

SALHOUSE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Salhouse V.C Primary School on 13th May, 7.30pm.

Present: Councillor C.Dady (Chair of the meeting)
Councillor S. Heard – Vice Chairman
Councillor C.McCormick
Councillor D.Taylor
Councillor Mrs. L. Fielder
Councillor Mrs S. Blow

Officer: Daphne Wyatt – Clerk

Visitors in Attendance: Norfolk County Councillor Tom Garrod.
Eleven members of the public.

2013

337 APOLOGIES RESIGNATIONS CO-OPTIONS AND ELECTIONS.

337.1. Council selected C.Dady as their Chairman for the next twelve months.
Unanimous decision. Cllr. Dady thanked the members, signed his Acceptance of Office and took the Chair.

337.2 Colin McCormick was proposed by Cllr. Lynn Fielder and seconded by Cllr Taylor as their Vice Chairman for the next twelve months.. Majority decision. Cllr. McCormick thanked the members and accepted.

337.3 It was agreed that the Clerk should remain as the RFO.

337.4 Apologies were received from Cllr. Ball and accepted. – Work called away.

337.5 Co-options

Application to join the Parish Council received from Mr. Richard Rayson.

This was discussed by Council who agreed to co-option taking place.

Mr. Rayson was informed, signed his acceptance of Office and duly took his seat at the table.

337.6 Resignations.

There were no resignations.

338 OTHER MATTERS

338.1. To allocate Councillor's responsibilities. This will be addressed during the meeting.

338.2 To consider those relevant matters (if any) contained in paragraphs (iii) to (ix) and (xi) to (xvii) of Paragraph K of Section 2 of Standing Orders

a) vi No new committees to be formed at present. Responsibilities for:-

Planning – Cllr. McCormick assisted by Cllrs. Dady and L.Fielder when required.

Finance (Budget) committee – Responsible Finance Officer D.R.Wyatt,
Cllrs. Taylor,McCormick and Dady. (Cllr Taylor to chair meeting)

Finance – Cllr. Taylor.

Council Internal Auditor – Cllr. McCormick.

External Auditor – Mrs. Pauline James.

Cheque signatories – Cllrs. Taylor, McCormick, Heard .and. counter-signed by the Clerk.

Representatives arranged for:-

Jubilee Hall – Cllr. Blow.

Salhouse United charities – Cllr. C. Dady

Playing Field/Recreation Ground. – none at present.

Footpaths – Cllr. Taylor.

Risk Assessment – Cllr. McCormick.

Finance Risk Assessment – Cllr. Taylor.

Advisory Group – Will be agreed as necessary.

Tree Warden – Mr. Ian Flatters.

xiii Membership to outside bodies remain as follows:-

Norfolk Association of Local Councils.

Clerks fees for above shared with Wroxham P.C.

National Playing Field Association.

xiv Clerk to download standard complaints form from Norfolk Association of Local Councils. for next agenda.

xvii Dates prepared by the Clerk accepted for the next twelve months with the addition of an August meeting.

338.3 Questions to the Clerk by Members.

There were no questions asked.

339 DECLARATIONS OF INTEREST (Agenda items only)

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

Declaration were made by:-

Cllr. Taylor re: 343.2 and 349.1 – as spouse is School Governor.

Cllr. L. Fielder re: 351 – as spouse to resident who raised this question.

340 MINUTES OF PREVIOUS MEETINGS.

Minutes of the Parish Council for 8th March and 8th April 2013 were agreed as true records and duly signed by the Chairman. Unanimous decision.

341 CHAIRMAN'S REPORT (not including items on Agenda)

Having been re-elected as Chairman, thank you for that and to all who have taken up the various responsibilities.

Salhouse has a new County Council member, Tom Garrod, who is welcomed to the meeting tonight. Glad you could make it Tom.

Of issues affecting Salhouse, the key ones we have on the agenda tonight are about the post office and shop, and the PC response to the growth triangle consultation. Please remember that everyone is entitled to submit their own response to Broadland DC, and I would encourage them to do so.

Whilst the Salhouse ghost failed to turn up at the Broad at midnight last night, the press over the past few weeks have been full of positives about Broadland – Cool Norfolk on Twitter and Broadland named as the UK’s most peaceful place. Let’s try to keep it that way! We have even had Hollywood stars on holiday here apparently but I am not sure if they visited the shop or the Bell. Salhouse residents are also often in the news too - Caroline Williams and her role with Norwich Chamber of Trade, and Paul and Barbara Greasley with their Norfolk Broads business - well done them!

There has been excellent coverage for the Green Boat show too - Sunday 19th May. Something for the diary.

342 PUBLIC PARTICIPATION (Standing Orders suspended)

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

342.1 County Councillor Tom Garrod introduced himself to the meeting and thanked everyone for the warm welcome received. Clerk was thanked for forwarding Cllrs details and contact e-mails. Reported that today’s meeting at Norfolk County Council did not result in a leader being elected. Norfolk County Council will be meeting again on the 24th and hopefully resolve this problem and get back to normal business. Tom will attend as many meetings as possible but always e-mail a report in time for the meetings. Currently setting up his blog and can be contacted through any medium, anytime, including stopping in the street.

Resident D. Hastings asked about the additional traffic going through Thieves Lane since the re-direction of traffic, with the closure of Mill Road.

Tom replied, that it was not a designated route but people who knew the area would use it.

342.2 To receive a report from District Councillors S. Buckle and Ben McGilvray

District Councillors not available.

342.3 Norfolk Constabulary had forwarded a report, circulated to councillors.

1 – Assault on police, 02/04/2013 Lower Street, whilst attending a report of Assault, officers themselves were assaulted.

2 – Assault occasioning actual bodily harm, 02/04/2013 Lower street

3 – Theft from a vehicle other than a motor vehicle, 12-15/04/2013 River Bure, diesel taken from JCB.

342.4 Public submitted questions relating to local issues.

Ms P. Gallanders, commented on the Neighbourhood Plan. This will be dealt with later on in the agenda.

Also reminded Council again about the positioning of Public Participation. Chair explained that this is why now we have two spots for discussion.

Pat suggested that in the interests of integrity, openness and honesty which the Council had subscribed to in the Code of Conduct the Council posted their replies to consultations on the Website, confirming where, when and who took part in them. To be discussed for the next agenda.

David Hastings, thanked Cllr Heard for his work involving the legal Inspectorate hearing, making sure that our views are heard. Also Richard Williams as always a stalwart representative for his excellent input.

We cannot afford to lose any more valuable farmland and must use brownfield sites first. The hearing which starts on 21st May is open to all Councillors

In reply to a question from the floor, Cllr. Heard confirmed that the reply to The Planning Inspectorate – Project NDR Environmental Impact Assessment had been seen by councillors before being forwarded to the Clerk.

Resume Standing Orders.

343 CORRESPONDENCE

343.1 E-mail received confirming donated bench is ready for delivery. Times selected by Chairman have been forwarded for ratification.

343.2 Salhouse V.C Primary School..

Information letter re Federation circulated to all. **See consultations.**

343.3 BDC Consultation procedure the Private Sector housing team were undertaking,

E-mailed to all councillors – Chairman no interest, Councillors no feedback

343.4 E-mail received from T.Rowlandson (BDC).

No request has been received to hold an election so we may proceed to co-opt onto the Council to fill the vacancy left vacant by G.Kirby.

343.5 Conservation.

E-mails received from B.Hornbrook, referring to communications with Cllr. Dady, who will update us on the current position.

344 FINANCIAL MATTERS.

344.1 To **AGREE** and **RESOLVE** the following payments and other matters:-

Cheque to the value of £1168.92 were agreed for payment.

344.2 Monthly balances as per ledger figures.

344.3 Statement balances as declared on cheque list.

344.4 To note payment of 1st instalment of 2013-2014 precept received.

344.5 New Homes Bonus Oct 2011 – Sept:2012 – Note payment of £553.88 has been received.

344.6 To consider and approve the Parish Council's accounts for the year 2012/2013

Our current Internal Auditor (Mrs. P. James) will countersign them.

Council authorized the Chairman and Clerk to sign where appropriate and submit the Annual Return to the External Auditor.

345 PLANNING APPLICATIONS.

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

a) BDC Planning Application 20130491.

First floor extension over existing ground floor side extension.

41, Heron Close, Salhouse.

P.C Comments None

Public comments None

P.C. Decision No objections.

b) BDC Planning application 20130620

Alterations to Dormer roofs and convert garage.

Owls Hatch, 84, Lower Street, Salhouse (within Conservation area)

P.C. Comments None

Public comments None

P.C. Decision No objections.

c) BA/2013/0113/NONMAT – Mr. Henry Cator.

Non material amendment on BA/2012/00886/FUL for some minor erosion protection work.

P.C comments	None
Public comments	None
P.C. Decision	No objections.

PLANNING DECISIONS AND APPEALS.

345.2 None available at this time. See Planning report

346 SALHOUSE POST OFFICE.

346.1 *Updated progress report by Cllr. Dady and report of meeting with Gary Howlett – Post Office Ltd.*

Colin McCormick and I met with Gary Howlett, the ‘external stakeholder’ who wanted to run through the process of relocating the post office, and update us on the move to the Bell P.H. He also gave us the contact for the local post office manager who is dealing direct with organizing the move.

There are 11500 post office counters in the UK, no closures planned and government funds have been made available to ‘modernise’ about 6000. Each sub postmaster has been approached and asked if they wished to continue as they are, be modernized or leave the business. Effectively the PO are looking to cut costs, which the new modernized post office carries no salary, being transaction based. They have lost something like 8m customers per year- the only unique product they now deal with are postal orders

The new style post offices now number 500 (Blofield Heath and Rackheath), and are designed to allow one person to run both the retail business and the post office at the same time. Behind counter security is much increased to overcome potential security issues. So far in the new style post offices the retailers business has grown on average by 9% and the PO business by 4%. There is no fixed pay element, payment only being made against customer transaction.

In Salhouse the existing PO is expected to stay open until the day the move happens. The process to agree the move is not yet complete as due diligence is yet finalized. Modifications will include a safe large enough for any post or parcels on the premises overnight, shelving signage and PO till at the rear of the bar near to the restaurant door, with the entrance being DDA compliant through the rear door should customers need a level entrance, or would rather not walk through the lounge bar to be to the counter (albeit effectively the PO is in the Lounge).

The main area of our discussion specifically related to the Bell, was about opening hours. Because the PO requires services on Monday, the busiest day, the pub will be open from 12noon, 7 days per week initially giving the publicans no day off in the week at all. This is why they cannot consider any am opening at this stage. Colin and I confirmed this with a visit to the Bell following our meeting with the PO and a discussion with Steve and Trudi who understand and agree some morning opening hours would be desirable if they can find a way to manage that. Because of no PO subsidy, they confirmed they will have to manage the PO themselves using their existing staff. The current employee at the existing PO is employed by the shop owner, not by the PO. A condition placed upon the new businesses, including the Bell, is that when the pub is open, the PO has to be as well.

If the Bell does not go ahead I would speculate we will see the loss of the shop and PO by closure in any case. The PO would then advertise the vacancy on the no salary basis should any Salhouse business wish to apply – in these circumstances the PO will put no conditions on opening (it would be up to the new business entirely) and the initial start up subsidy would reduce accordingly if the hours were not kept the same or better than the existing outlet.

347 COMMUNITY SHOP/ LAND OFFER.

347.1 *Updated reports from meeting had by Cllr. Dady with various representatives.*

We have talked about the shop moving to the Bell. Colin and I have discussed a relocation of the shop to the Bell with the Bell tenants, but space does not allow as the rear restaurant provides a critical level of income to that business. The Bell owners may not be willing to invest in an extension for a shop at this stage. However they will bear it in mind.

I have had a discussion with Hamish Melville and Veronica Savage at BDC regarding the shop. They are very willing to help us and have organized a meeting (with Nicky Rodgers) 2.30pm, 5th June, so that we can meet them once we have more idea how things will progress following this meeting.

As well as talking about the community right to buy, they suggest we spend some time looking at the website of the Plunkett foundation as the best source of information (I believe that this was checked by Cllr. Taylor before). They can also put us in touch with Pat Murch who was behind the White Horse Upton scheme.

347.2 *Land offer to build Community Shop*, made by Mr. H. Cator at Parish meeting 20th April 2013. Willing to discuss this option, with residents making a small investment, for shop. Small volunteer group called , consisting of Cllrs.McCormick, Dady and Heard.Options to be discussed and brought back to Council.

348 NEIGHBOURHOOD PLAN.

348.1 Report from meeting of 20th April 2013 including results from questions.

The open day at the Jubilee Hall held on 20th April was well attended although the numbers casting a vote on the final board was disappointing with just 46 votes cast. Of these, 33 were in favour of proceeding with a NP, 12 against and 1 undecided.

There were a good number of ‘post its’ on the other boards and these have been annotated on the ‘word’ version of the boards by Cllr. Fielder. These have been distributed to councillors and the views expressed by residents will be very useful for the PC whether or not we proceed with a NP. Most of the comments were as anticipated – relating to the shop, footpaths, cycle routes, restricted development etc.

A pleasing result was that we have 6 residents who have offered to help if we do proceed with the NP.

The Council must now make a decision as to how we progress matters from here.

Standing orders suspended.

Cllr. Heard suggested that the Council waits to make a decision after the Inspectors decision re the Joint Core Strategy.

Chairman did not see that there was any reason/benefit in waiting.

Resume Standing Orders.

348.2 *Decision whether to proceed or not with the neighbourhood Plan.*

Chairman called for a vote ‘To start’ 5 members agreed.

‘ Not to start’ 1 member.

Seven/eight volunteers at present – twelve would be excellent.

To contact current volunteers and arrange to form a Steering Group.

Proposed by Cllr. Taylor and seconded by Cllr. L. Fielder.

349 CONSULTATIONS.

349.1 *Salhouse V.C Primary School.*

Parish Council invited to comment on Federation letter circulated.Comments by June 5th.Council decided not to comment .

349.2 *Consultation Plans for Broadland Development/ Growth Triangle.*

Draft paper for Growth Area Action Plan was discussed and agreed to be accepted. Chairman will register and forward to ldf@broadland.gov.uk by June 10th.

349.3 To confirm whether any additional comments forwarded to the JCS hearing.

There were no comments forwarded to JCS hearing.

350 POSTWICK HUB

350.1 Cllr. Heard. asked for support letter regarding transport.

This will be dealt with on the next Agenda.

351 DEFIBRILLATORS.

351.1 To discuss the pros and cons of having a defibrillator. This was discussed by Council who were not against having one. More information to be sought.

352 CHOOSING YOUR CHARITY

352.1 At the Neighbourhood Planning meeting and the Parish meeting papers were circulated asking for preferred Charity (as listed). These resulted in Age UK, Norfolk & Suffolk 4x4 Response and Nourishing Norfolk together each receiving three votes. It was agreed that the available funds allocated for this purpose be split three ways and donations made. Unanimous decision. This will now be noted as the way forward, with residents being asked at each Parish meeting to choose.

353 COMMITTEE REPORTS.

353.1 Planning

Planning Decisions Received from BDC.

PA 20130349 – 11, Lower Street, Salhouse, NR13 6RW,
Proposed alterations & Erection of Conservatory (Listed Building)
APPROVED 8TH May 2013

PA 20121044 – Norwich Road 20 dwellings AWAITING FINAL DECISION, but verbal update received from BDC.

Investigation/Enforcement Cases Open

None

Investigation/Enforcement Cases Closed

2013ENF009 - Old Garage Site, removal of trees from southern boundary, contrary to approved plans. NO BREACH

353.2 Footpaths

Since the last PC meeting most of the footpaths have been walked. These have all now dried out and no problems found.

Also pleased to report that the fallen branch partly obstructing FP12 as reported at the last PC meeting was cleared the day after that council meeting – our thanks to Cator Estate for their prompt action.

353.3 Village Risk Assessment

None this month.

354 PUBLIC PARTICIPATION (Standing Orders suspended)

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

- 354.1 J.Fielder** asked Mr. H. Cator about his proposal for the Broads Car Park / shop. Mr. H. Cator replied that he was happy to have shop/café/Tourist Information Centre viability plan. ‘Together we can.’
- 354.2 J. Fielder** asked Clerk whether Highways had looked at the hedging area opposite the PO?. Clerk to follow up.
- 354.3 S.Piper** asked why residents were not given the opportunity to look at the planning applications.?
A misunderstanding must have occurred as plans were available to view from 7.00pm before the meeting and during the meeting when it was suspended for that purpose.
This will be clarified on our Agendas in future.
- 354.4 N.R.C.C.** Enquiries to be made to obtain name of contact for Community Shops.

355 COUNCILLOR’S INPUT.

- To report other matters and request items for further Agendas.
- 355.1** To invite Barbara Hornbrook (BDC Conservation Officer) to our June meeting, to discuss the Conservation Area and Grade II listed buildings.
- 355.2** Cllr Dady reported that he had a chat with Andrew Proctor and did cover a number of things, and will report back, for the record at the next meeting. A synopsis for your information. Andrew Proctor did offer to provide support over the PO / shop issue, or indeed any other similar issues we had, talked about regular informal meetings between parishes with shared interests and how successful this has been for those parishes involved eg Blofield / Brundall, made a suggestion that there was no reason a number of parishes could not get together and produce a neighbourhood plan which was an interesting thought. He did ask me about the village view on current planning issues, and I was able to make the point that generally people had issues that were well reported (water, loss of agriculture, concern that we were about to see the Godfather of Dussindale etc.) Opportunities were needed by the Council for some real dialogue. Realistically BDC will hope to have the JCS ratified, and of course any future dialogue would be against this background, but at least he did appear to take the point and promise more openness. His view is a Neighbourhood Plan would be unaffected by the JCS simply because he sees our process taking 12 – 18 months and the JCS ratification being around 4 months. Andrew is willing to attend one of our meetings. Council suggested that September would be a good time for us, Clerk to contact Cllr. Proctor.

Garden Farm Blofield – housing scheme 75 homes turned down as seen as too many additional houses in Blofield following the approval of 175 houses on appeal at Manor Park.

356 MISCELLANEOUS

- 356.1 Annual Parish Meeting minutes 2012.**
Does the Council wish these converted to pamphlet and distributed to all?
After discussion it was agreed that this was not required.
- 356.2 C.P.R.E. –How to improve travel choices where you live. Information only**
New Transport Toolkit available at www.transporttoolkit.org.uk and recent food toolkit at www.cpre.org.uk
- 356.3 Little Tykes Bouncy Castle Hire.**
Request to place posters on notice boards. – Done.
- 356.4 Clerks & Councils Direct Issue 87 received.** – Information only.

356.5 NALC – Coffee and Chat, Tuesday 21st May 2013, between 2 – 4pm at The Old Coachhouse Visitors Centre Tea Rooms. St. Helens Church, Ranworth. Advance notification. See Poster enc:

356.6 ROSPA- Notification of playground area inspection during June.

357 DATE AND TIME OF NEXT MEETING.

357.1 To note that our next meeting is on 10th June.