

# SALHOUSE PARISH COUNCIL

**Minutes of Salhouse Parish Council meeting held in the Jubilee Hall on June 13<sup>th</sup>, 2012 at 7.30pm.**

**PRESENT:** Cllr. R. Cooper (Chairman), Cllr. K. Robbins (Vice Chairman) Cllrs J. Rose, N. Taylor P. Peck, S. Piper, D. Hastings, S. Simpson, P. Jefford and the Clerk. D.R. Wyatt. residents were present and also District Cllr. S. Buckle.

## **WELCOME AND HOUSEKEEPING.**

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

Informed members of the public of the procedure for them speaking at Meetings of the Parish Council namely 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 stated that a sound recording was being made of the Meeting (to assist the Clerk) and if anyone wanted their remarks erased to speak now. No replies, so Chairman acknowledged that he would take the silence as a **No**.

## **12/93 APOLOGIES FOR ABSENCE**

Were forwarded, considered and accepted from Cllr. McCormick.

## **12/94 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 by:-

Cllr. Cooper as member of Salhouse United Charities.

Cllr. Jefford as member of Salhouse United Charities.

Cllr. Piper as members of the Broads Authority and Finance (receiving payment due))

Cllr. Rose declared an interest in Finance (receiving payment due)

All were personal interests.

## **12/95 CHAIRMAN'S REPORT.**

After all the build up of the formal celebrations for the Queen's Diamond Jubilee have taken place and provided much enjoyment for millions, despite the best efforts of the weather which also dampened the village fete

In spite of that it was good to see that the fete went ahead through the sheer determination of the organisers and, considering the competition on the day, was well supported.

The Jubilee Tree was planted on the Recreation Ground and the Diamond Jubilee Flag flew for a week from the flagpole in front of the Jubilee Hall.

There is also a new basketball hoop on the Recreation ground and early indications are that it is being well used. All of these items were organised by the Parish Council.

On July 5<sup>th</sup> the Olympic torch will transit from Norwich to Acle, starting early in the morning and will be on view first at Thorpe St. Andrew and then in Acle. No doubt details will appear closer to the day and people can enjoy yet another once in a lifetime experience in the U.K.

Chairman also informed members and Clerk that the Jubilee Celebrations Flag had been removed by persons unknown. To be reported to PCSO.

## **12/95 PUBLIC PARTICIPATION**

-consider adjournment of meeting for Public Participation, including District and County Councillors and Norfolk Constabulary.

*Suspend Standing Orders.*

**Team Salhouse** reported that verge grass have required several cuts during the month of May to tackle the lush growth due to the variable weather and Norfolk County Council's reluctance to send out their mower gangs earlier than the beginning of June.

A group litter pick took place on May 16<sup>th</sup> at the Broad prior to the Green Boat Show, we were pleased to find very little litter, hardly amounting to half a bin bag.

Team Salhouse had a stall at the Village Fete with an informative display of our achievements over the past year. A raffle and sale of donated items raised £54.55

Many people expressed their thanks to the Team for the work we had put in to achieve a good display and the winter and summer planting.

On the 30<sup>th</sup> May, three team members planted the Jubilee tree at the Recreation Ground under the guidance of the Tree Warden Ian Flatters.

Flowerbeds have now been planted up with a red, white and blue theme in keeping with the Jubilee celebrations. We also took on the maintenance of the flowerbed and the grass cutting at the Jubilee Hall as Tim Nelson was unable to continue to look after them. Again we have kept to the red, white and blue theme. The Village Hall committee should be paying for the plants

**Norfolk Constabulary** – report forwarded by PCSO Hall and read by the Clerk.

There had been three recorded crimes in the Parish for May 2012.

1. Fraud by false representation, 18-24/11/2011 – Offender contacted victim via facebook.
2. Domestic 01/05/2012
3. Theft from a motor vehicle, 19 – 20/05/2012 Mallard Close, van broken into and items stolen.

### **Ms. P. Gallanders.**

Informed the Parish Council about legislation that was being sought to allow persons to find who had made incorrect remarks about them on blogs on websites. This is an ongoing matter.

**S. District Councillor Buckle** – arrived late as arranged.

Cllr. Buckle had received requests from residents regarding speeding in Green Lane West, Rackheath and Honeycombe Road, Salhouse and asked the Council if there were any further problems in Salhouse.

He was informed of the speeding along Salhouse Road (leading to Bell Lane) past the Salhouse Lodge and Salhouse Church.

Also informed us of footway complaints to the bus stop on the east bound lane and the Council informed him that this footway was in Norfolk County's Programme for this year.

**Cllr. Hastings. – Coltishall.**

Reported his objections to the proposed purchase of the remaining area of Coltishall Airbase, by Norfolk County Council as there had been no details of what they were proposing to do and other developers had already forwarded plans and their proposals. Where has this money suddenly come from, when cuts are being made on the services upon which the most vulnerable depend.

**12/96 MINUTES OF MEETING 9.05.2012**

**Minute 113 – Jubilee Hall** - Cllr Piper asked that the wording "Cllr. Piper stated that Jubilee Hall would be ideal for a Wi-Fi hotspot", be added at the end. This was duly inserted and the minutes were accepted and signed as a true record by the Chairman.

Proposed Cllr. Taylor and seconded Cllr. Peck.

**12/97 CLERKS REPORT.-previous minutes of 9<sup>th</sup> May 2012**

**See Appendix 1.**

**12/98 CORRESPONDENCE.**

- a) Broads Authority – Updates to broads Landscape Character Assessment.  
Taken by Chairman for circulation.
- b) MAZARS LLP – Have been appointed as our external auditor for the next five years.  
Council were satisfied with this decision.
- c) Resident – Linda Smith re traffic at junction with Upper and Lower Street  
Discussion on this revealed other problems with traffic at Lower Street, regarding large vehicles and this has been referred to PCSO Hall.
- d) BDC – TPO Revocation Order No. 2012/15 – Trees at Warren Green Salhouse.  
Broadland District Council TPO 1986 No. 5 made on the 26<sup>th</sup> June 1986 has been revoked.  
These trees are now protected by Order No.2012/2 confirmed by the Council on 16<sup>th</sup> April 2012.
- e) Norfolk Voice June Issue received.  
Noted
- f) Parish Pages Issue June 2012 received.  
Distributed to all
- g) Letters from BDC and BA to display posters (supplied) on Notice boards.
  1. Free Big Lottery Workshops.- Cllr Robbins noted date and times and will contact the Clerk to book if available.
  2. Try a new sport.  
Displayed as requested.
  3. Broads Authority – Appointment of Independent Persons for the Broads Authority.  
No interest.
- h) Street numbering. Braemar, 11, Lower St, Salhouse NR13 6RW.  
Requested to contact BDC about removal of name as names were used in the Parish Plan to identify these properties.

**12/99 CODE OF CONDUCT**

After discussion it was decided to download information from Nalc website and make a final decision next meeting when in possession of all known factors. Continuing with old Code of Conduct in the meantime.

**12/100 COUNCILLOR CO-OPTION PANEL**

After discussion it was agreed to use this option of pre-interview. Questions will be drawn up and agreed. Interview of applicants will be very informal, just to be sure that the applicants have full knowledge of what is expected of them. Full council will then decide on the strength of feedback from panel.

Proposed by Cllr. Jefford and seconded by Cllr. Rose. 1 Cllr. abstained.

**12/101 FINANCIAL RISK MANAGEMENT- progress report.**

Cllrs had previously been forwarded copy of this document for perusal. It was suggested that the Clerks home was not the safest place for the back up disc to be and maybe it should be with the Finance Chairman. Fine tuning to this document could be done at any time in the future, including using CLOUD and in the meantime the Council should adopt the document as it is.

Proposed by Cllr Hastings and seconded by Cllr. Robbins.

Chairman thanked Cllrs. Taylor and Jefford for their hard work and the Clerk for her time and input.

**12/102 DIAMOND JUBILEE 2012**

Our memorial tree had been planted, Jubilee flag had been flown and the fete had been well attended in spite of the weather. It was brought to the attention of the Council that an unveiling of the Queen's Diamond Jubilee plaque on the Rowan Tree had not yet taken place and it was agreed to contact the Chairman of Broadland District Council (Mrs. Shelagh Gurney) to take tea with the Jubilee Mardle group and then carry out this task for us. Jubilee Mardle group to be contacted first before forwarding the invitation.

**12/103 FINANCE**

**a) agree cheques for payment**

Cheques value £4481.80 were agreed for payment Proposed Cllr. Taylor and Cllr. Hastings.

**b) Balances were agreed as presented on the new spread sheet (Financial Risk)**

**c) To accept quotation for pollarding WillowTree at Upper Street Pond, if received.**

To date no new quotations had been received and the Clerk was to chase them all again.

**d) To consider purchase of Norfolk Link magazine for each councillor, £5 each per year.**

After discussion it was agreed to order copies for each councillor of the Norfolk Link, Nalc, cost being £50 per year. Proposed Cllr. Robbins and seconded Cllr. Simpson.

**e) Audit Commission Local Councils in England. Annual return for year ending 31<sup>st</sup> March 2012 was agreed and signed in readiness for our Internal Auditor. End of year figures in ledger were also signed off.**

**12/104 TO RECEIVE COMMITTEE REPORTS.**

**a) PLANNING**

There have been two Planning Committee meetings since the last Parish Council meeting on 9<sup>th</sup>. May, 2012.

**Planning Meeting held on 16th. May, 2012 to consider:**

P.A. 20120606 –Swallow Barn, Hall Drive, Salhouse  
To extend time limit of Planning Permission P.A. 20090867  
There were no objections.

P.A. 20120705- The Reeds Cottage, Chapel Loke, Salhouse  
For: Conservatory to side.  
There were no objections.

APP/K2610/A/21752754/NWF- Land off Salhouse Road, Rackheath  
No comments.

**Planning Meeting held on 6<sup>th</sup>. June, 2012 to consider:**

P.A. 20120753- 90 Lower Street, Salhouse,  
For: Single Storey Rear Extension  
There were no objections.

**Planning Decisions from Broadland District Council**

None.

**Current Enforcement Notices April, 2012**

**2011ENF199** – Football Pavilion, Thieves Lane, Salhouse  
Container still unpainted.

**2012ENF082**- Meadowhill, 90 Lower Street, Salhouse  
Works to trees & removal of brick wall in a C.A.  
Letter Sent.

**2012ENF117**- GSA Marine Ltd., Wood Green Industrial Est. Salhouse  
Cutting & grinding of materials causing significant disturbance  
Actions ongoing.

**2012ENF134** – West House, 99 Lower Street, Salhouse  
Unauthorised works to trees.  
Action ongoing.

**Closed Enforcement Notices April 2012**

**2012ENF121** – Twigs, 100 Lower Street, Salhouse  
Use of outbuilding for separate unit of accommodation  
No Breach – No occupation, used for storage only.

**Current Outstanding Enforcement Notices May, 2012**

**2011ENF117** – GSA Marine (Boatbuilders) Ltd. Wood Green Ind. Est.  
Cutting & grinding materials causing significant disturbance.  
Action ongoing.

**2012ENF058** – The Pines, 6a Mill Road, Salhouse  
Unauthorised works on trees in C.A.  
Letter to occupier offering simple caution.

**Closed Enforcement Notices May, 2012**

**2012ENF134-** West House, 99 Lower Street, Salhouse

Condition 3 has been complied with. Trees have been protected as shown on approved plan.

**2012ENF082** – Meadow Hill, 90 Lower Street, Salhouse

The current development represents a scheme that would have been granted permission if it was sought, therefore it would not be expedient to pursue any further.

**2011ENF199** – Football Pavilion, Thieves Lane, Salhouse.

Storage container has been painted. Condition has been satisfied.

b) **FOOTPATHS**

Cllr Piper had walked these mainly this month and whilst they were generally alright there was lush growth causing obstructions .FootpathsNo.s FP7, FP8,FP11 and FP12 Requiring attention. Clerk to contact the various landowners.

c.) **RISK ASSESSMENT.**

Next report due August, done on a quarterly basis.

**12/105 JUBILEE HALL.**

Council confirmed meeting with Jubilee Hall Management Committee at the hall on Monday, 18<sup>th</sup> June 2012 at 7.00pm. Clerk provided copy of lease for members to explore before the meeting.

Also completed questionnaire forwarded to the Jubilee Hall Committee regarding Christmas Fayre and Wi-Fi facilities.

Jubilee Hall Committee have not yet set a date for their next Committee meeting, so that we still cannot select a representative to attend on our behalf.

**12/106 EMERGENCY RESPONSE**

Cllrs McCormick and Piper attended a meeting on “Community Resilience at BDC on May 14<sup>th</sup>. Work on the plan is ongoing.

Cllr. Piper reported that various copies of feedback would be forthcoming to the Council members.

**12/107 CHANGE OF MEETING DATES.**

Date was confirmed for August meeting. (15<sup>th</sup>)

It was also agreed to change September meeting date from the 12<sup>th</sup> to the 19<sup>th</sup>.

Proposed by Cllr. Taylor and seconded by Cllr. Cooper. Unanimous decision.

**12/108 TROD – DELIVERING LOCAL HIGHWAY IMPROVEMENTS.**

Salhouse C283 Norwich Road between 74 Norwich Road, Salhouse No’s 82/84 Norwich Road.

Acceptance form has been completed and returned. We await further contact from Norfolk County Council regarding progress.

**12/109 SALHOUSE ROVERS FOOTBALL CONTRACT.**

Clerk has still not received confirmation that Salhouse Rovers do not have any further issues with this Contract. Clerk to write again and ensure that documentation regarding Insurance, Fire etc is available before the 5-a-side tournament being held on 23<sup>rd</sup>/24<sup>th</sup> June.

**12/110 NEIGHBOURHOOD PLAN.**

Verbal communication received that we have been given the financial go-ahead and we await written confirmation. Meeting arranged at the Jubilee Office by members on Monday, 18<sup>th</sup> June 2012 to discuss enlisting as much help from Village residents as possible.

Cllr. Robbins to contact everyone with any updates and confirmations.

**12/111 NORWICH POLICY AREA**

Confirming letter distribution forwarded to A. Proctor, leader of Broadland District Council. Clerk has currently received confirmation from Andrea Long on behalf of the Broads Authority.

**12/112 REVIEW STANDING ORDERS.**

Date for Councillors review of Standing Orders arranged as July 9<sup>th</sup>.

**12/113 RESOLUTION.**

It was agreed to disband the Playing Field Committee and have three council members (as selected at the Annual meeting of the Parish Council) reporting to full Council. These same councillors would form a working party to carry out ideas put forward by the parish Council. These ideas have yet to be agreed.

Proposed by Cllr. Jefford and seconded Cllr. Simpson.

**12/114 NORFOLK COUNTY COUNCIL- Mineral Site Specific Allocations Development Plan Document (DPD) and Waste Site Specific Development Plan (DPD):**

Representation to Pre-submission documents by 29<sup>th</sup> June.

After discussion Council decided that they did not have enough experience in soundness and legal compliance and would therefore have no comments.

**12/115 REVIEW CONSERVATION AREA.**

As there has been no further contact, Clerk was requested to communicate with Barbara Hornbrook and ask for proposed meeting dates to be submitted.

**12/116 COUNCILLORS INPUT**

Cllr. Rose enquired again about the parking of vehicles on the footways causing obstruction. Clerk replied that PCSO had been contacted.

Cllr. Hastings expressed his concerns about the Coltishall problem.

Cllr. Piper reported that he had been in contact with Highways regarding the signage at Hall drive as he felt it could be improved. After discussion he felt that he would again contact them as a private individual

Cllr. Piper also supported the suggestion of contacting Barbara Hornbrook regarding the removal of names from some of the Salhouse properties.

Cllr. Jefford asked if there had been any further problems with the sewerage overflow at the Woodbastwick end of the Village.

Clerk and Cllr. Simpson replied that none had been reported.

Cllr. Peck reported that the pavilion owned by the ceased Bowls Club would make an ideal Meeting place for Emergency Response, if it could be moved.

Resident Ms P. Gallendars stated that she would see if she could arrange the moving of the benches.

Also Cllr. Peck was under the impression that the Memorial Benches were going up to the Church, this has to be confirmed with Mr. R. Waxham before assisting with this move.

Cllr. Cooper reported that the notice board on the Recreation Ground has been removed from its posts and suggested that the Clerk also report this to PCSO Hall.

**12/117 PARKED ITEMS (on-going items, awaiting response)**

ALLOTMENTS

BI- MONTHLY NEWSLETTER – Footways, Dog Fouling.

DRAINAGE – MILL ROAD

HALL DRIVE PONDS  
TREES – MILL ROAD  
DIRECTIONAL SIGNAGE.

**12/118. DATE OF NEXT PARISH COUNCIL MEETING.**

Date of next meeting will be 11<sup>th</sup> July 2012.

There being no further business, Chairman thanked all for attending and closed the meeting at 9.55pm.