

# **SALHOUSE PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting held at Salhouse Jubilee Hall on Monday, 19th May, 2014 at 7.30pm.**

Present: Councillor C.Dady (Chairman)  
Councillor C.McCormick – Vice Chairman  
Councillor D.Taylor  
Councillor N.Ball

Officer: Daphne Wyatt – Clerk

Visitors in Attendance: District Councillors Stephen Buckle and Alex Cassam (8.10pm)  
Five members of the public.

## **622 APOLOGIES RESIGNATIONS CO-OPTIONS AND ELECTIONS.**

**622.1** Cllr. C.McCormick was unanimously elected as Chairman of the Council and signed the Declaration of Office. Thanked the members for their support and took the chair to continue meeting.

**622.2** Election of Vice-Chairman was held over until next meeting.

**622.3** The Clerk was appointed as the Responsible Finance Officer

**622.4** Transferred to 623.2 (a) vi.

**622.5** To consider apologies for absence.

Written apologies were received and accepted from Cllr. S. Heard, Councillor Mrs S. Blow and Councillor Mrs. L. Fielder

**622.6** There were no co-options

**622.7** There were no resignations.

## **623 OTHER MATTERS**

**623.1.** To allocate Councillor's responsibilities. This will be addressed (if required) during the meeting or clarified at a later date.

**623.2** To consider those relevant matters (if any) contained in paragraphs (iii) to (ix) and (xi) to (xvii) of Section 5 (k) Standing Orders

**a) vi** Council agreed to have a Planning Committee and all councillors would be included. Cllr. C. McCormick was unanimously elected as Chairman.

Complaints procedure would stand as before.

It was resolved to defer the appointment of other committees, working parties and councillors' responsibilities to the next meeting when more councillors would be present.

### **xiii Membership to outside bodies remain as follows:-**

Norfolk Association of Local Councils.

Society of Local Council Clerks.

Clerks fees for above shared with Wroxham P.C.

National Playing Field Association.

Campaign to Protect Rural England.

**xvii** Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

To be carried out during the coming months.

**xix** Dates prepared by the Clerk accepted for the next twelve months with the addition of an August meeting if required.

**623.3** Questions for the Clerk by Members.

There were no questions to answer.

**624 DECLARATIONS OF INTEREST (Agenda items only)**

Members are invited to declare interests as required by Salhouse Parish Council Code of Conduct adopted on 2<sup>nd</sup> July 2012.

Cllr. N. Ball declared an interest, as near neighbour, in application 20140673, Honeycombe Farm, Honeycombe Road, Salhouse.

**625 MINUTES OF PREVIOUS MEETING.**

Minutes of 31<sup>st</sup> March 2014 were agreed as a true report and minutes of 7<sup>th</sup> April 2014 would be checked by all councillors and approval e-mailed to the Clerk within 7 days, as Section 3 (x) per Standing Orders

**626 CHAIRMAN'S REPORT ( not including items on Agenda)**

The newly elected Chairman had not prepared a report, but thanked all for their support now and in the future.

Disappointment must be expressed at the lack of notice taken by Broadland District Council of the Parish's comments on planning applications.

There is much work to continue with and the load is not going to lighten, in the near future.

Thanks have to be given for the efforts being made with the Neighbourhood Plan and the continuing support from residents with Planning issues.

**627 PUBLIC PARTICIPATION (Standing Orders suspended)**

**Meeting will be adjourned for up to 15mins. Each speaker allowed a maximum of 3 mins:**

**627.1** See addendum

**627.2** See addendum

**627.3** See addendum

**627.4** See addendum

**Resume Standing Orders.**

**628 CORRESPONDENCE**

**628.1** E-mails received:

**BDC – Change of House name-** Brooksbank Cottage Guest House, 1, Lower Street-Changed to Brooksbank Cottage - noted

**628.2 Mike Harding, Willowbank, 2, Mill Road,Salhouse.** – Vehicle left the road at Bell Corner and caused damage to his property.

**628.3 Norfolk County Council** – Sharon Bland – Vegetation Cutting. – **Noted**

**628.4 Susanne & David- Footpaths.- Motorcross racing bike.**

Noted and being monitored. .P.C.S.O. Robert Hall to be informed by the Clerk.

**628.5 Minutes of Salhouse 2000 – 6<sup>th</sup> May 2014.**-Available on line or from Sarah Oldfield or Parish Clerk.

**628.6** Letters received.

**Norfolk County Council** – Planning & Transportation – Trod Grant, Norwich Road.

The grant has been offered to the council, should they wish to proceed and officers will be in touch to agree working plan.- Noted

- 628.7 Broadland District Council** – Electoral monthly updates.- Noted  
**628.8 David Cameron** – 10, Downing Street – Refund of Employers N.I. Contributions  
This does not apply to Parish Councils, although this has been queried by Nalc.

**629 FINANCIAL MATTERS.**

- 629.1** To **AGREE** and **RESOLVE** the following payments and other matters:-  
Cheques to the value of £570.06 were agreed and signed as per presented cheque list.
- 629.2** Monthly balances as per ledger figures were also agreed.
- 629.3** Statement balances as declared on cheque list were checked and confirmed to be correct. All above checked and agreed by Cllr. Taylor and signed off by the Chairman Cllr.C.McCormick.
- 629.4** To note payment of 1<sup>st</sup> instalment of 2014-2015 precept received.
- 629.5** To consider and approve the Parish Council's accounts for the year 2013/2014  
Our current Internal Auditor (Mrs. P. James) will countersign them.  
Council to authorise the Chairman and Clerk to sign where appropriate and submit the Annual Return to the External Auditor.  
This item was forwarded to the June 16<sup>th</sup> meeting.

**630 PLANNING APPLICATIONS.**

- 630.1** **AGREE** and **RESOLVE** upon the following applications and/or matters:-

**630.2 Planning Application (BDC) 2014 0560 – Oaklea, 32, Lower Street.**

Extension to existing Rear Dormer Window.

*Parish Council had no objections to this application.*

**Planning Application 20140673 – Honeycombe Farm, Honeycombe Road.**

Demolition of Existing Dwelling & Erection of replacement dwelling.

*Parish Council would like a condition included specifying a time limit on the demolition of this building.*

**Planning Application 20140750 – 12, Mill Road, Salhouse.**

1. Front Porch. 2. Two Storey Rear Extension. 3. Detached Garage with room in roof.

*Parish Council had no objections to this application.*

**PLANNING DECISIONS AND APPEALS.**

- 630.3 PA 20140313** – Change of Use of Sorting , to Shop/Café/Post Office and associated works. – FULL APPROVAL 30<sup>th</sup> April 2014

**PA 20140341-** Land Adj:Holly tree Cottage, 74, Lower Street, Outline Planning Permission for detached dwelling.- Refused 9<sup>th</sup> April 2014.

**Correspondence received**

None

**Investigation/Enforcement Cases Open**

None

**Investigation/Enforcement Cases Closed**

None

**Planning Applications or Decisions received from THE BROADS AUTHORITY.**

None

**631 NEIGHBOURHOOD PLAN.**

- 631.1** Report from presentation during Parish meeting of 28<sup>th</sup> April 2014 .  
Brief verbal report on progress and confirmation of two further (non public) meetings to be held on 2<sup>nd</sup> and 12<sup>th</sup> June.
- 631.2** The Parish Council support the development of the Neighbourhood Plan by the team of volunteers and will consider the proposals once fully formulated.

**632 CONSULTATIONS.**

**632.1. Broadland District Council** – Publication of Site Allocations Development Plan (DPD) and Development Management DPD – Proposed Submission (Reg 19) versions.- Reply by 30<sup>th</sup> May 2014. Available on BDC Site.

It was resolved that the Parish Council would have no further comments and would endorse those previously submitted. This reply will be formulated within the Standing Orders Section 2 Paragraph 3 (x) and forwarded by the Chairman direct.

**633. COMMITTEE & REPRESENTATIVES REPORTS.**

**633.1. FOOTPATHS - None**

**633.2. RISK ASSESSMENT – GENERAL - None**

**633.3 JUBILEE HALL - None**

**633.4 RECREATION GROUND - None**

**634 SOCIAL MEDIA & COMMUNICATION PAPER.**

**634.1** Cllr. McCormick reported that he had been rather busy and asked to have this placed on the next agenda.

**635 JUBILEE HALL – W.L.F.I.**

**635.1.** This suggestion by Cllr. Heard of assistance with installation charges was discussed and it was AGREED that if Jubilee Hall required help, they should request the Clerk to forward standard form for this purpose.

Under this item we also discussed the possibility of acquiring a PA system for use in Jubilee Hall.

**636 CHOOSING YOUR CHARITY**

**636.1** One Charity has been nominated at present. Replies extended to June 10<sup>th</sup> and will be placed on the Website.

**636.2** Further donation request received – copied to councillors –to consider with others included above.

**637 BELL CORNER – ACCIDENT & SPEED LIMIT.**

A second accident had been brought to the attention of Cllr. Dady by Mr. Mike Harding (resident on Bell Corner) Police had attended.

Council discussed various traffic calming options, which, it turns out have either already been rejected by NCC (village gateway, perceptive narrowing) or are inappropriate for an HGV route (speed bumps) and the conclusion of the meeting was that there is nothing more that can be done if people do not heed warning signs and speed limits etc.

**638. STATEMENT OF COMMON GROUND.**

It was AGREED to sign and return the revised document (Rev 2).

**639 PUBLIC PARTICIPATION (Standing Orders suspended)**

See addendum.

**Resume Standing Orders.**

**640 COUNCILLOR’S INPUT.**

To report other matters and request items for further Agendas.

**640.1** Complaint regarding untidy grass in Cheyney Avenue. – Checked on grass cutting schedule.

Highways have not yet cut in any parishes.

Area alongside Redell Close entrance will not be cut ownership has not been claimed.

The Clerk informed those present, that at last the words missing from the War Memorial had been located and a price obtained for replacing these. Should we ask the village if they wished these to be replaced?.

A. As the Parish Council are responsible for the War Memorial, if they so wished, they should go ahead. A straw poll was taken from all present which was positive. This matter will also be decided by Standing Order section 3 (x)

Cllr N. Ball raised the question again regarding a circular route being re-opened in the village. This could also be included in the Neighbourhood Plan.

#### **641 MISCELLANEOUS**

##### **641.1 Annual Parish Meeting minutes 2013 and 2014.**

Cllr. Dady explained that Cllr. Taylor was organising a pamphlet to go into the Saga the Neighbourhood Plan, and we do not have to produce it until later in July as the Saga publication will be delayed until then. If we have prices for the next meeting, there will be plenty of time to get them to Malcolm in time for distribution with the Saga magazine - we can warn Malcolm up front and as we are only likely to need a b&w copy Coleman print should be able to produce these quite cheaply

Council agreed to publish DRAFT minutes for 2014 on the website.

The council decided there was no point in converting the 2013 minutes but would consider the draft minutes of 2014, if the cost and time span was able to be met.

#### **642 DATE AND TIME OF NEXT MEETING.**

**642.1 To note that our next meeting is on Monday, 16<sup>th</sup> June at 7.30p.m, in Jubilee Hall (Memorial Room), Lower Street, Salhouse.**

## Addendum

### **627 PUBLIC PARTICIPATION PART 1**

**627.1** No report received from County Councillor Thomas Garrod.

**627.2** To receive a report from District Councillors Stephen Buckle and Alex Cassam.  
No reports received.

**627.3** To receive a report from Norfolk Constabulary  
There was no further report from PCSO Robert Hall (A full report had been received for the Annual Parish meeting)

**627.4** Public submission questions relating to local issues.

**Mr. John Fielder** reported that the defibrillator was being checked regularly and working fine.

Asked whether there was going to be a Post Office facility at the Old Sorting Office?

Council replied it understood this was the case.

**Council suggested that a reminder regarding the presence of the defibrillator, was placed in all future issues of the Saga.**

**Mr. Robert Cooper** congratulated the Chairman on his election. Also reported that election leaflets had been placed in hedges in the village, instead of the letterboxes.

**Ms. P. Gallanders** The Chairman referred, in his report, to his disappointment at the lack of notice taken by Broadland District Council of the Parish's comments on planning applications. I would like to point out that in the past, SPC has been held in high regard by BDC and a good rapport existed between the Cllrs and Officers, to the benefit of the Parish. Regrettably, however, in more recent times that relationship has been diminished. I believe that the Council needs to restore that good working relationship and re-open the lines of communication. In that way the trust between the 2 bodies could be restored.

**Ms P. Gallanders** continued, "I am very disillusioned about the performance of the District Councillors; the Parish has not been well served since the loss of the late David Teager and the disgraceful dirty election of 2011. There are no comprehensive reports informing the Council of work going on at BDC, frequent lack of attendance and, quite frankly, if I want to find out what is going on in Local Government I read the minutes of other Parish Councils, primarily those of The Plumsteads. I suggest that the Council should write to the District Councillors and point out their unsatisfactory performance and also request that a written report is submitted for each Parish Council meeting containing information regarding BDC work pertinent to the parish. The fact that the Council meeting clashes with that of Rackheath is no excuse. With 2 District Cllrs it is possible for one to attend each meeting.

**Ms. P. Gallanders** Mr Jakob is unable to attend and has asked me to represent, once again, his concerns about the parking on Lower Street adjacent to the egress of Chapel Loke. The Council is familiar with Mr Jakob's concerns. However, an incident took place

recently when the lack of visibility of an oncoming fast westbound vehicle nearly resulted in an accident. The situation was exacerbated by the use of the lay-by as an almost permanent parking space for 2 commercial vehicles. Mr Jakob requests that the Council write to PC Hall on the matter of the lay-by to attempt to resolve that problem which will then impact on the resolution of the parking on the westbound side of Lower Street.

## 639 PUBLIC PARTICIPATION Part 2.

**District Councillor Alex Cassam** apologised for being late, stating that they had just come from the Rackheath Parish Council meeting. Expressed interest in our “Choosing your Charity” item and was advised to forward a request for her favoured charity to be included in the 2014-2015 selection list.

**District Councillor Stephen Buckle** also apologised and reported that Wroxham Parish residents were considering a campaign to resurrect the WROXHAM BY-PASS, as traffic has already increased to an unacceptable level. As the coming Northern Distributor Route was going to impact on this, plus Rackheath and Salhouse, it was suggested that the Parish Council should offer support.

**Broadland District Council Development Management Plan. - Ms. P.Gallanders** urged the Council to respond to this Consultation. particularly the Site Allocations section, if only to reiterate the Council's views on its preferred site, given the comments contained in the documents? It is more than likely that, even at this advanced stage, more sites could come forward in the Parish and a robust stand is needed.

**Ms. P. Gallanders** reported that as it was the Youth Club who would benefit mostly from Wi-Fi, she suggested that the Council enquires about the financial situation of the Youth Club which might easily be able to fund this facility themselves? Presumably, Council's grants should be allocated to parish groups who do not have adequate financial provision?

**Mr. Bendy** informed members that the Wi-Fi available via the Church was effective and reasonably priced.

**Ms P.Gallanders reported that** Cllr Taylor in his report expressed the regret that there had been little response to the published Vision for Salhouse. I believe that a general lack of publicity as well as the lack of feedback and transparency in the form of published minutes could be a primary factor. I believe the team will have to 'up its game' in the area of publicity if they are going to get the response required, as those of us involved in the Parish Plan discovered. It might be that the way to elicit views will be through a questionnaire and better publicised open days.

**Cllr. N.Taylor** invited Ms P. Gallanders to join the Neighbourhood Plan Group, an offer which was declined.

**Mr. John Fielder** robustly defended the work being put in by the members of the Neighbourhood Group.