

**Minutes of the Salhouse Parish Council meeting
held at 7.30pm on Monday 4th September 2017
At Jubilee Hall, Lower Street, Salhouse**

Present: Martin Murrell (Chairman), Colin M^cCormick (Vice Chair), Colin Thomas, Martin Nudd, Nick Ball and Steve Jarvis

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 11

1. Apologies for absence

Apologies had been received by Bob Cooper, Reg Reeve and Julie Redburn.

2. Declarations of Interest in items on the agenda

Martin Murrell declared an interest as Trustee on the Salhouse United Charities Trust.

Martin Nudd declared an interest in Item 22 – ACV.

3. Approval of the minutes of the Parish Council meeting of 3rd July 2017. The minutes of the Parish Council meeting of 3rd July 2017 were approved as a correct record on the proposal of Colin McCormick; seconded by Nick Ball – all agreed. The minutes were duly signed by the Chairman. These will be posted onto the website.

4. Chairman's Report

Martin Murrell asked Colin McCormick to speak on behalf of the PC:

We are sad to report the recent untimely death of one of our former Parish Councillors, Kerry Robbins. Kerry was a member of this Council for many years, until 2012. During that time she was an extremely valued and reliable Councillor, and, for a time, a very effective Vice-Chair. Among her many contributions, she was a member of the Playing Field Committee that was instrumental in upgrading the play equipment at the field, she was a key member of the Parish Plan Steering Group, and she completely revised and improved the way that the Council deals with Planning Applications, which continues to this day.

Her presence in the village will be sadly missed and we send our condolences to her husband, sons and elderly mother.

5. Matters arising not on this agenda

None

6. Public Participation and District Councillor and Police reports

District Councillor Vince Tapp had sent apologies to the meeting.

PCSO Paul McAllister briefly attended the meeting to hand over a report which was read out by Martin Murrell:

During the period 1st to 31st August 2017 the following crimes have been recorded as having occurred in the Parish of Salhouse:

01/08/17 – Theft of cash box containing £3.00 from a charity stall in Lower Street. This crime is undetected.

29/08/17 – Dangerous Dogs Act – member of public injured by dog that was in a public place and not under proper control. This crime is under investigation.

The following crime occurred in July 2017, and has now been recorded:

18/07/17 – Public Order Act- Persons subjected to abuse in the street, causing harassment, alarm and distress. This crime is under investigation.

Linda Smith spoke regarding the litter issues at the Salhouse Broad. A letter from another resident had been sent to the PC, which was investigated, however the litter was cleared within 2 days. Clerk to contact Broads Ranger.

John Fielder spoke regarding overgrown hedges in Lower Street, and reported a broken post next to the duck pond. Clerk to enquire with Highways as to whose responsibility the hedge is, and to investigate the broken post. John congratulated the team of people who volunteer to keep Salhouse looking nice – they are a credit to the village.

Jane Gay spoke regarding art work within the village, to which Martin Murrell replied that he was aware complaints were raised with BDC, however this does not fall under the scope of conservation.

Public Participation closed at 7.43pm

Item 8 on the Agenda to be brought forward:

7. To consider a planning report and agree recommendations on the following planning applications

Colin McCormick read out his planning report which included Full Approval of the following planning applications -

PA 20170847 - The Woodlands, Hall Drive, Salhouse, NR13 6RS

PA 20171019 – Dancing Bee Lodge, Honeycomb Road, Salhouse, NR13 6JP

PA 20171074 - Fishers Croft, Heron Close, Salhouse –

Still awaiting decisions on:

PA 20161390, Meadow Hill, 90 Lower Street, Salhouse, NR13 6AD

PA 20170764 – Equestrian Centre, Lower Street, Salhouse, NR13 6RH

PA 20170243: Land to the Rear of 74-90 Norwich Road, Salhouse, NR13 6PB

PA 20170431 - Land off Barn Piece Close, Norwich Road, Salhouse

i) 20171207 – Land adjacent Station Lodge, Hewlett’s Loke, Salhouse, NR13 6E – Erection of four detached chalet dwellings (outline)

Resolution: To OBJECT to this application on the grounds of being outside the settlement area, narrow road width with no passing places, visibility splay, cars having to reverse onto Station Road and the speed limit. This application is due to go to the planning committee on 4th October.

ii) 20171241 – 61 Lower Street, Salhouse, NR13 6RE – Single Storey Rear Extension and First Floor Side Extension

Resolution: No Objection.

iii) 20171302 – Land to rear of 68 Lower Street, Salhouse, NR13 6RB – Approval of Reserved Matters by Conditions 2, 5, 6, 7, 8, 9A and 10 of Outline Planning Permission 20151129

Resolution: To OBJECT to this application on the grounds of the removal of the trees, the visibility splay, inconsistent plans overlapping onto other properties, the concerns over the meadow area, the scale, height and shade of the dwellings, definition of self/custom build and CIL monies.

Colin McCormick reminded all to put in their own objections as the PC is one comment/objector only, and each individual objection counts.

iv) Any other planning matters

Planning application received from Broads Authority:

BA/2017/0315/TCAA – Riverbanks adjacent to Salhouse Broad and Woodbastwick Hall – tree/scrub clearance along riverbank – remove 80% of overhanging vegetation – large specimens to be retained.

Resolution: No Objection or comment

1 member of public left meeting

8. Progress reports relating to:

i) SAM2 speed monitoring equipment data report

The report was circulated – comments to number of cars (4000) recorded travelling in one direction and the majority over the speed limit. Interesting to see what changes are recorded for the sugar beet season and the effect of the NDR. Rackheath industrial estate is increasing which may also have an impact.

ii) Highway and footpath matters – to include Street Furniture Review/Highway Ranger visit/Street Naming Challenge/Street Nameplates

- Footpath Warden's report was read out, with a few points raised which the Clerk will follow up with Highways.
- A 'street furniture' review was carried out by Colin McCormick and Nick Ball, which produced a list of 46 items which has been forwarded to Highways.
- The highway ranger visit is due this week, some additional items have been forwarded to Highways to be looked at during this time, including parishioner's concerns/complaint re: overgrown bushes/brambles behind bus shelter Thieves Lane, damaging fence, and concealed signage on Upper Street. Clerk to contact Highways regarding Norwich Road and Honeycombe Lane.
- The 'street naming challenge' is specific to the Lower Street development. Martin Murrell read out the list of suggestions received and asked if there were any further suggestions to which a few were put forward and discussed. Colin McCormick went through some background to some of the suggestions. Martin Murrell suggested 3 names are put forward, and it was agreed these to be: Hewetson, Mousehold and Benians. Colin McCormick to put together notes to support these. All the suggestions which were received will be kept on file for future street naming.
- A letter had been received from BDC asking if consideration could be given to include a description on nameplates showing the reason behind the choice of name and if this is something the Parish would like. It was agreed by all to support this and to request postcodes are also included. Clerk to send reply.

iii) Team Salhouse Report

The report had been circulated, and was read out– no comments were raised. Martin Murrell thanked all those who are part of Team Salhouse for their continuous hard work. Steve Piper will inform the PC of the date of the litter pick when confirmed, and invited all to help.

4 members of public left meeting 9.01pm

9. To consider the notes and matters arising from Playing Field Management Group

Martin Murrell briefly went through the draft PFMG notes mentioning that the mast is not switched on yet; there is a car park extension and pedestrian access improvements proposed; the accessible parking bays have been approved; a MUGA is being looked into, which is what residents asked for 2¹/₂ years ago when suggestions were requested.

The planning application for the pavilion has been previously approved; however the detailed specification has not yet been agreed. Discussions are taking place to ensure the pavilion can be used by all as a community building. The internal structure and other factors, including security, are still being considered.

Martin Nudd questioned the toilet block being converted to a storage facility, to which Martin Murrell replied that a new toilet block had been considered as per the original plans; however there will be toilet facilities within the pavilion, also an open toilet block may be at risk to vandalism, and the existing toilet block is currently not open regularly.

Question was raised as to whether CCTV is a consideration? Clerk to look into.

10. To consider progress report on telephone line for the Defibrillator at the Jubilee Hall

Colin Thomas reported that he had made contact with a telephone supplier and that cost would be around £600 for the equipment; £120.00 for line installation and £16.00 per month rental charges. The East of England Ambulance Trust has been contacted 3 times for advice, but there has been no response from them. Mobile telephone signals should improve with the new mast. Discussions were had as to the benefit of the telephone given that most 999 calls would be made to the Ambulance service prior to being directed to the defibrillator.

It was raised that there had been an incident recently at the Broad of a suspected heart attack, and the defibrillator is located quite far away from the location.

Colin McCormick suggested that if costs are in excess of £1000, would the money be best spent on another defibrillator within the village?

It was agreed to continue this discussion at the next meeting.

11. To consider Remembrance Service

Martin Murrell confirmed a donation of £50.00 was last year given to the Royal British Legion Poppy Appeal, and that he, on behalf of the PC, laid the Poppy Wreath. Martin is happy to do this again this year, and it was agreed to consider a donation based on cost of wreath and budget.

12. To consider War Memorial

Colin McCormick reported that a pre-application has been submitted to the War Memorials Trust for consideration for grant funding for the War Memorial at the Church, which is in need of some repairs and improvements to access. This confirmation of eligibility to apply for a grant can take up to 10 weeks. A fee is payable to submit a grant, however this is refundable if the grant application is successful.

13. To consider application to Parish Partnership Scheme

Applications for the 50/50 Parish Partnership Scheme close on 11th December 2017. Some considerations have been given to a Trod footpath at the recreation ground, and a suggestion from a resident for a Trod footpath around Station Road/Norwich Road, for access to the post box and station. Martin Murrell requested all to consider suggestions for discussion/consideration at the October PC meeting.

Following the link below will give details of the scheme:

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/parish-partnerships-scheme>

2 members of public left meeting 9.26pm

14. To consider progress report for Neighbourhood Plan

The Neighbourhood Plan was adopted after the referendum on 19th July 2017, with a result of 288 for and 24 against. Martin Murrell praised the steering group for all the time, effort and hard work which were put into producing the NP. The PC now needs to monitor the implementation of the NP, and it was suggested a team of 3 or 4 people, along with 1 or 2 from the steering group, get together to discuss this, and to consult BDC for their suggestions. BDC should consider the NP for all planning considerations.

15. To consider Play Area Inspection Report by Rospa

The play area inspection was carried out on 16th June 2017; no areas of concern were raised, there are a few areas to monitor. Play area and liability signage to be ordered.

16. To consider progress report regarding supporting youth in Salhouse

i. To discuss proposal for supporting School

A Charity meeting has not been held at this time, but a meeting will take place within the next 2 weeks to look at the purpose of the Charity and the finances to see how much capital there is Salhouse Parish Council minutes 4th September 2017, 6 pages

DRAFT until AGREED at meeting following

and how much interest can be spent, if any. All Councillors are trustees of the Reading Room Charity. Colin Thomas requested the PC make a decision at the next PC meeting following his proposal to support the school, as this has been on the agenda since February with no decision being reached.

17. To consider Norfolk Strategic Framework

It was agreed that Colin McCormick, Colin Thomas and Steve Jarvis would have a look at this item and prepare a response on behalf of the PC. The submission deadline is 22nd September 2017.

1 member of public left meeting 9.49pm

18. Accounts

i) Approval of Payments

The following payments were approved on the proposal of Martin Murrell; seconded by Martin Nudd – all agreed:

Anglian Water Business Ltd.(National)	£19.94	002103
S J Martin July Salary - (48.5 hours) £521.45 NET & Expenses £78.29	£599.74	002104
S J Martin August Salary - (61.75 hours) £663.13 NET & Expenses £38.20	£701.13	002105
Colin McCormick (mileage 'How Should Norfolk Grow' 20miles @ 45p	£9.00	002106
Salhouse 2000 (Jubilee Hall Hire)	£84.00	002107
SLCC membership Sarah Martin	£131.00	002108
ROSPA - Play Area Inspection Report (inc. VAT £14.70)	£188.20	002109
Paul Green Invoice 841 (June) £186.50	} £513.25	002110
Paul Green Invoice 845 (July) £326.75		
MAZARS (External Audit) (inc. VAT £65.00)	£390.00	002111

ii) Monthly bank reconciliation report

The monthly bank reconciliations for June and July were approved and signed by Martin Murrell.

iii) To agree donation to Church for grass cutting 2017/2018

Email had been received by the Treasurer of the Church, stating grass cutting costs averaging £600 per year, and a rollover of funds totalling £800 at the start of the year. Colin Thomas stated that the PC had received reports that the Churchyard was not kept in a tidy state, suggesting more frequent cuts could be needed - funding has been available to do this. It was discussed that the donation was originally given to the Church opposed to the PC taking the responsibility. It was agreed that no donation would be given for the financial year 2017/2018 as the Church still has sufficient funds. The donation will be looked at for the new financial year 2018/2019.

iv) Mazars Annual Return

The External audit report had been circulated and posted onto the website. A Financial Risk Assessment is to be completed for 2017/2018.

19. To receive correspondence and agree response (if any) – no responses needed

NALC Newsletter and Training course dates

Police Parish Newsletter

Clerks and Councils Direct

NCC Parish Partnership Scheme letter

Rospa Play Area Inspection report

Street Nameplates (BDC)

Staithe Research Report

Temporary road closure in the Town of Sprowston and Parish of Rackheath – NNDR roundabout tie in work

CardiacSafe - Defibrillator for the community campaign (email)

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JP's Broads Briefing

Advanced warning of Broads Local Plan consultation (4th October-15th November 2017)

Norfolk Single Issue Silica Sand Review - Main Modifications and Additional Modifications

*Greater Norwich Local Plan: Call for Sites in the Parish of Wroxham and Salhouse– **Martin Murrell and Colin McCormick to attend a meeting on 18th September 2017.***

Norfolk Strategic Framework (email 03/08/17)

CPRE Norfolk - Vision for Norfolk #V4N

Invitation to Right to Build Expo - 18 September 2017

*Highway Ranger Visit – Salhouse - **scheduled for w/c 4th September, however the PC is unable to meet with them as there is no set date/time. See item 8ii.***

Broadland Community at Heart Awards

YAB Newsletter August 2017

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

- Steve Piper mentioned the grit bin on Cheyney Avenue is still in need of repair – Clerk to investigate.

Closed 8.50pm

21. Any items for the next Parish Council meeting to be held on Monday 2nd October 2017 in the Jubilee Hall at 7.30pm.

50/50 Partnership

Telephone Boxes

Vodafone Booster

2 members of the public left the meeting.

There being no further business the meeting closed at 10.10pm

22. To resolve 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 Asset of Community Value update