

# SALHOUSE PARISH COUNCIL

**Minutes of the Parish Council Meeting held at Salhouse Jubilee Hall on Monday, 16<sup>th</sup> June , 2014 at 7.30pm.**

Present: Councillor C. McCormick (Chairman)  
Councillor D. Taylor  
Councillor N. Ball  
Councillor C. Dady  
Councillor S. Heard.  
Councillor Mrs. S. Blow.  
Councillor Mrs. L. Fielder (late)

Officer: Daphne Wyatt – Clerk

Visitors in Attendance: District Councillors Stephen Buckle and Alex Cassam  
Three members of the public.

**2014**

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

**643.1** To consider and accept apologies for absence.  
Cllr. L. Fielder had informed the Chairman that she might be late.

**643.2** There were no co-options

**643.3** There were no resignations.

## **644 OTHER MATTERS**

**644.1.** To elect the Vice-Chair

Cllr. Taylor was willing to be Vice Chairman if he could be relieved of the responsibility of the Neighbourhood Plan. To be discussed later.

In the interest of sharing responsibilities the Chairman referred to his offer at the previous meeting that he would stand aside as Chairman of Planning Committee and allow another to be elected in his place, if anyone would volunteer.

Cllr. Heard volunteered for this position, there were no objections, so was duly elected.

**644.2** To consider those relevant matters (if any) contained in paragraphs (iii) to (ix) and (xi) to (xvii) of Section 5 k of Standing Orders outstanding from last month's meeting 19<sup>th</sup> May 2014

(ix) To review Financial Regulations. See Agenda for July 20th 2014.

**644.3** To allocate Councillor's responsibilities. List provided for councillors.  
Finance (Budget) Committee – Responsible Finance Officer D.R. Wyatt.  
Working party of Chairman, Cllr. Taylor and Cllr. Dady. Cllr Taylor to chair meeting.

Finance Chairman – Cllr. Taylor.

Council Internal Auditor – Cllr. McCormick.

External Auditor – Mrs. Pauline James – confirmed.

Cheque signatories – Cllrs. Taylor. McCormick & Heard. Clerk to countersign.

(xi) Representatives arranged for:-

Jubilee Hall – Cllr. S. Blow

Salhouse United Charities – Cllr. S. Blow

Playing Field/ Recreation Ground – Cllr. N. Ball.

Footpaths – Cllr. N. Taylor.

General Risk assessment – Cllr. McCormick.

Financial Risk Assessment – Cllr. Taylor.

Advisory Group – will be agreed when required.

Tree Warden – Clerk will contact Mr. I. Flatters.

Neighbourhood Plan – Members will be consulted at the next meeting on 14<sup>th</sup> July.

**644.4 Questions of the Clerk by Members.**

There were no questions for the Clerk to answer.

**645 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.

There were no declarations of interest.

**646 MINUTES OF PREVIOUS MEETINGS.** To confirm that the minutes of 7<sup>th</sup> April were unanimously agreed between meetings (Standing Order Section 3 (x))

Minutes of the Annual Parish Council meeting for 19<sup>th</sup> May 2014, were proposed by Cllr. McCormick and seconded by Cllr. Fielder and signed as a true report by the Chairman.

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

This is the first full meeting that I have chaired, and I would like to thank Councillors and the public for their support.

It seems to be traditional to start these reports with the weather. Well, it has been very warm in the last couple of week so perhaps summer is here at last. Appropriately, we now have two campsites in Salhouse. The site at Salhouse Broad was very busy over the last Bank Holiday weekend, and there seemed to be a very cheerful atmosphere when I walked past. We also recently visited some friends staying in their caravan at The Lodge campsite, and they were very complimentary about that site and the facilities it offers. This is a good thing for the village.

It has been a quiet month for the Parish Council . On 2<sup>nd</sup> June I attended on behalf of the Council the preliminary Inspector's meeting for the NDR enquiry. This meeting laid out the timetable for the enquiry. The key date at the moment is 30<sup>th</sup> June, when objectors' representations have to be received. We also have to look out for the dates of the planned local open meetings, which have yet to be announced.

I can also report that there appears to be progress with the new shop in the old sorting office, but there is no sign of when it might open. And finally, this week someone has started a new Facebook noticeboard page, hopefully this will be a good asset for the village.

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

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

**648.1** See addendum

**648.2** See addendum

**648.3** See addendum

**648.4** See addendum Public submission questions relating to local issues.

**Resume Standing Orders**

**649. CORRESPONDENCE**

**649.1** To note the e-mail received from **Broadland District Council** containing Electoral updates.

**649.2** To note the **Rural Services Network (RSN)** Invitation to nominate one or two councillors to become involved in providing a voice for rural communities.

Cllrs C.Dady and N.Ball volunteered to become involved.

**649.3** To note the e-mail received from **Anna Jakob** – suspicious packages inside drink cans.

Reported to Safer Neighbourhood Team plus reporting of strong urine smell from the wooden playhouse. – See Recreation Ground report

**649.4 Letters received**

**Norfolk County Council** –official signed copy Statement of Common Ground, received by Clerk.

**649.5 ROSPA** Confirmation of inspection of Recreation Ground taking place during June 2014 – Noted

**649.6 Norfolk RCC** – Invitation to AGM – Monday 30<sup>th</sup> June 2014, Ambassador Way, Greens Road, Dereham, Norfolk at 3.30pm. – Noted

**649.7 NDR PLANNING INSPECTORATE.** Changes made in procedure dates. Material previously called for Deadline 2 will now be required by 11.59am Monday 30<sup>th</sup> June and Statements of Common Ground or amendments to same by 11.59am by July 2014. Sites for information as below:-  
<http://infrastructure.planningportal.gov.uk/document/2524278>  
<http://infrastructure.planningportal.gov.uk/norwich>

**649.8 DEPARTMENT OF PLANNING & TRANSPORTATION GRANT**

See minute 656.

**649.9 East of England R.T.P.I** Conference on Housing (E-mail forwarded 4<sup>th</sup> July) Chairman volunteered to attend this meeting and it was agreed that the fee of £126 inc: V.A.T plus travelling expenses would be paid by the Parish Council.

**649.10 Northern Distributor Route.** It was noted that there was an open meeting of opposition groups on 17<sup>th</sup> June to be held in Stanley Cooper Hall, Charing Cross, 17-19, St. John Maddermarket, Norwich, at 7-9pm.

**650 FINANCIAL MATTERS.**

**650.1** To **AGREE** and **RESOLVE** the following payments and other matters:-  
Cheque payments as per distributed list in the sum of: - £2987.74 proposed by Cllr. McCormick and seconded by Cllr. Dady.

**650.2** Monthly balances as per ledger figures.

**650.3** Statement balances as declared on cheque list.  
Finance Chairman Cllr. Taylor had checked and agreed the above items. Seconded Cllr. S. Heard.

**650.4** Parish Council accounts for the year ending 31<sup>st</sup> March 2014, together with the Annual Return form, Bank reconciliation for the year 2013/2014 and supporting documents to be submitted to Mazars LLP were approved, and the Chair and Clerk were authorised to sign the accounts and Annual Return appropriately. These will now be checked and signed by our Auditor, before forwarding to the Audit Commission Mazars LLP.

**650.5** To confirm acceptance of quotation from Paul Miles for engraving missing words on the Salhouse War Memorial. (Standing Orders Section 3 (x).

**651 PLANNING APPLICATIONS.** – Report by Cllr. C. McCormick.

**PA 20140560** – Oaklea, 32 Lower Street - Extension to existing rear dormer window submitted 7<sup>th</sup> April Full Approval 2<sup>nd</sup> June 2014

**PA 20140673** – Honeycombe Farm, Honeycombe Road – Demolition of existing dwelling and erection of replacement dwelling – submitted 15<sup>th</sup> April .Full Approval 20<sup>th</sup> May 2014

(Existing building to be demolished within 6 months of new being occupied – as per SPC request)

**No Decision received**

**PA 20140750** - 12, Mill Road, Salhouse – 1. Front Porch. 2. Two Storey Rear Extension. 3. Detached Garage with room in roof – submitted 2<sup>nd</sup> May

Correspondence received - None

Investigation/Enforcement Cases Open - None

Investigation/Enforcement Cases Closed - None

Planning Applications or Decisions Received from THE BROADS AUTHORITY- None

**652. NEIGHBOURHOOD PLAN**

**652.1** The Steering group has produced a ‘Vision for Salhouse’ separate flyer, in Saga. Meetings will begin with various groups in future. Notes will be on Website. Neighbourhood Plan network meeting was held on 12<sup>th</sup> June. Issues – interesting to discuss in future.

**653 CONSULTATIONS.**

**653.1. 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.

Confirming reply forwarded by Chairman C.McCormick confirming views remain firmly as were previously submitted.(Standing Orders Section 3 (x))

**654. COMMITTEE & REPRESENTATIVES REPORTS.**

**654.1. FOOTPATHS** – There was no report.

**654.2. RISK ASSESSMENT – GENERAL** – There was no report.

**654.3 JUBILEE HALL** – There was no report.

**654.4 RECREATION GROUND**

Cllr. N.Ball, confirmed that he had been and inspected the Tower at the Recreation Ground and suggested that a power wash with disinfectant twice yearly would possible suffice. Clerk to arrange the immediate cleansing of the Tower and arrange for quotations to be obtained for cleaning all playground equipment once a year, possibly in the springtime.

**655 SOCIAL MEDIA & COMMUNICATION PAPER.**

**655.1** A meeting will be arranged to discuss how we move forward.

**656 DEPARTMENT OF PLANNING & TRANSPORTATION – GRANT**

Proposal for ‘Trode’ path along part of Norwich Road. Norfolk County Council are waiting for signed acceptance plus share of funds from Parish Council before proceeding. There was a lengthy discussion among councilors as to whether developer support for funding should be accepted. It was agreed that Broadland District Council would be consulted for their view.

**657 CHOOSING YOUR CHARITY**

**657.1** There were 22 replies from the parish 50% of which were for East Anglian Children’s Hospice. Voting was 11 for EACH, 5 for The Matthew Project, 2 each for Magpas and Age U.K and 1 for Citizens Advice Bureau. A cheque value £200 will be forwarded to EACH.

**658 COMMUNITY ASSETS**

Enquiries to Broadland District Council have confirmed that following the sale of the premises, the original ACV’s do not stand and should any of our village assets become available for sale again, the

Parish Council would have to re-apply for a new ACV. This would therefore now apply to the two shops but not the pub. There was no explanation as to why the old Post Office had been sold but the Parish Council had not been notified under the ACV scheme. It was also noted that the ACV applies only to premises and not to a business sold as a 'going concern'.

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

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

**659.1** See addendum

**660 COUNCILLOR'S INPUT.**

**660.1** Cllr. L. Fielder announced her resignation as she could no longer meet the start times of the meeting.

**660.2** Clerk to contact County Councillor again regarding sending a report to our meetings, if he were unable to attend.

**660.3** Question regarding colour of exterior brickwork of 'Radley's' (Old sorting office) was referred to Martin Thirkettle (Planning officer at Broadland District Council)

**661 MISCELLANEOUS**

**661.1 Annual Parish Meeting Minutes 2014**, can now be completed and forwarded to Mr. Prestwood, to complete and arrange for the pamphlets to be printed and distributed.

**662 DATE AND TIME OF NEXT MEETING.**

**662.1** The next meeting was confirmed as 21st July at 7.30p.m, in Jubilee Hall (Memorial Hall).

Note: 7.00pm if there are any plans to view.

There being no further business the Chairman thanked all for attending and closed the meeting at 9.43pm.

**ADDENDUM**

**648. PUBLIC PARTICIPATION – Suspend Standing Orders.**

**648.1** To receive a report from **County Councillor Tom Garrod**.

No report received.

**648.2 Report from District Councillors Alex Cassam & Stephen Buckle**

**Broadland District Council Annual Council 08052014 Summary** –Submitted Alex Cassam.

This is a summary of the annual reports submitted to BDC's AGM. The sections are points of interest and they are listed in the order which they appeared on the agenda and in accompanying paperwork. The majority of comments have been taken from the report from the Overview and Scrutiny committee. Information on the same theme which appears several times in paperwork has been consolidated into one section. The summary contains information relevant to **Wroxham Ward**.

**Norwich Northern Distributor Road - Local Impact Report**

The route of the NDR is of particular significance to Broadland as, either directly or indirectly, all of the wards in the district will be affected by its route. The route of the NDR would enable significantly enhanced public transport, cycling and walking networks and would allow for a Bus Rapid Transit network to serve key destinations.

That said, the length of the road, the many junctions it would have with existing roads and the impact it would have on local residents, it was considered important that Broadland make comment on the local impact it would have on the district.

The council is supportive of the long term goal of the road linking to the A47 at Honningham.

**Hardship Fund for Council Tax Reduction Scheme 2014/15**

A revised scheme has been introduced which incorporates a hardship fund.

**Budget to support Parish and Town Councils**

The council agreed to provide funding to support Parish and Town Councils across Broadland at a rate of 75% in 2014/15, 50% in 2015/16 and 25% in 2016/17.

Greater Norwich Growth Board Constitution (GNBC) and Community Infrastructure Levy (CIL)

The GNBC will be the vehicle used for the development set out in the JCS. Some of the GNGB's remit is:

- to provide a co-ordinated approach to the delivery of jobs, housing and infrastructure across the area
- to secure the co-operation of the partners

Pooled CIL funds should be monitored to ensure that Broadland receives its fair share of funding. The pooling of CIL funds **does not** include town and parish council / neighbourhood plan funding and administration elements. The pooling of CIL funds will aid the delivery of infrastructure across the Greater Norwich area.

### **Public Health Update**

The three goals of the developing Joint Health and Wellbeing Strategy 2014-17 are:

- Integration - of activity and outcomes, making services more joined up for those receiving them.
- Prevention - moving intervention much further upstream and making a difference before problems become acute.
- Reducing inequalities in health and wellbeing outcomes.

The three priorities of the developing Joint Health and Wellbeing Strategy 2014-17 are:

- Giving every child the best start in life.
- Reducing the prevalence of obesity.
- Improved quality of life for people with dementia and their carers.

### **Housing Update**

It is currently estimated that there will be over 104 affordable dwellings delivered over 2014/15 in Broadland. They will cover a range of tenures including: affordable rent, shared ownership and discounted market sale.

### **Broadland Economy Update**

Rackheath-based sign makers and print specialists CIM Signs and Graphics has been awarded £34,000 grant from the New Anglia Local Enterprise Partnership's Growing Business Fund to support their existing production and expansion. This will create additional jobs and safeguard existing one.

Please note that the next full Broadland District Council meeting (10th June 2014) has been cancelled due to lack of business and there will be no report.

#### **648.3 Report from Norfolk Constabulary – PCSO 8238 Bob Hall. – Months May & June.**

1 – Theft 20/3/2014 Station Road, Red diesel taken from static tank

2 – Theft from motor vehicle, 07-09/04/2014 Station Road, Wheels removed from vehicle.

3 – Burglary in a building other than a dwelling, 21-22/04/2014 Thieves Lane, tools taken from building site.

4 – Domestic, 22/04/2014#5 – Thefts, 22/04/2014 Norwich road, eggs and jam taken from roadside stall.

6 – Domestic, 23/04/2015

7 – Domestic, 26/05/2014.

#### **648.4 Public submission questions relating to local issues.**

**Mr Piper** requested that the Council consider moving the first PUBLIC PARTICIPATION agenda item to come before the MINUTES OF PREVIOUS MEETING (agenda item 646).

The reason for this is so that members of the public may comment on perceived inaccuracies in the minutes, which may not be available on line as the latest version, before the Council votes to approve.

*Comment, the PUBLIC PARTICIPATION agenda item appeared before MINUTES OF PREVIOUS MEETING as recently as April 2013.*

Similarly, it was requested that PUBLIC PARTICIPATION (agenda item 659) be moved to a slot after COUNCILLOR'S INPUT (agenda item 660) so that members of the public could usefully comment on items raised.

#### **Minuting of public participation – Ms.P. Gallanders.**

Thank you Mr. Chairman for confirming the policy to report verbatim the input the Council receives from residents in public participation. I have sat through most Council

meetings since Oct 2003 and am grateful that my input is recorded and noted. I believe it is an important part of involving the community.

### **Planning**

Cllr McCormick has been the Planning Chair and has a wealth of experience in Planning on the Parish Council which has been invaluable in dealing with Parish matters, whether individual or large scale. I realise that other Cllrs also need to be exposed to this area but may I respectfully request that Cllr Heard, as the new Chair of Planning, attends training at Broadland District Council. To date his focus has been more strategic, not specific, and with the current transition from the old Broadland Local Plan Planning Guidance to the Development Management Document with its reliance on the National Planning Policy framework, it will be essential to understand the principles if the residents of the Parish are to be well served. Indeed I myself shall also have to study and understand the new planning fundamentals to keep up.

### **Resume Standing Orders**

#### **659. PUBLIC PARTICIPATION II – Standing Orders suspended.**

##### **Norfolk County Council Parish Partnership Scheme 2014 – Ms. P. Gallanders**

Re: Minute 656. I am amazed at the discussion that has just taken place regarding the possible funding of the proposed Norwich Road road by a speculative developer. The original site of 5-10 houses next to Mr Jeans was objected to by the Parish Council, Broadland and Norfolk Highways Department as part of the Site Allocations process. The new site is twice the size with 20 houses and, as proposed in the presentation in February, is not in keeping with the surrounding area but potentially more like the garage site. Cllr Taylor also pointed out that it did not coincide with the current Neighbourhood Plan thinking. Therefore, as the Parish has already met its formal JCS housing requirement, this site is surplus to requirements. By accepting payment from the speculative developer the Parish is effectively weakening its position should this site again be put forward for development. It also sets an unwise precedent.

##### **Re: Minute 652. -Conduct of the Neighbourhood Plan**

Following on from this discussion I have concerns that the Parish Council is inadvertently entering into too close a relationship with landowners and developers at a point when all parishes are vulnerable to speculative development because of the shortfall in the 5 year land supply.

For example, the Neighbourhood Plan team, as early as last Nov were in discussion with at least 2 landowners and yet, if you look for any record of what was discussed, or on the table, it is not available either in the PC minutes or on the NP webpage. In fact, it seems highly unlikely that any of the other Parish Cllrs have the slightest idea of what has been discussed. This is not how it should be.

The Neighbourhood Plan is a Parish Council led, statute driven and publically funded project, the Team are accountable to the Parish Council for their actions, the Parish Chairman will sign off the Plan in its various stages and at the end.

The way the accountability could be achieved is through the setting up of a WG consisting of the Cllrs involved, by which the reporting mechanism is established and the accountability element is met. The way to ensure that the NP team is not conflicting with Parish Council policy is to draw up Terms of Reference as guidance.

Without all this in place, there is every danger that the Parish could become prey to speculative development and that the Neighbourhood Plan actually reflects the ideals and objectives of the landowners rather than the wishes of the parishioners.

**Mr Piper** commented that the grass verges around the village had been cut by Highways Dept and that the wild flowers opposite the (old) Post Office had been spared this year.

Resume Standing Orders.