact me on

Hallr@norfolk.pnn.police.uk

Clerk also reported that notices will be on the notice boards to remind residents of the new non-emergency number, which is 101.

Salhouse Village Fete.

New Chairman Linda Smith, suggested that all groups get together to arrange a happening for the Diamond Jubilee 2012. Would the Parish Council be willing to offer a monetary donation.? The Fete is to be held on June 3rd and our next meeting is being held on 18th November 2011.

Clerk replied that the Parish Council would need to have more information before considering a contribution.

Team Salhouse – Linda Smith.

Our pond at Bell Corner is drying up and we have contacted Ed Stocker of Norfolk County Council and David White, Broadland District Council Ecologist for advice. It is hoped that a good rain will rectify the problem.

Mr. Richard Williams also expressed concerns about the larger Hall Drive pond and also the diameter of the overflow pipe and the fact that he had not received a reply to his letters on the subject, from Broadland District Council. Drainage pipe that had been fitted into the ditch was inadequate for the purpose and flooding could occur. Photographs were circulated and given to the Clerk.

It is accepted that you do not want SNUB to participate in the consultations but after spending 2.1/2hrs at the Broadland Roadshow at the Jubilee Hall, I came along tonight to hear what you were submitting as your reply, as I did not want to duplicate the issues.

Cllr. Robbins explained that although a start had been made on the consultations, it would be better to progress after the Roadshow. The Council will be having other meetings before the 19th December and the reply will be formulated then.

Mr. Williams added that it appeared that the Site Allocations were not favoured and the exception site has now been withdrawn and has become a site for mixed housing.

Chairman confirmed that the exception site had been withdrawn by the landowner.

Ms P. Gallenders explained that if accepted as a market housing site, it could not be used as an exception Site.

Mr. Williams thanked the Council for all that they had done and also for moving the Public Participation back to Item 4.

Mrs. J.Blake, gave a reminder about the bulb planting session on November 5th, meeting at 9.30pm at the Salhouse Bell.

Also asked why we have no brown tourist sign to the Broads as people are always asking the way?

Mr. Williams asked if he could contact Mr. Malcolm Black about Para 7.1. Council had no objections.

“Resume Standing Orders”

- 18. PARKED ITEMS.** (On-going items, awaiting response)
DIRECTIONAL SIGNAGE FROM SALHOUSE BROAD
ALLOTMENTS
BI- MONTHLY NEWSLETTER – Footways, Dog Fouling.
JUBILEE HALL.

- 19. DATE OF NEXT PARISH COUNCIL MEETING.**
Next meeting will be held on 7th December in Jubilee Hall at 7.30pm.

Clerk reported that she had received a letter from Jubilee Hall, stating that they apologized for not replying sooner to Cllr. Rose.

- 20. STAFFING MATTERS.**

Chairman reported that he had spoken to Cllr. Moralee who had agreed to take more time over his decision to resign and would re-consider in the New Year.

Cllr. Robbins and the Chairman would meet the Clerk for the annual appraisal at 7.00pm on the 23rd November 2011, in the Office at Jubilee Hall.

There being no further business the Chairman thanked all for attending and closed the meeting at 9.20pm