

**Minutes of the Salhouse Parish Council meeting**  
**Held at 7.30pm on Wednesday 7<sup>th</sup> December 2016 AT 7.30 p.m.**  
**At Salhouse V.C. School, Cheyney Avenue, Salhouse**

**Present:** Vincent Tapp (Chairman), Martin Murrell, Fran Whymark, Colin McCormick, Martin Nudd, Nick Ball, Robert Cooper and Colin Thomas

**In Attendance:** Diana Dring, Locum Parish Clerk

**Members of Public:** 10

**1. Co-option of new Parish Councillor**

On the proposal of Martin Murrell, seconded by Colin McCormick, Reg Reeve was approved as a co-opted Parish Councillor and the Chairman welcomed him to the Parish Council. Reg duly signed the Acceptance of Office, which was witnessed by the Clerk. The Declaration of Interests form was issued for completion within 28 days of his appointment.

**2. Apologies for absence**

Apologies were received from Martin Thrower who had to attend another event.

**3. Declarations of Interest in items on the agenda**

Both Martin Murrell and Robert Cooper declared an interest in Item 9 as members of the Salhouse United Charities Trust.

**4. Approval of the minutes of the Parish Council meeting of 2<sup>nd</sup> November 2016**

Following an amendment to the last sentence of the second paragraph to read 'The Parish Council had previously looked at the local route hierarchy and Colin suggested this should be reviewed,' the minutes were approved as a correct record on the proposal of Fran Whymark, seconded by Colin McCormick.

**5. Adjournment of the meeting for Public Participation and to receive District Councillor report**

Philip Atkinson, Planning Consultant from Lanpro gave a presentation of the draft plans for 95 open market and affordable housing to meet unmet housing needs locally and a new 6.4 ha public park on land off Norwich Road in Salhouse. An outline site plan was circulated and Mr Atkinson explained that this was in the early stages and further work was required to look at issues such as traffic impact, drainage, ecology, landscape, design and the gas pipeline. He asked for any thoughts or ideas about anything that could be built in for the village as there was 7.1 hectares of public open space planned within the site.

During discussion Martin Murrell commented that this was one of 8 proposals in the area made in response to the local authority's call for additional sites following the report of a shortfall in the current 5-year housing supply Local Plan to 2025-26. Lanpro planned to do a leaflet drop providing information for local residents within the following week or so and a formal planning application was expected to be made in the Spring 2017. Mr Atkinson was thanked for his presentation and he left the meeting.

PCSO Seaman introduced himself and advised that Salhouse now came under the Thorpe St Andrew Safer Neighbourhood Area although it would not make any real change to the level of policing in the parish. He reported that there had been 11 calls made to the control room concerning the parish and 5 crimes, which included 2 assaults and 1 theft at a care home, 1 domestic incident and 1 malicious image sent to a school girl. PCSO Seaman said that residents can still contact PCSO Bob Hall.

Fran Whymark gave a report as District Councillor and mentioned that there was a SNAP (Safer Neighbourhood Area Panel) meeting at Thorpe St Andrew on 8<sup>th</sup> December at Thorpe St Andrew. Fran advised that the master planning of the GT16 site for 3,000 houses had started in Rackheath. The NDR (North Norwich Distributor Route) had started the planting of trees and he had attended a ceremony to mark the first oak tree planted next to a large bat house near the NDR. It was planned to plant 30,000 trees at a cost of £1.5 to 2 million. The devolution deal between Norfolk and Suffolk had disappeared, largely due to local MP, Henry Bellingham, who had canvassed for a better deal independently.

Stephen Piper reported that the Speed Watch Team had placed the SAM2 monitor on Bell Lane for a week and were now processing the data that a total of 21,000 vehicles had provided. Westcotec, the equipment providers would help with the analysis.

Linda Smith queried how the new housing development outlined earlier would impact on the Neighbourhood Plan. Fran said that the Neighbourhood Plan would shape development but couldn't stop it,

Peter Treglown said that such extra housing would fill up the housing allocation but that it was interesting development and would deliver some of the things in the Neighbourhood Plan. The NP had not been submitted pending a habitat report. Fran commented that although the Neighbourhood Plan was not a legal document yet, developers could be expected to look at it in its draft form.

Colin McCormick commented that, based on Mr Atkinson's remarks this type of development was opportunist not strategic, the opposite to proper planning and aimed at getting plans in before the deadline. Vince suggesting referring to the expertise of the Broadland Council Planning Department.

There being no further comments public participation ended at 8.15pm

## **6. Matters arising from the minutes not on the agenda**

No matters arising

## **7. Progress reports relating to:**

### **i) Highway and Footpath matters**

The Highway's Engineer had responded to the query about the footpath on Bell Lane, explaining that arrangements needed to be made to remove contaminated soil and that he was waiting for a revised date from their contractor. He said he would prefer to carry out the work in dryer weather and asked if the Parish Council would object to the scheme commencing in March/April 2017. Members felt the work should be carried out as soon as reasonably possible.

### **ii) Advertising and Street Trading Policy**

The Chairman had sourced guidance and suggested the Parish Council adopt the guidance in the Campaign for the Protection of Rural England (CPRE) booklet; Roadside Advertising: Problems and Solutions, a CPRE Policy Briefing. The adoption was approved on the proposal of Fran Whymark, seconded by Robert Cooper.

### **iii) Speeding and other traffic issues**

The Clerk had contacted British Sugar at Cantley about the issues with Sugar Beet lorries using Station Rd where there was a weight restriction and speeding in Bell Lane. British Sugar officers had investigated the complaint but asked for details of the vehicles involved and

clarification about the weight restrictions on Station Road. Members discussed the HGV restriction signs on Station Road and Muck Lane. HGV's were allowed access to the plant hire yard from Muck Lane but HGV's should not be using Station Road. Clerk to ask Highways to check the signs particularly near the bridge and review the use of Station Road/Muck Lane.

The Chair of Woodbastwick & Panxworth Parish Council had contacted the Council following a meeting with British Sugar about similar issues in their parish. The Woodbastwick Council was concerned that there would be more traffic issues when the North Norwich Distributor Route was completed and suggested holding a joint informal meeting with Salhouse and Rackheath Parish Council to discuss this on Wednesday 18<sup>th</sup> January in Salhouse and invited interested members to attend. The Chairman, Robert Cooper and Colin McCormick to attend the meeting. Colin suggested that there was a need to review the route hierarchy first. Clerk to contact Highways about HGV signage on Station Road and the route hierarchy review.

**iv) Norfolk County Council Parish Partnership Scheme for 2017/18 projects**

The Highway Engineer had responded to the suggestion of a footpath on Norwich Road from the Barn Piece development as part of the 50/50 partnership scheme, that the County Council would not fund a footway scheme but suggested the verge might be wide enough for a TROD, which he would have no objections if the Parish Council wanted to pay for one itself.

Colin McCormick said the verge had been trashed and needed to be reinstated. Following a discussion about providing a TROD, it was agreed to ask the Barn Piece developer, Ingram, if they could provide a quote.

**8. Report of the Annual Town and Parish Council meeting at Broadland District Council**

Colin McCormick attended the meeting and presented a report and highlighted the Youth Advisory Board offer of assistance for Parish Council's to engage with young people. It was agreed to invite the YAB Engagement Officer to talk to the Parish Council at the February meeting.

**9. Updated reports concerning the proposed Changing Rooms and Community Facility at the Playing Field and an informal meeting with the football club and communication from Lanpro.**

i) The notes of an informal meeting with Salhouse Football Club were circulated and Members discussed the suggestion that a playing field management group was formed with members of the Parish Council, football club and other potential users of the facilities. Colin McCormick advised that the Parish Council needed to take control and that there would be ongoing cost to the Council in running the new building as well as the playing field. It was agreed that Martin Murrell, Colin McCormick and Robert Cooper should represent the Parish Council and the Football Club and Salhouse United Charities Trust invited to join.

ii) Lanpro Senior Planner, Margaret Shelley had contacted the Parish Council and provided up to date plans and information concerning the new changing rooms and community facility. She invited Members to attend a meeting to discuss the progression of the building on Tuesday 10<sup>th</sup> January at 7pm. Agreed that Members of the Playing Field Management Group would attend the meeting with the Clerk to take notes

**10. Planning Report**

Colin McCormick gave a planning update report. An appeal of the decision to refuse planning permission for the Slad Lane Tea-room was discussed. No new planning applications notified.

**11. Approval of Parish Council meeting dates and work schedule for 2017**

The calendar of Parish Council meeting dates and a work schedule was approved on the proposal of Martin Murrell, seconded by Robert Cooper.

**12. Adoption of the model Freedom of Information (FOI) and Publication Scheme**

The model FOI and Model scheme had been circulated to Members, and was approved for adoption by the Parish Council on the proposal of Fran Whymark, seconded by Colin McCormick.

**13. Donation towards refreshments for a Parish Walk on New Year's Day**

The Chairman said that information and advice had been given to the Parish Council since the last meeting that the Parish Council can donate towards refreshments provided at the walk if it was considered entertainment under S145 of the Local Government Act. Following a brief discussion, it was agreed on the proposal of Colin Thomas, seconded by Robert Cooper to reverse the previous decision of the meeting of 2<sup>nd</sup> November 2016 and approve a donation of up to £75 as requested by Mr Dady.

**14. Parish Council's expenditure Budget for 2017/18**

The Council considered draft expenditure figures based on the previous year's budget but asked for clarification on the cost of training cost and setting up a new website. It was agreed to defer setting the final budget until these costs and other suggested additional cost such as the Neighbourhood Plan were included. The Precept would also be approved at the next meeting.

**15. Accounts**

**i) Approval of December payments**

The following payments were approved on the proposal of Robert Cooper, seconded by Reg Reeve. The Clerk was asked to make sure the payment for Westcotec was not a duplicate before sending.

D A Dring -Locum Clerk	October Salary & Expenses (£539.11 + £47.10)	£586.21
HMRC	PAYE Tax & National Insurance	£135.06
Mr. P. Green	Inv:801 Village Grounds Maintenance	£233.25
Rachel Leggett	Neighbourhood Plan work	£480.00
Westcotec	SAM2 equipment	£3840.00

**ii) Additional insurance premium for SAM2 insurance**

Members noted that the Parish Council insurance policy had been updated to include cover for the storage of the new SAM2 at two of the Speed Watch Members homes and that the premium was likely to increase next year by £19.58

**iii) Monthly bank reconciliation to 30 November 2016**

Members noted the monthly Bank Reconciliation to the end of November when there was a total bank balance of £95,921 plus £49,472 held in the Charity Account. The Chairman commented that the Council should look at investing some of the bank balance in an investment account as they exceeded the recommended bank limit. He said he would make an enquiry to Broadland District Council. Clerk to investigate alternative options.

**16. To receive correspondence and agree response (if any)**

BDC – Overview & Scrutiny meeting report

BDC - Planning Enforcement Update

BDC- Buy In Broadland – letter encouraging businesses to set up in the area

Broads Authority- Draft Broads Flood Risk Supplementary Planning Document – Reg Reeve agreed to look at this consultation on behalf of the Council

Broads Authority – Broads Plan 2017 consultation (ends 30 December)

Woodbastwick & Panxworth Parish Council- invitation to joint meeting to discuss area traffic issues on 18<sup>th</sup> Jan

NCC- Notification of closure of Lower St for 3 days from 20 Dec for repair works- Colin McCormick said that the closure would cause disruption to the local bus service and the work should be carried out as quickly as possible

Resident- Suggestion that the Parish Council provided a communal skip for use of residents – briefly discussed and agreed that the previous skip organised by Broadland Council was not successful and had resulted in several complaints and did not support the suggestion

Police & Crime Commissioner Budget Consultation- circulated to members

**17. Public Right to Reply- adjournment of meeting for public to comment**

Stephen Piper said he had checked on the Planning Inspectorate website for notification of the Slad Lane tea-room planning application appeal but it was not there, although it was on the Broadland District Council website.

Robert Cooper commented that the brambles on Thieves Lane needed to be cleared. Clerk said she would arrange it but that there would be a cost for disposal.

A query was raised about the refilling of the grit bins - Clerk to investigate and arrange as appropriate.

**18. Items for the next Parish Council meeting to be held on Wednesday January 11<sup>th</sup> 2017 in the Jubilee Hall**

Parish Council Precept, BDC Conservation Officer presentation, Recommendation regarding appointment of new Clerk.

There being no further business the meeting closed at 9.25pm