

**Minutes of the Salhouse Parish Council meeting
Held at 7.30pm on Wednesday 2nd November 2016
In the Jubilee Hall, Lower St, Salhouse**

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

In Attendance: Diana Dring, Locum Parish Clerk

Members of Public: 11

The Chairman welcomed everyone to the meeting and announced a change to the agenda in that an additional planning application had been received and as the closing date for comments was prior to the next meeting it would be included as an urgent item.

1. Apologies for absence

None received

2. Declarations of Interest for items on the agenda

Martin Nudd declared an interest in item 11. Planning Application for Prima Rosa, as he was the owner of the business. Robert Cooper and Martin Murrell declared an interest in item 6, i) as trustees on the Salhouse United Charities Trust.

3. Approval of the minutes of the Parish Council meeting of 4th October 2016

The minutes were approved as a correct record of the meeting of 4th October 2016 on the proposal of Martin Murrell, seconded by Robert Cooper.

4. Adjournment of the meeting for Public Participation and to receive District Councillor reports

Fran Whymark gave a report on his District Councillor role as Broadland District Council representative on the Police & Crime Panel and outlined the Norfolk Police & Crime Commissioner's seven strategic aims in his new Police and Crime Plan. The aims included getting more volunteers involved and providing each area with a new Engagement Officer, improving road safety, rehabilitation of offenders, victim support and updating police equipment such as body cameras. Public meetings were planned to increase accountability.

Steven Piper commented on behalf of Team Salhouse that the Bell Pond need clearing out and they would undertake this if the Parish Council would consider paying for a large waste bag. He also commented on the small water leak in Lower Street, next to number 9, he had informed Anglia Water and they will fix it in the school holidays, from 19th December.

Chris Dady from the Neighbourhood Plan team commented on the request at item 14 for funding refreshments following a New Year's Day walk, which had been previously provided by the Methodist Church. Mr Dady also commented on the how the Neighbourhood Plan was affected by the Local Plan and the Joint Core Strategy, and that pressure for more homes in the future and potential boundary changes may impact on Salhouse and the Neighbourhood Plan would need to be amended.

The Chairman commented that offers of building land and the GT16 development in Rackheath may remove pressure. He encourages the public to make their views known to the planning authority, Broadland District Council, and to get the Neighbourhood Plan approved as soon as possible.

Darren Howe expressed concern about the speeding of sugar beet lorries through the village and asked the Parish Council to put pressure on to reduce speed. He also queried what was happening to the land behind the Bell Inn and the effect on the pathway.

The Chair commented that the sugar beet campaign would run until February and suggested that the speeding lorries could be taken up with British Sugar. He also suggested that Salhouse Speed Watch could assist. The Parish Council had previously asked the County Council to look at the local route hierarchy and Colin suggested that this request should be renewed.

Chris Dady commented that sugar beet lorries regularly use Station Road, which had a 7.5 cwt weight restriction, but felt there was a lack of sufficient signage.

Steven Piper commented that Speed Watch do checks on Mill Road and Bell Lane and can get data on speeding vehicles.

5. Matters arising from the minutes not on the agenda

Clerk reported that the Remembrance Wreath had been ordered and Martin Murrell would lay it at the ceremony at the Church. A response from Enterprise Inns had been received advising that there was no plan to sell the Bell Inn's bowling green.

6. To consider progress reports relating to:

i) Lease of part of the Playing Field land for a communication mast

Parish Council had received the contract from the solicitors regarding releasing the land for the mast but contained mistakes such as addresses and it was agreed it should not be signed until it had been amended. Salhouse United Charity Trust (SUCT) Chairman had asked an independent solicitor to check though their contract.

ii) Changing Room Plans for the Playing Field

Colin McCormick had been in touch with SUCT Chairman, who had contacted the developers, Lanpro, and had been advised that the revised planning application for the changing room building had been approved in September 2016, but not clear why there was no further progress. Suggested contacting the football club to review progress with them. The Clerk advised that instruction had been given to Nplaw to write to Lanpro to clarify the Parish Council position in relation to the lease of playing field.

iii) Highways and Footpath matters

Colin McCormick reported the email response from Highways regarding the issues raised at the last meeting, which were that;

- a) The trod path to the church was delayed due to the treatment of the Japanese Knotweed but it was hoped to start in December. Colin commented that the knotweed only affected a small section of the path and queried why they couldn't start at another point in the path.
- b) The footway along the edge of the bowling green was subject to review due to issues with the private hedge line and ditch but highways would try to complete the work
- c) The flooding issues at Bell Lane and local resident action to alleviate it were subject to investigation by highways but the cause of the problem was a private matter between the resident and landowner. The Chairman felt the this was a matter for a

Land Tribunal and that the Parish Council should not get involved in such a private matter.

The Clerk read a separate highways response to the removal of Slow markings following the road surfacing earlier in the year, which said that road marking at Lower Street and Hall Drive would be refreshed and a review of the surfacing though Mill Road would take place at the end of the season but it was not considered as an immediate danger. Members felt that the road surface was more hazardous than Highways considered, particularly with the heavy traffic that used it. The Parish Council had previously requested the County Council to review the local route hierarchy and Colin suggested that this request should be renewed. Clerk to raise the comments above with the Highways Engineer.

iv) Policy relating to Advertising and Street Trading

Chairman commented that the Parish Council had no authority over what is put on highway verges but he would check guidelines and report to the next meeting. It was noted that Heathlands had requested the temporary advertising of their beer festival and they had been referred to Norfolk County Council Highways Department.

v) Purchase of a Speed Activated Mobile Sign

The Clerk completed the process initiated by the previous Clerk and ordered the SAM2, which would be delivered to the Speed Watch team in the next four weeks and appropriate training would be provided to the members.

vi) Village Maintenance Contract review

The Chairman, Clerk and Colin McCormick had met to discuss the contract and asked the contractor for more information regarding his hourly rate and to carry out the additional tasks mentioned at the previous meeting. The contract was not due for renewal until March 2017 and it felt more appropriate to carry out the review in the new year.

vii) Ponds & Flooding

Colin McCormick gave an updated report on the Hall Drive ponds. Residents of Mill Road had flushed through their drainage pipes to ensure they were not blocked. There were potential environmental issues relating to properties on Hall Drive and a report from one of the residents was awaited. The Chairman had looked into the matter with officers from Norfolk County Council and Broadland District Council and a number of legal options had been advised, which the Chairman would follow up in his capacity as a Broadland District Councillor.

7. Update report from Salhouse Neighbourhood Plan

A progress report from Nick Taylor, Chairman of the Neighbourhood Plan Steering Group, was received, advising that final amendments had been made to the plan, which was due to be submitted to Broadland District Council on 2nd November. Following a period of public consultation the Plan would go to an examiner for Independent Examination with the referendum due after this towards the end of February 2017.

8. Review of dog and litter bins and other street furniture in the village

Martin Nudd mentioned that there was an organisation that offered free dog bag dispensers on posts which were funded by surface advertising, but Members did not support this idea. Colin

McCormick said he felt the distribution of dog bins in the village was non-uniform and not match dog walking routes. Broadland District Council had been consulted about providing additional dog bins but they had advised there was no evidence there was a need. Members discussed the option of the Parish Council supplying bins and funding the collection. It was agreed that a working group should review the siting of bins in the village and report back any suggestions for new sites. Clerk to ask Broadland District Council for the current sites (map if possible) and Colin McCormick, Colin Thomas and Martin Murrell would report back to the Parish Council.

9. Potential projects for the County Council Parish Partnership Scheme for 2017/18

Martin Nudd proposed that a trod be provided from Mill Road to Station Road, Fran suggested it could be extended to Rackheath but Colin McCormick said that Highways might not approve such a long path due to lack of width of available verge and the cost of such a project, because that had been their response last time this was proposed two years ago. He suggested that a footpath from the new development at Barn Piece, on Norwich Road should be provided towards the Council houses south of the site.

Agreed Clerk to contact site developer.

10. Planning Matters:

i) Planning Applications –

a) 20161725: Part demolition of existing dwelling, erection of new replacement dwelling. The swimming pool building is retained at Redwing, Howletts Loke, NR13 6EY

Discussed application and agreed to make no comments

b) Additional application 20161809 for retention of canopy & D2 permanent use at Prima Rosa, 82 Lower St, NR13 6AD

Martin Nudd left the meeting while this application was discussed. Agreed to make no comments on the application except to ask Broadland District Council to ensure that the late opening was restricted to one evening a week.

c) Decisions and other planning correspondence

BA/2016/0260/CU: Change of use of ground floor cottage to tea room at 39 Slad Lane, Woodbastwick – Planning permission refused

PA20161419:18a, demolition of old timber garages and erection of cart lodge. Full approval given

PA20161546: sub-division of site no.1 and incorporation of a new detached dwelling at 1 White Cottage, Hall Drive, Station Rd. Withdrawn,

d) Planning report

Colin McCormick gave a planning report covering the above items and including mention of the pending application 20161390 for the development of 25 houses of mixed tenure at Meadow Hill, 90 Lower Street, awaiting a decision.

11. Review locations identified by Norfolk County Council to carry out traffic monitoring prior to the opening of Norwich Northern Distributor Route and suggest other locations

Robert Cooper volunteered to take this away and feedback suggestions for new locations if he felt any were needed.

12. Review of Parish Council governance, training needs and allocation of Councillor community responsibilities

The Chairman commented that the last 18 months had been a difficult time for the Parish Council with Members resigning leaving the Council struggling to manage its normal functions. The Council was now getting back to full strength and with a new Clerk on-board, it

needed to ensure it followed proper procedures. Training was important to achieve this and the Chairman proposed holding a tailored training session for the whole Council and prospective new members as soon as possible. The Clerk had obtained two quotes of £250 for a tailored training session and despite the training budget being set at £200, he recommended the Council approve this expenditure. On the proposal of Martin Thrower, seconded by Fran Whymark the Training was approved. Clerk to organise for December if possible.

13. Accounts

i) Approval of payments

The Following payments were approved on the proposal of Martin Murrell, seconded by Nick Ball

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|---------------------|--|----------|
| DR Wyatt | Salary for September to October 3 | £638.09 |
| D A Dring | Oct Salary & Expenses (£462.85 + £95.71) | £558.56 |
| HMRC | Tax & NI | £561.14 |
| Team Salhouse | Flowers for village | £54.00 |
| Mr. P. Green | Invoice 794 | £241.50 |
| High Oak Equestrian | Footpath improvements | £2850.00 |
| British Legion | (S 137 Donation) | £50.00 |
| Mazars | Audit 2015/16 Fee | £240.00 |
| Salhouse 2000 | Jubilee Hall hire | £30.00 |

ii) Bank reconciliation

Bank Reconciliation was not available but balances of bank accounts to 30 September was provided. It was noted that a Community Infrastructure Levy payment of £17077.23 had been received.

14. Request for a donation towards refreshments for a New Year's Day walk around the Parish, suggested £75

The Chairman advised that the Parish Council had the power to make donations under S137 of the Local Government Act, for the benefit of the community as a whole, not for a group of individuals and the Parish Council would not be able to make a donation as requested.

15. Correspondence

BDC – Electoral register

BDC – Fringe project tree Warden Scheme training requirements

BDC- Broadland Top Dog scheme

Hornsey Project Three Offshore Wind Farm community newsletter

NCC – Closure Notice- Station Rd between Warren Green and Dakenham Close 14- 17 Nov

NCC- new Mobile Library Timetable wef 5 Dec 2016 - displayed

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

Local resident Darren Howe, who worked for the Cabinet Office, offered support to the Parish Council on governance issues if required

- 17. Resolution to exclude Press and the Public in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960, that is staff matters and application for co-option to join the Council.**

Approved on the proposal of the Chairman, seconded by Fran Whymark.

18. Parish Councillor Co-option

This item was brought forward so that members could meet Reg Reeve to discuss his perspective co-option as a Parish Councillor at the next Parish Council meeting in December.

19. Staff matters

i) Final payment to ex-Parish Clerk

The Chairman, Clerk and Martin Murrell had reviewed the ex-Clerk's claim for extra hours worked in September and up to 3rd October, her last working day and for payment in lieu of annual leave not taken. A full and final payment of £1043.97 less tax of £208.60, which equalled net pay of £835.37 was approved on the proposal of Martin Thrower, seconded by Colin McCormick

ii) Contract for Locum Clerk

It was agreed that the Locum Clerk should receive the standard NALC/SLCC contract at 12 hours per week, £13.35 per hour on the proposal of Martin Thrower, seconded by Martin Murrell.

iii) Recruitment process for new Parish Clerk

Following discussion it was agreed that the Parish Clerk vacancy should be advertised in the Saga magazine, Salhouse Village website, Broadland District Council and NALC websites. The Chairman would tailor the job description and this would be made available with any other information with applications required before Christmas, interviews in early January and appointment late January/February. Clerk agreed to offer support during a handover period.

There being no further business the meeting closed at 10.15pm