

SALHOUSE PARISH COUNCIL

Minutes of Salhouse Parish council meeting held in the Jubilee Hall on August 15th 2012 at 7.30pm.

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**.

12/144 PRESENT: Cllr. R. Cooper (Chairman),Cllr. K.Robbins (Vice Chairman) Cllrs N.Taylor, P. Peck, S.Piper, S.Simpson, P. Jefford, C.McCormick and the Clerk. D.R.Wyatt.
Five residents were also present

12/145 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr. Rose.

12/146 DECLARATION OF INTERESTS (Agenda items only) –Members are invited to declare a personal or prejudicial Interest in items on the Agenda, requirement of Parish Council Model Code of Conduct Order 2008 s8 Form, revised 1st July 2012 and Localism Act.
Declarations of Interest were declared by:-
Cllr. Cooper – Parish Council representative on Salhouse United Charities.
Cllr. Jefford – Member of Salhouse United Charities Board.

12/147 CHAIRMAN’S REPORT.
There was no Chairman’s report.

12/148 PUBLIC PARTICIPATION
-consider adjournment of meeting for Public Participation, inc: District and County Councillors and Norfolk Constabulary.

Suspend Standing Orders

Norfolk Constabulary

PCSO – Robert Hall had forwarded a report, which was read by the Clerk as follows:-

Only one crime had been reported for the month of July.

1 – Burglary in a building other than a dwelling, 13/07/2012, Lower Street. Open garage entered and items removed.

Resident Mr. I. Smith asked the Chairman about his article in the Saga and stated, that as far as he was concerned he had no confidence in him as Chair of the Parish Council as he fails to represent the residents at the Station Road end of the Village.

Chairman replied that he had friends and relatives living in Station Road and apart from SNUB members no one had complained to the Parish Council about lack of representation.

After confirming that the Chairman had received his letter about the said article resident **Mr. S. Heard** asked when he was likely to get a response. Chairman stated that he would not be responding.

District Councillor S.Buckle.

Reported on the speed problems at all the regular spots.

Joint Core Strategy

Many in Wroxham ward are concerned about the quality of their lifestyle and are sympathetic with residents living on Station Road.

Wroxham/Hoveton is carrying out a speed count and urge that we take stock of traffic routes and problems.

Resident Mrs. J. Blake, reported that she had received the Neighbourhood Plan residents letter this morning.

Resume Standing Orders.

12/149 MINUTES OF MEETING 11.7.2012

Minutes were agreed as being a true report and duly signed by the Chairman.
Proposed Cllr. Peck and seconded by Cllr. Simpson.

12/150 CLERKS REPORT.-previous minutes

a) Honeycombe Road.

Clerk reported reply from A.J.Cator, Woodbastwick Estate office regarding our request for a "safe access" onto Honeycombe Road.

"Unable to help as there would not be anywhere for the footpath to cross the land as this is in Trust and unable to allow this to happen."

b) Upper Street Pond.

Confirmation received from Woodbastwick Estates that the Parish Pond is not in either the J.C.Cator 84 Settlement or marked as registered under the Cator Family on the Land Registry.

c) Conservation Area Review.

Reply had been received from Barbara Hornbrook stating that she anticipated two public consultation events will be held in the village, probably during October.

These normally take the form of a "drop in" morning or evening. If the Council was holding similar events it might be possible to combine the two.

Following the events it would be hoped that a report would be put to the Planning Committee by the end of the year to confirm the new appraisal and any boundary revisions.

12/151 REVIEW OF AGENDAS & PARISH COUNCIL MEETINGS

Consider whether to continue Clerks assistance by recordings.

After discussion a vote was taken.

Voting was four for and four against. Chairman used his casting vote to make it five against.

Option given for the Clerk to continue recording the meeting but the Clerk decided to stop immediately.

12/152 STANDING ORDERS REVIEW.

A working party consisting of Cllrs Jefford, Robbins, Cooper and Piper had reviewed the Standing Orders. Clerk and Councillors were presented with relevant paperwork and this was read to the Council by Cllr. Jefford. After brief discussion, it was agreed by all councillors present to accept the working party report and place these items into our Standing Orders. Clerk to action.

12/153 BY- ELECTIONS.

Ways of covering costs of by-elections.

Responsible Finance Officer (Clerk) had spoken to Cllr. Taylor previously about this matter and gave permission for Cllr Taylor to explain it to the Councillors present.

R.F.O reported that the reserve account would be broken down before the next budget meeting in December.

12/154 NEIGHBOURHOOD PLAN

Progress, Select chairman and steering group.

Volunteers still required to deliver newsletters. Chairman called for nominations for the Chair of the Neighbourhood Plan from the Parish council members. It was pointed out by the councillors that they had come so far without a Chairman and it had been agreed that a Steering group would hopefully be formed after the Open Day arranged for October 13th.

Chairman stated that if no one was prepared to take this position, we should stop now.

After further discussion it was agreed to take this decision at the meeting to be held on the 27th August at 10.00am.

12/155 COUNCILLORS' DETAILS.

Notice boards and Parish Web Site.

After small discussion about councillors details, Cllr. McCormick asked for an up to date list of councillors names, addresses and e-mail addresses. Action by Clerk.

12/156 PLAYING FIELD

a) Picnic bench.

Discussion about this was deferred to the next meeting as Cllr. Rose was unable to attend.

b) Report from National Playing Field AGM –by Cllr. Rose, distributed to all and read by Cllr. Robbins.

Cllr Robbins and I attended the above AGM.

There was a report given which seemed to suggest that the Association's funds were in a sound position.

New members were requested for the Committee and names were put forward and accepted.

There were two speakers: Alison Taylor from Wymondham Town Council who spoke about her mission to get a good central play area for Wymondham. This was very interesting, they seem to have some small play areas dotted about the fringes of the town but she particularly wanted to get one with a central position so that parents did not have to drive the children to a play area.

The second speaker was Anne Barnes, the Clerk of Cringleford Parish Council who outlined the history of how they have obtained the facilities, including extending the hall, cricket pitch, 6 tennis courts, a new zip wire (which had been situated away from the main building and under the trees, to alleviate the noise of the equipment).

There was also information relating to Outdoor Gym equipment, which seems quite popular at the present time and which is being promoted for both teenage children and adults. Cllr Robbins and I both thought that this may be a possible project to further equipment at the playing field, and we obtained some literature regarding this. I would ask the councillors for the Playing Field Working Party permission to look further into the companies who provide this equipment and also the prices.

There was also a talk by the Chairman regarding the subject of registering playing fields and other green areas (QEII Field Challenge).

The QEII Challenge is a new programme to mark Her Majesty the Queen's Diamond Jubilee. The Challenge aims to protect 2012 outdoor recreation spaces in communities all across the country.

The land in question would be safeguarded in case of potential development which, if a compulsory purchase order was issued over the land, then alternative land would have to be provided for new facilities at least of a similar standard to the existing. The Chairman reported that to-date around 70 playing fields in Norfolk had already been registered and encouraged Parish Councils to register their recreation area.

May I ask that the Clerk be instructed to look further into this on our behalf and write to Salhouse United Charities advising them of our interest in this regard.

Action. Council agreed that the Clerk carry out this instruction.

c) Registration of the Recreation Ground with the Queen Elizabeth II Fields in Trust.
To be carried forward to next agenda.

d) ROSPA REPORT.

Clerk confirmed that the report had been received and all was in order. There was a administration matter that was being looked into.

Cllr. Jefford asked that a firm date and time be made for the next inspection so that councillor could also be present.

12/157 **CORRESPONDENCE.**

Department for Communities and Local Government. Openness and transparency on personal interests. A guide for councillors forwarded to all members by Clerk.
It was agreed that copy be placed with the Standing Orders. Clerk to action.

Resignation received from Cllr. D.Hastings on 28th July, with immediate effect.
Chairman asked Clerk to reply with the normal letter of goodwill.

Modifications to the CIL draft charging Schedule, Joint Core Strategy for Broadland, Norwich and South Norfolk, publication of content proposed for submission received from the GNDP team, copied to all councillors. Confirmed that this will apply to all, so comments awaited.

Clerk asked to forward original comments, nothing to add.

A.O.N. Insurance has requested that under the cover of the Fidelity guarantee, the password be changed every six months as this is a condition of the increased cover.
Noted.

12/158 CODE OF CONDUCT

All Members Register of Interests, have been signed and returned. Instructions will be forwarded about the Web Site and this will have to be included in the review of Standing Orders.

It was agreed to wait for the decisions about insertion of Register of Interests onto the Website until further instructions received from Norfolk Association of Local Councils, when Standing Orders will be reviewed again with all relevant matters that now have to be included.

12/159 COUNCILLOR CO-OPTION PANEL

Ongoing

12/160 DIAMOND JUBILEE 2012

Clerk had thanked Cllr. Roger Foulger for attending our Diamond Jubilee 2012 plaque unveiling ceremony and afterwards at the Mardles 50's Celebrations party at Jubilee Hall. Cllr. Foulger's reply was read to the Council by the Clerk "Thank you for your message. It was a pleasure to do the unveiling and attend the Mardles afterwards. It was a very pleasant event and I was certainly very well looked after by one and all."

12/161 FINANCE

- a) Cheques to the value of £ 1306.66 were presented to the Council for payment by the RFO and agreed for payment. Proposed by Cllr. Taylor and seconded by Cllr. Simpson.
- b) Statement balances were agreed by Cllr. Cooper and signed accordingly.
- c) Ownership of Parish Pond at Upper Street having been confirmed after discussion work for Willow tree pollarding was awarded to Ian Flatters. Clerk to confirm.
- d) Clarification sought by the RFO regarding payment to Salhouse Fete Committee. Authorised to draw cheque for £180, being balance of sum provisionally agreed, and no charge for field hire. Declarations of Interest were declared by Cllrs. Cooper and Piper as members of Salhouse Fete. Proposed by Cllr. Simpson and seconded by Cllr. Jefford.

12/162 TO RECEIVE COMMITTEE REPORTS.

- a) **Planning** – read by Cllr. Robbins.
There have been no planning meetings since the last meeting.

DECISIONS FROM BROADLAND DISTRICT COUNCIL.

P.A. 20120606- Swallow Barn, Hall Drive, Salhouse
To extend time for planning permission P.A. 200-90867

Full Approval.

P.A. 20120705 – The Reeds Cottage, Chapel Loke, Salhouse
For: Conservatory to side

Full Approval

Cllr. Robbins suggested that an updated information leaflet should be distributed in the C.A. to remind residents of the Conservation Planning Guidelines.

b) Footpaths – Report supplied by Cllr.S. Piper.

Ident	Description	Condition
FP11	Lower Street – FP7	Clear.
FP7	Vicarage Lane - Church	Generally clear. Loose fingerboard post at junction with FP8. Fingerboard lying on the ground near war memorial.
FP8	FP7 – Vicarage Road	Clear.
FP12	Church – Howletts Loke, past Salhouse Hall	Generally clear.
FP14	Hall Drive – Station Road	Clear.
FP4	Howletts Loke, across railway	Clear although route of footpath difficult to determine after first field.
FP5	Howletts Loke – Bell Lane	Clear
FP1	Beside railway, North of village	Clear.
BR3	Parallel to railway, North of Stonehouse Road	Clear.

c) Risk Assessment.

None this month.

8.50pm *District Councillor Buckle and resident S. Heard left the meeting.*

12/163 JUBILEE HALL.

Meeting dates – still waiting for confirmation.

All Jubilee Hall matters referred to the Confidential section.

12/164 EMERGENCY RESPONSE

Progressing.

12/165 BDC – Gambling Review – carried from last agenda.

Clerk to request a hard copy and place on next agenda.

12/166 SALHOUSE ROVERS FOOTBALL CONTRACT.

Contract has been signed and permission given for training and friendly matches on Sunday mornings.

Fixture list received for Senior fixtures, Sunday K.O's 10.30am. Will be listed and placed on Notice Boards by Clerk.

Clerk explained to Council that they now were covered by SFC for 6 years. Council concerned and await reply from Critten Electrical.

Clerk was asked to remind SFC of our need for the receipts for costs incurred whilst the Recreation Ground was damaged.

12/167 QUEEN ELIZABETH II DIAMOND JUBILEE 2012.

Decision to plant Rowan Tree at the Recreation Ground, was confirmed.

12/168 REVIEW CONSERVATION AREA.

-to arrange a date for councillors discussion.

After discussion it was agreed to ask to see BDC's proposal, included in the review and push for area extensions. Clerk to contact Barbara Hornbrook again.

12/169 BI-MONTHLY NEWSLETTER.

A need for more areas to be covered and to discuss this at the next meeting.

12/170 BROADLAND DISTRICT COUNCIL

Consultation on Alternative Sites for Potential Development.- Replies have been forwarded.

12/171 NORWICH POLICY AREA.

Thanks were given to Cllr. McCormick and Ms Gallanders for their work on this item and it was to be removed from the Agenda.

12/172 CLERKS HOLIDAY – 5 held over days from 2011.

Request for August 24th plus 28th,29th,30th and 31st.

Granted by the Council. Chairman stated that extra cover was not required as the Clerk was at home.

12/173 COUNCILLORS INPUT and any other relevant matters

a) Cllr. McCormick reported glass by the bins on Recreation Ground, Clerk to report to authorities.

b) Cllr. Taylor notified all that the electricity would be cut off on 24th August at 8.30am – 3.30pm.

Cllr. McCormick, who had recently held a wedding at All Saints Church, explained how he had been able to obtain signs via Police to place outside to regulate the traffic. P.C Hall to be contacted for weddings or funerals.

Cllr. Robbins thanked Cllr. Simpson for the lovely "Torch" flower arrangement she had done for the Church Celebrations.

Cllr. Piper asked for the advertising sign opposite the Recreation Ground to be reported to the authorities.

After discussion, clerk was asked to contact the Royal Mail authorities and enquire about the situation being rumored about the closure of the Post Office, in Lower Street, Salhouse.

Chairman stated that he would be away from August 31st to 14th September.

Joint Core Strategy Consultation.

A working party was set up to agree a balanced précis document, pointing residents in the right direction and returns to be their own opinions. It was agreed that the sum of £40 could be spent in producing copies of reply forms for completion, envelopes stamped “From the Parish Council” and delivering them to every house in the Village.

Cllr. Piper and another Councillor to action.

12/174 PARKED ITEMS (on-going items, awaiting response)

ALLOTMENTS

DRAINAGE – MILL ROAD

HALL DRIVE PONDS

TREES – MILL ROAD

DIRECTIONAL SIGNAGE.

BDC – AWAITING REPLY FROM BARBARA HORN BROOK RE- CHANGE OF NAMES TO LISTED HOUSES IN VILLAGE

12/175. DATE OF NEXT PARISH COUNCIL MEETING.

Date of next meeting will be 19th September 2012.

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Meeting closed at 9.55pm.

Internal items. – Trustees at Jubilee Hall

After much discussion it was agreed to contact Solicitor for advice on “what questions to ask” and “what to look for”

Council Finances.

Clerk to provide a breakdown of Budget cash and transfer balance from one account to another.

Meeting closed at 10.30pm.