

**Minutes of the Salhouse Parish Council meeting
held at 7.30pm on Monday 6th February 2017
At Jubilee Hall, Lower Street, Salhouse**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 10

1. Apologies for absence

There were no apologies received.

2. Declarations of Interest in items on the agenda

Robert Cooper and Martin Murrell declared an interest in item 9 as Trustees on the Salhouse United Charities Trust. Vince Tapp declared an interest in the item 5 – presentation from the Youth Advisory Board as his wife is a Board member.

3. Approval of the minutes of the Parish Council meeting of 11th January 2017

Following the amendment of a name in item 9, the minutes of the Parish Council meeting of 11th January 2017 were approved as a correct record on the proposal of Martin Murrell, seconded by Colin McCormick. These will be posted onto the website.

4. Matters arising not on this agenda

Martin Nudd asked if all were aware that the bus timetable was changing with only 1 bus per hour and a number change, with concerns whether the bus will stop at the doctor's surgery. Vince Tapp advised that although the Parish Council is unable to influence the decision as it is at County level, that this was being followed up by himself and Tom Garrod.

There has been no further update regarding the Barn Piece Trod, however the Clerk will follow this up again.

The Parish Council gave thanks to Diana Dring as Locum Clerk for her hard work and support over the last few months. It was suggested that a letter of thanks is sent to Diana and Martin Thrower to pass on officially the thanks from the Parish Council.

5. Public Participation and District Councillor and Police reports

Fran Whymark (District Councillor) spoke about the Police and Crime Panel and the Community Engagement Officer. Speedwatch figures were being analysed and with emphasis on the importance of Homewatch there is a plan to increase the number of specials from 6-20 aimed at targeting local crime and generally reduce crime overall.

Sean Phillips, the BEAT Manager at Thorpe St. Andrew, attended the meeting and explained that although Salhouse previously came under Acle it is now under Thorpe St. Andrew, and it is here where all the calls and reports from Salhouse residents will be looked at. Sean read out the crime report for 1st to 31st January 2017 - 16 calls had been taken by the Police Control room and 4 incidents, which were 2 x burglary other than dwelling (inc. with intent & attempt), 1 x common assault & battery and 1x theft other. Sean explained that the BEAT team need to be aware of what is happening and that if they are not notified they are not aware. The BEAT team can be contacted via telephone or the online email address. Bob Hall who worked the Salhouse area who is based at Acle can still be contacted. The Chairman thanked Sean for attending and for his information and he left the meeting.

A member of the public mentioned that they had sent comments regarding the campsite planning application, including environmental concerns. This is an agenda item at item 15i.

Oliver Simons - Broadland Youth Advisor, who works for the YMCA Norfolk, attended the meeting and explained that they have received money from Norfolk County Council to tailor projects/schemes to get young people involved in Parish Councils. Suggested ways include forming a separate committee for young people and/or giving a ½ hour slot at the beginning of the meeting for this committee to report on. The YAB are in contact with local schools and would like to encourage 2-3 Councillors to go into schools to make an introduction and to explain what the PC does and who the members are.

Fran Whymark explained that Broadland High School would be the best to approach, and that Salhouse does not currently have any youth club at present.

Vince Tapp asked that if the PC could find young people who were interested, what does the YAB do? Oliver explained that he would be happy to mentor with the help of the PC. Oliver will contact Broadland High School to gauge interest.

The Chairman thanked Oliver for his talk and he left the meeting.

Public Participation ended 8.00pm.

6. To consider what action the Parish Council wants to take to promote youth activity in Salhouse.

It was proposed to set up a working group of Councillors and take this further with the local school – VT & Clerk.

7. Progress reports relating to:

i) SAM2 speed monitoring equipment data report

Steve Piper read out a report provided by Malcolm Prestwood to the Parish Council. The SAM2 has been relocated to Station Road after being sited in Lower Street for 3 weeks. A meeting has been held with Westcotec, and after reviewing many of the charts which can be produced it is still being debated which is the best way to report the data to the PC. Lower Street recorded 1000 vehicles per day, and Bell Lane 3000. It will be useful to compare the before and after the NDR. Obtaining the data could be made easier with the option of Bluetooth where data can be downloaded from 30 metres. This costs £160 + VAT. It would also be useful to have 2 additional brackets costing £50 each + VAT. This was discussed and considered an investment for how they would be of benefit. It was asked if there was money in the Budget for these purchases, and proposed by Fran Whymark and seconded by Nick Ball. Quotations are to be forwarded.

ii) Highway and footpath matters – to include NDR

Ray Halliday, Footpath Ranger, submitted a report of a hazard on Footpath 12 which had been circulated. It was identified that there were 2 possible landowners. Clerk to send letter.

HGV Routing via NDR – a meeting was held with Panxworth PC on 18th January (report circulated) regarding HGV routing, and a second meeting is to be held on 22nd February @ 7pm with Highways. It was suggested to invite Wroxham and Hoveton PC's to attend to get them involved as this may affect them too. Clerk to contact.

There have been complaints reported to Bob Hall regarding people parking on the Trod on Station Road. People are encouraged to continue to report to the police.

iii) HGV signage in Station Road

A reply from Highways was received and circulated. The outcome is that there is not a lot that Highways can do unless people are caught.

Fran Whymark and Vince Tapp attended a meeting at BDC today regarding this issue, and advise to get details of lorries who are breaking the weight limit's and signage and to report to the police. Public support is needed.

8. To consider the notes and matters arising from the first meeting of the Playing Field Management Group (PFMG) and approval of the Terms of Reference.

The notes from the meeting held on 24th January 2017 were circulated and along with a draft copy of the Terms of Reference (TOR). Martin Murrell queried in the TOR no.2 the wording 'except for mast' concerning if anything changes in the future. It was agreed that the TOR will change as things progress and the TOR can be amended to reflect this.

Colin McCormick raised query with 9a regarding the minor repairs figure at up to £50 can be actioned by the Clerk, and the major repairs over £500, questioning what happens between these values. The Financial regulations were referred to and it was resolved to amend the minor repairs figure to £500 to be in line with the Financial Regulations, and confirmed that over this amount 3 quotes will be needed and the PC approval prior to any work being carried out, taking into account Health and Safety issues.

It was agreed that once item 7 has been completed the TOR will be reviewed.

It was proposed by Martin Murrell to accept the TOR, and seconded by Julie Redburn, and all agreed.

Plans had been sent by Peter Jefford to go out to tender for costings for the new toilet block, however after discussions it was agreed that more detail plans needed to be produced. Fran Whymark questioned if it is proposed that the SUCT will pay for this now the Charities Commission has allowed monies to be used to 'benefit the Community', and if a new toilet block is needed and the old one knocked down. It was discussed that for future plans the old toilet block where it stands may be in the way, and it had previously been recommended that a toilet block should be available for the users of the playing field. Nick Ball asked who will be responsible for the cleaning of the toilets? It was resolved that further discussions regarding these issues were needed.

Martin Murrell to request a scope of work for all that is going on for all parties involved.

The date of the next PFMG meeting is 15th February 2017.

9. To approve and sign the Lease for the Playing Field Mast

Discussions were had regarding the lease received from SUCT, which they had signed, to release a small piece of land back from the PC to SUCT for the mast, in exchange for a 'peppercorn' payment. It was resolved for the Clerk to sign on behalf of the Parish Council. Proposed Colin McCormick, seconded by Reg Reeve, all agreed. Clerk to sign and initial plans and send paperwork off.

10. To consider a report from the Neighbourhood Plan Steering Group

No report received. This is with BDC now, however Richard High has been unwell and requested to defer by one week.

11. To consider a response to outcome Broadland District Council's 'call for sites', that is the 11 sites put forward in the Parish

The Parish does not need to take any action, this is only a "request for sites" and is open to anyone to put forward any land that they have which 'could' be developed on, but does not

mean that it will be. It is to enable BDC to have a 5 year land supply for controlled development, which is a Central Government requirement. Salhouse will put comments together and send to BDC for their consultation in October. If any members of the public have any comments, please send to the Clerk.

12. To consider a response to Broadland district Council's plans regarding future footway lighting provision.

Footways lighting is more specific to where people walk, rather than where they drive which comes under Highways. It was resolved that the Parish would decide on a 'case by case' basis, but would prefer not to have lighting which is in line with the Neighbourhood Plan and the 'dark skies' principle. In the event that the Parish wanted lighting then they would want Broadland Council to manage on their behalf. Clerk to submit response.

13. To consider whether to renew the arrangement to pay a flat rate fee to nplaw.

It was discussed that this is good to have based on what projects are currently going on. It was proposed by Martin Murrell and seconded by Bob Cooper, to renew this subscription. All agreed. (see 16i)

14. To consider renewal of CPRE membership 2017/2018

Discussions were held over the benefits of renewing this subscription. It was voted upon: For - 2, against - 5, abstain - 2. It was resolved not to renew this subscription at this time.

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

i. 20160036: Variation of condition 1 of planning permission 20140213 – 1. Change of Use of Agricultural Land to (D2) Camping Facilities 2. Erection of Wooden Camping Pod at Salhouse Broad, Lower St, Salhouse

Resolution: to Object to the planning application on the grounds of lack of car parking.

ii. BA/2017/0009/TCAA- Application to fell a Poplar tree at Top Barn, Broad Farm, Upper Street, Salhouse

Resolution: No Comment

iii. Any other planning matters

Rackheath planning application for 23 blocks of housing which fall into Salhouse, for which Salhouse PC were not consulted. Rackheath PC has contacted to ask if Salhouse PC would like to arrange a meeting to discuss further. It was agreed that this is a good course of action – Clerk to arrange for Colin M, Vince and Martin N to attend a meeting.

16. Accounts

i) Approval of Payments

The following payments were approved on the proposal of Fran Whymark, seconded by Martin Murrell;

D A Dring Jan Salary - £958.91 & Expenses £120.55	1079.46
S J Martin Jan Salary - £240.87 + Tax Refund £100.20 & Expenses £22.96	364.03
HMRC- Tax & NI Diana A Dring / Sarah Martin	£317.91
Mr. P. Green - Inv: 808 / 809	£200.25

ii) Monthly bank reconciliation report

The monthly bank reconciliation for December was approved and signed by Martin Murrell. Budget report still being worked on.

17. To receive correspondence and agree response (if any)

BDC - Planning Enforcement Update – there is 1 BDC planning enforcement still ongoing
HMRC 2017/2018 Payments booklet
YAB Newsletter (email)
NALC Newsletter (email)
Rogue Trader email (information only)

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

It was asked for confirmation that the planning application (inc. new toilet block) for the pavilion had all been approved in September, for which this was confirmed. It was also asked if it is an H&S and Safeguarding issue that the play area will not be seen behind the new pavilion – all of these points had been considered.

19. Any items for the next Parish Council meeting to be held on Monday 6th March 2017 in the Jubilee Hall at 7.30pm

Considerations for spending money:

Defibrillator, being a direct line to get the access code.
School classroom/Fledglings pre school
Invest in youth of Salhouse

There being no further business the meeting closed at 10.00pm