

SALHOUSE PARISH COUNCIL

Minutes of the meeting held on 7th September 2011, in the Jubilee Hall at 7.30pm.

The following members were present:

Cllr. Robbins – Vice-Chairman
Cllr. Rose Cllr. Simpson
Cllr. McCormick Cllr. S.Piper
Cllr. Hastings.

Best Practice Policies

Chairman advised everyone in attendance of the location of the fire escapes and the procedure to be followed in the event of an evacuation.

Advised members of the public of the procedure for them speaking at Meetings of the Parish Council. To speak on one subject only, time limit 3 minutes. Appreciated that it might be difficult for District Councillors, but a written report given to the Clerk would suffice.

Also announced that a sound recording was being made of the Meeting and if anyone wanted their remarks erased to speak to the Clerk.

2. APOLOGIES FOR ABSENCE

Received and accepted from Cllr. Cooper (Chairman), Cllr.Taylor, Cllr.Peck and Cllr. Jefford.
Absent: Cllr. Moralee

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.
Cllr. Piper declared an interest as a member of Broads Authority. (Item 5.2)

4. CHAIRMAN’S REPORT.

There was no Chairman’s report.

5. CORRESPONDENCE

5.1 WILLOWS – Kings Lynn Recycling Centre.

Cllr.McCormick had previously forwarded a summarized report requested by the Chairman. It was agreed that as replies were still being accepted a reply would be formulated by Cllr.McCormick as the members were opposed to the proposal. Proposed by Cllr. McCormick and seconded by Cllr. Rose.

5.2 BROADS AUTHORITY

Consultation on the Comprehensive Schedule of Changes Proposes to the DPD by the Authority.

Cllr.Piper declared an interest and addressed his comments to council members.

This has now been passed to Cllr. McCormick.

Members agreed to place this for discussion at the Working Party September 28th.

5.3 BROADLAND DISTRICT COUNCIL

Consultation Response Form – Draft Broadland Housing Strategy and Action Plan 2011-2014. This also was agreed to be placed on the next Agenda.

5.4 ANNUAL MEETING FOR TOWNS & PARISHES – Broadland District Council

Diary date for Tuesday 11th October . Buffet from 6.45 and meeting proper at 7.30pm.

Councillors would contact Clerk to book places if they wished to attend.

5.5 BROADLAND DISTRICT COUNCIL – REVIEW OF Polling Districts and Polling Places.

Representation of the People Act 1983, Part 4 and the review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006. Information only.
To be placed on next agenda.

5.6 BROADLAND DISTRICT COUNCIL – PARISH SKIPS.

The last Parish Skip, (BDC Current decision) will be delivered to Thieves Lane Car Park For the W/E 24th / 25th September 2011. Posters will be supplied by BDC. Information only.

5.7 C.P.R.E. Letter for Litter Warden.

Form for completion forwarded to Mr. Garner – Team Salhouse.

5.8. ROSPA REPORT RECEIVED

Decision required from Playing Field Committee whether to forward letter to Rospa regarding faulty items missed. Letter to be forwarded to Clerk from Committee.

5.9 COMMUNITY INFRASTRUCTURE LEVY (CIL)

To be placed on Working Party Agenda of the 28th September

5.10 FUTURE OF STANDARDS – Parish & Town Survey

Brought forward from last Agenda, to be placed on Working Party Agenda of the 28th September for reply required by October 1st. Code of Conduct is changing in October.

6. MINUTES OF THE LAST MEETINGS

Minutes of Parish Council held on 5th July 2011 were agreed and duly signed as a true report by Cllr. Robbins – Vice Chairman.

Minutes of Parish Council held on 3rd August 2011 were agreed and subject to the word "council" being inserted between "parish and meeting" at Item 16 heading, and "Mr" being removed from Item 25.2 were duly signed as a true report by Cllr. Robbins.

Both were proposed by Cllr. Rose and seconded by Cllr. Simpson.

7. CLERKS REPORT – from previous minutes.

As discussed at the meeting of 3rd August after correspondence

Confirmed that resident who reported damaged fence at junction of Thieves Lane and Norwich Road, had been contacted and informed of information received about possible "slow" signs on Norwich Road.

SPEEDWATCH

Referring to the offer of speed signs, council offered their support and would forward letter to Norfolk County Council. Letter forwarded to all council members and available from Clerk upon request. Proposed by Cllr. Rose and seconded by Cllr. Hastings.

8. FINANCE

8.1 1456 Shred Station 12.00

1457	Secret Gardens – Church Grass	100.00
1458	Mazars – Audit Fee 31 st March 2011	480.00
1459	Cllr.S.Piper – Team Salhouse – Litter pickers	7.75
1460	Cllr. S. Piper – Toilet roll holders – Rec: Ground	10.50
1461	Cllr. S. Piper – Trav: Exps - Speedwatch	15.30
1462	Norfolk alc – Conference attendance Fees KR/JR	80.00
1463	Broadland Youth Choir Parish Meeting entertainment	100.00
1464	Wroxham P.C. 1/3 rd B.T. a/c Aug:11th	36.95
1465	Clerks Expenses – Sept:7th	109.08
1466	Clerks Salary -September	<u>469.78</u>

Total cheques **£ 1421.36**

Receipts

Interest P.F.a/c 551 09.07.11	14
Interest a/c 667 09.07.11	51
Interest a/c 551 09.08.11	13
Interest a/c 667 09.08.11	47
Salhouse Rovers F.C. Part Rent	<u>500.00</u>

Total receipts **£ 501.25**

Statement Balances

Community Account – 25.08.11	21,507.62
Reserve Account 667 – 09.08.11	11,739.79
Instant access a/c Playing Field /551 –09.08.11	<u>3,208.54</u>
Total	36,455.95

Investment Bond **£ 48342.37**

Charity Funds.

Agreed for payment by Mr. C. McCormick and Mrs. S. Simpson

8.2 Internal check of the accounts carried out by the Finance Chairman on 25th August 2011.

8.3 Norfolk Accident Rescue Service

Council were unable to assist with a donation this time.

9. TO RECEIVE COMMITTEE REPORTS.

a Planning – None available as no applications received for this period.

Chairman Cllr. Robbins reported that there would be a public open meeting for Salhouse Hall on 21st September and asked that Mr. Cator or his architect be advised in case it was their wish to make a presentation.

b Playing Field

At our recent Playing Field meeting, it was reported that 3 local building firms had been contacted with a view to giving estimates for works necessary to the toilets on the playing field. We felt that these works were well overdue as the toilets are in a sorry state internally.

We have met with representatives of the 3 firms and as soon as the estimates are to hand, we will offer them to the Parish Council for their comments and to make a decision as to which firm should get the work or, more importantly, if the Parish Council has sufficient funds to have these works carried out. We hope to be able to present these to the Parish Council at the October meeting.

Regarding the notice board at the playing field, it was decided at a recent Parish Council meeting to renovate that notice board and re-locate it opposite the Post Office, with a new one being purchased for the playing field. At our recent meeting, we wondered if it would be better to have the notice board repainted and put a new back board of ply on and reinstate it at the playing field, in view of the damage caused in the past. A new notice board (with the help, hopefully, of a grant) could then be purchased, to be erected opposite the Post Office. It is just a suggestion from the Playing Field Committee which we thought could be considered by the Parish Council. The notice board at the playing field has been taken out and a decision is awaited.

It was pointed out to the Playing Field Committee that there appears to be a hole in the hedge along Thieves Lane. The Committee are looking into this with a view to obtaining suitable fencing to close this hole.

All matters relating to the playing field will be updated at the next Parish Council meeting.

c. Footpaths

There was no footpath report owing to holidays.

10. EMERGENCY RESPONSE PLAN

Cllr. C. McCormick reported that he would like to arrange a meeting at the Hall to get the members replying and as many council members as possible to become involved with this.

11. COUNCILLORS HOLIDAY REPLACEMENTS.

To agree replacements whilst Chairman and Vice Chairman are away.

It was agreed that whilst Chairman is away, contact will be the Vice Chairman and when she is away Cllr. McCormick . ALL AGREED.

12. PLAYING FIELD NOTICE BOARD.

To request that a ply backing be placed on the old notice board, painted, leaving it open for important notices to be screwed on. Council members agreed Mr. Mitchell to be instructed accordingly.

After discussion it was agreed that a new board same as one situated by The Bell would be ordered. Clerk to make contact again with representative of Greenbarnes Ltd, who had forwarded the quotation a few months ago and bring to next meeting.

13. SPEEDWATCH – Meeting of 18th August read by Cllr. Robbins.

Steve and I attended the launch of the ‘Enhanced Community Speedwatch’ on 18th Aug at the Abbey Conference Centre.

This was well attended by around 40/50 Speedwatch coordinators from the villages in Norfolk as well as the Police and representatives from the Safety Camera Partnership and Highways dept of Norfolk County Council.

The meeting commenced with an address by Mr Phil Gormley, the Chief Constable for Norfolk. He thanked the volunteers for their efforts and explained how Community Speedwatch was a valuable extension of the overall policing effort which allowed the police themselves to concentrate on other serious offences. However, speeding and traffic accidents was still the single major contributor to road deaths in Norfolk. Community Speedwatch is deemed very successful in that it enables the community itself to retain some control over the antisocial nuisance of speeding motorists. Currently Norfolk has 48 active teams with further teams awaiting training.

Since its inception Community Speedwatch teams have:-

- *been deployed 2,291 times*
- *deployed 482 times since January, with 34 in the month of July*
- *detected almost 10,000 offences involving nearly as many vehicles.*

We were then introduced to a supplementary Speed Awareness Messaging display (SAM) that is being introduced and supplied on a rotational basis around the groups wishing to utilise it. It comprises a speed measurement and display system mounted on a tripod by the side of the road. It checks the speed of oncoming vehicles and either displays their actual speed or smiley/sad face to influence the driver. The equipment tripod is relatively heavy in order to withstand windy conditions or draughts from passing vehicles. It runs from a battery and has a plug in handheld device for initial set up. There are only 6 units available but to be sent out in pairs for monitoring both directions. A loan period of 14 days was mooted but we did suggest that 7 days might be more appropriate in view of the number of teams. Loan of the equipment requires training to be completed before being placed on the list. Salhouse Speedwatch has registered its intention to use this equipment and Steve will attend a training course on 1st Sept. The equipment will be made ready with batteries charged before delivery to a team and will be collected on completion. We thought that the unit looked official and was likely to be very effective. The current form of speed guns would not be used at the same time and it would only require one/two persons to deploy and remain on site during the measuring period.

During question time some strong views were raised on a number of Speedwatch issues. One in particular surrounded the identity of the colour of logged vehicles and it would seem that we need to make sure that a suitable description of various colour shades is noted, ie to denote if a vehicle is 'light' or 'dark' blue etc, particularly when the team has had difficulty clearly identifying the model/type. One or two coordinators tried to make a case for Community Speedwatch to carry more powers akin to the police but this was rejected by police themselves and by the majority of the other coordinators present.

Time was also allowed during the event for networking with other Speedwatch groups. The dwindling team numbers seemed to be a common theme with some operating with just a few persons.

Opportunity was taken to meet Tim Young the NCC contact dealing with the permanent and transportable speed signs for which Salhouse has now applied under the recent NCC initiative and funding. They will be assessing the registered applications and agreeing the list of villages to receive the equipment. Salhouse fits the target criteria as Operators of Speedwatch. Meanwhile we need to decide on the location for this to be sited, hopefully in readiness of a

positive outcome.
Meanwhile we are also now registered on to the list of villages to receive the transportable system (SAMS2) which is deployed for a period of 3 weeks in rotation with other villages. These signs flash vehicle on coming speed to approaching drivers. They are battery powered with no requirement for electricity supply. Speedwatch will recommend suitable locations.

A Safety Partnership monitoring vehicle was also on site for inspection and explanation of its operating systems.

This was all followed with a buffet lunch and further network discussion.

14 BROADLAND FORERUNNER MEETING

Reports from meeting of 11TH August.

On the 11th. August, R. Cooper, K. Robbins & P. Gallanders attended a Neighbourhood Planning Front-runners Network meeting conducted by Richard Squires & John Walchester from BDC and attended by councillors from Hellesdon, Salhouse, Sprowston & Strumpshaw Parish Councils. Discussion followed on their progress with starting up the Neighbourhood Plan. They are all at a very early stage and several of the councillors present expressed concern that the forthcoming programme of public consultations relating to the Broadland Local Development Framework, would cause confusion about the Neighbourhood Plan. It agreed that it would be up to each Parish Council to decide when it was best to start up the scheme but it would be best to prepare a budget and present to BDC as soon as possible to ensure they would receive grant money for the project.

On the 23rd. August S. Piper, K. Robbins attended a meeting at Broadland District Council which was a briefing on the forthcoming consultations, relating to the future development in Broadland, which all Parish Councils must respond to. There will be 5 different consultation documents with different start and response deadlines. The overall timescale for these consultations is between September and December, 2011. There will also be an Exhibition conducted by BDC at Salhouse Jubilee Hall on 26th. October and Planning & Housing workshops, for councillors to attend during this period. (A copy of the presentation notes from this meeting outlining each consultation, have been sent to all councillors by S. Piper.)

At the working party meeting on 31st. August, to discuss the Neighbourhood Plan, concerns were raised that the Parish Council will have a very heavy workload over the next 3 months replying to the consultations and attending workshops. Also, the results of these consultations could have a bearing on the way forward for Neighbourhood Plans.

Therefore, it was agreed that we recommend to the P.C. that the Neighbourhood Plan should be put on hold until after the consultation period and reviewed again in the New Year. A budget would still be produced by N. Taylor to submit to B.D.C. for the Neighbourhood Plan grant money to be ring-fenced for Salhouse when we are ready to commence the Plan in 2012.

15. CONSULTATION TIMETABLE

Timetable passed to all members, there will be further debate and updating at the Working Party being held on 28th September.

16. CONTRACTS. – 3 year review.

- To advertise for prices for the Contracts for:-
Bus Shelter Cleaning, including Village notice boards.

Playground Caretaker works
Strimming around W.I.Sign at The Bell.
Hedge cutting at Recreation Ground
General Small Maintenance works
Clerk will place notices on boards and the Web, councilors to inform Clerk of any other persons to be approached.

17. LEASE OF THE RECREATION GROUND

- 17.1 Salhouse Rovers Football Club.
Charges to be agreed at next meeting to enable budget to be pre arranged.
To have prior discussions at next P.Field meeting.

18. FINANCIAL RISK MANAGEMENT

-contingency planning.
To be updated for October meeting.

19. AGREE PARISH COUNCIL MEETINGS FOR 2012.

After discussion there was no agreement, to bring to next meeting, when full details will be available.

20. ANNUAL PARISH MEETING MINUTES.

Clerk reported not completed in time for this meeting.

21. PLANNING TRAINING

Session offered at BDC offices on 20th September, commencing at 7pm.
Places for Cllr. Cooper and Cllr. Robbins plus three others as available, have been booked.

22. NALC. – ANNUAL GENERAL MEETING.

Saturday October 1st, 10.00am – 1.00pm. Buffet Lunch to finish. East Tudddenham Village Hall, Nr. Dereham, NR20 3LR. Places to be booked before 29th September.
To inform Clerk if places required.

23. LOWER ST/ UPPER ST JUNCTION.

Cllr.Simpson reported to the members on the most recent problems with parking at the junction. Tarmac is being broken because of where vehicles are having to pass. It was agreed to ask for a meeting between ourselves, Highways and Broadland District Council.

24. COUNCILLORS INPUT

Cllr. Rose reported a complaint about buses taking their break, whilst parking at the Bell.
County Councillor Carswell offered to attend to this matter for us via Norfolk County Council.
Cllr Piper reported footway repairs in Cheyney Avenue which do not appear to be very even.
Also requested that we re-visit the discussion regarding welcome packs for new residents.
After discussion, it was offered to the floor for suggestions.
One suggestion was to put a notice in the Saga asking newcomers to contact them for further information.
Cllr.Simpson asked for information regarding the War Memorial as cleaning is needed.
Clerk to obtain this.
Cllr. Hastings announced that on the 25th September the Broads Green Boat show as taking place and all are welcome.

25. PARKED ITEMS (on-going items, awaiting response)

Directional Signage from Salhouse Broad.

Allotments.

To include in Bi-monthly Newsletter.

Bi-Monthly Newsletter – Footways, Dog Fouling.

It was agreed to add the welcoming pack and how this letter was being produced at the next meeting.

Diamond Jubilee

To be placed on next agenda

Jubilee Hall –Clerk to check records regarding whether the Parish Council has any responsibility.

Financial Risk Assessment.

Placed on next agenda.

“Suspend Standing Orders”

26. PUBLIC PARTICIPATION. -consider adjournment of meeting for Public Participation inc: Norfolk

Constabulary, Norfolk County Councillor, District Councillor and other members of public

26.1 Norfolk Constabulary report for the month of August 2011.

1- Burglary in a building other than a dwelling,31/07/2011,Salhouse Hall, panel forced and Hall entered.

2- Theft from motor vehicle 06-07/08/2011 Cheyney ave, windscreen wiper broken off vehicle.

3- Theft 10-11/08/2011 Lower St, milk taken from front of shop.

4- Burglary dwelling, 13-15/08/2011 Lower Street, person’s unknown entered vacant premises.

5- Theft 18-19/08/2011 Farman Close, solar lights removed.

6- Domestic 21/08/2011

7- Criminal damage to a vehicle, 18-20/08/2011 Lower Street, car damaged outside property.

8- Domestic 25/08/2011.

26.2 Team Salhouse.

Since the last meeting of the Parish Council, Team Salhouse has continued its usual tasks around the village, including tending and watering flower beds, some grass cutting, notably at the roundabout beds, and litter picking by individual members where necessary.

A group litter pick took place on Saturday 3rd September at Salhouse Broad. The group of eight Team members litter-picked from the Broad car park down to the Broad, around the Broad and, after being ferried over by the Ranger, to the island and the spit. Eight fairly substantial bags of litter were collected together with some larger pieces of rubbish.

Bulb planting will take place on Saturday 5th November, and over the winter period work will go ahead on the Heritage information boards which are planned for the village, in anticipation of grant funding being available in the next financial year.

26.3 Resident reported large holes in footpaths No. 7 and 8 Clerk advised to contact Gary Hawthorne(Rotac)

26.4 Resident Mr. P.Watts asked the Parish Council members if they were opposed to the Eco Development and explained his reasons for wishing to obtain this information.

Advised that the Saga report of July confirms Yes.

26.5 District Councillor Ben McGilvray

Reported that much was going on at BDC, Norwich Road Site, Fly tipping both at Rackheath and Salhouse, Postwick Hub –important complaints being taken into account.

“Have your say” – more time available for speaking.

Boundary review- proposals next week 12th or 13th and finally. “Are we under threat” 3rd to 4th November.

Cllr. Hastings was stated that he was pleased that the District Council was now taking notice of residents suggestions.

Resident asked if there was any truth in the rumour of the Boundary Commission moving the Boundaries to include some of North Norfolk . District Councillor McGilvray replied that talks were going on over several areas and it did not do to speculate.

Statements were made about people placing their names on several housing lists and therefore being counted several times.

District Councillor Buckle.

Reported that cuts included the Mobile Information Service, which will be scrapped at the end of the month.

Home Options scheme has been axed as it was found to be doubled up with South Norfolk. A scheme will continue but it will be better for less money.

Feedback on housing schemes is always welcome.

Norfolk County Councillor Carswell.

Agreed that Ben was correct on public issue debates, if it takes all day then it takes all day. We recently had a Overview and Scrutiny meeting 9 – 5

Consultation on libraries decided by the people. Talks regarding faster broadband for Norfolk are progressing. Funding for the NDR is being requested again the answer to which will not be known until the end of the year.

27. DATE OF NEXT PARISH COUNCIL MEETING.

Date of next meeting will be 5th October 2011.

CONFIDENTIAL

28. STAFFING MATTERS.

To confirm that meeting took place on 19th August 2011, between, Cllr. Cooper and Cllr. Robbins and the Clerk. at Jubilee Hall Office.

Appraisal will take place during November 2011.

Chairman thanked all for attending and closed the meeting at 10.25pm