

**Minutes of the Salhouse Parish Council meeting
Held at 7.30pm on Wednesday 11th January 2017
At Jubilee Hall, Lower Street, Salhouse**

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

In Attendance: Diana Dring, Locum Parish Clerk

Members of Public: 8

1. Co-option of new Parish Councillor

On the proposal of Reg Reeve, seconded by Fran Whymark, Julie Redburn was approved as a co-opted Parish Councillor and the Chairman welcomed her to the Parish Council. Julie signed the Acceptance of Office, which was witnessed by the Clerk. Julie also completed the Declaration of Interests form.

2. Apologies for absence

Apologies were received from Nick Ball who was on holiday and Martin Thrower who had resigned. The Chairman said he would comment in his report.

3. Declarations of Interest in items on the agenda

Robert Cooper and Martin Murrell declared an interest in item 7.v. as Trustees on the Salhouse United Charities Trust. Colin McCormick declare a personal interest in item 18 as a friend of one of the applicants for the Parish Clerk vacancy.

4. Approval of the minutes of the Parish Council meeting of 7th December 2016

Following the removal of the duplication of 'Thorpe St Andrew' in the first paragraph of page 2, and amendment of the NDR definition to Northern Distributor Route, the minutes of the Parish Council meeting of 7th December 2016 were approved as a correct record on the proposal of Colin McCormick, seconded by Martin Nudd.

5. Chairman's report

The Chairman read the resignation letter from Martin Thrower, who had resigned as he now felt local democracy had been restored with the co-option of 4 new local residents to the Parish Council. As Head of Democratic Services at Broadland District Council Martin was content for the order, which had appointed him, Fran Whymark and Vince Tapp, to continue until the Annual Parish Council meeting in May 2017.

The Chairman said that the outcome of a vigorous appointment process to recruit a new Parish Clerk would be discussed at item 18 and he thanked the Locum Clerk, Diana Dring for her assistance with that process and for her support to him and the Council over the last 4 months.

The Chairman said that there had been a large number of potential development sites put forward in the District, with 11 sites in Salhouse, as a result of Broadland District Council's 'Call for Sites' following a shortage in the 5-year land supply. He advised that this was a long drawn out process and there was no public consultation yet but District Councillors would be making their views known in due course. He commented that Planning Inspectors has ruled in favour of Neighbourhood Plans in 2 areas of the country recently showing the strength of these Plans. He said this was good news for Salhouse Neighbourhood Plan, which was not far off adoption.

6. Public Participation and District Councillor and Police reports

Fran Whymark said that there wasn't anything to report from the District Council at the time.

The Police incident report was read which showed that from 1 December to 31st December 2016 12 calls had been taken by the Police Control room and 3 incidents, which were 1 actual bodily harm, 1 common assault and battery and 1 sending letters etc., with intent to cause distress or anxiety.

The Chairman invited Broadland District Council Conservation Officers Barbara Hornbrook and Kate Knights to give a talk about conservation in Salhouse. They provided information on the Salhouse Conservation Area and the current reappraisal status following the consultation in 2013, the Heritage Ranger Warden scheme and Tree Wardens. Barbara said that previously there had been disagreement with the Parish Council concerning the extension of the Conservation Area to include land north of Lower Street. She invited the Parish Council to provide new ideas for the Conservation Area but advised it would take 12 to 18 months to investigate any requests.

Kate Knights outlined the plans for a Heritage Ranger Scheme, which aimed to recruit a volunteer in each parish to act as a go between the Parish and Broadland DC, to promote local heritage events and conservation, produce a list of buildings of local interest and identify community projects. The scheme was reliant on funding from the Lottery scheme and would be taken forward by those who had already volunteered, offering training and possibly small grants for repairs in the future.

Kate queried whether Salhouse Tree Warden was still active as the District Council had had no contact from him for some time and suggested the Parish Council should check he still is happy with the role and advise them if there was a change.

The Chairman thanked Barbara and Kate for their talk and they left the meeting.

Stephen Piper asked the Council if they were aware that the Post Office may close and whether there was a contingency plan. Members remarked that that rumour had been going on for a long time. Stephen commented that the profitability of the Post Office must be in question if it was not well used by the community. Colin McCormick advised that the Post Office was registered as an Asset of Community Value so the Parish Council would have an opportunity to bid for it if it came up for sale. A discussion of the funding system for Post Offices followed.

John Fielder asked about the start date of the work on the Bell Lane Trod. The Chairman commented that they had been advised by Highways that this could be delayed. Stephen Piper said that according to the County Council website Bell Lane is due for traffic control lights between 22 January and 3 March, which could be for this work. Clerk to check with the Highways Engineer.

Malcolm Prestwood advised Members about the results produced by the recently purchased SAM2, which had been first deployed on Bell Lane from 23 November to 17 December, except for short periods when data was downloaded. The equipment had collected useful statistics on volume of traffic, 6000 vehicles a day, and was a useful speed deterrent. A meeting had been arranged with the supplier Westcotec on 25th January to help with the analysis of the data, which had provided some rogue figures. Members asked for a copy of the volume figures for a joint Parish Councils meeting to be held the following week which would be discussing the potential traffic issues relating to the future NDR.

7. Progress reports relating to:

i) SAM2 speed monitoring equipment

Malcolm Prestwood had provided a report to the Parish Council, which he had summarised in Public Participation, see last paragraph of item 6 above.

ii) Highway and footpath matters

It was agreed to follow up the start date of work on the Trod on Bell Lane. Colin McCormick commented that the last report from the Footpath Warden, Ray Halliday had been satisfactory.

iii) HGV signage in Station Road

Robert Cooper had checked the HGV signage in Station Road and Muck Lane and suggested an additional sign past the Coal Yard on Muck Lane, near Dakenham Hall Farm, which the Clerk had forwarded to the Highways Engineer and his response was pending.

iv) Trod on Norwich Road

The Clerk reported that she had requested a quotation for the cost of installing a Trod on Norwich Road from Mr Ingram, the Barn Piece Developer and suggested a site meeting, but had received no reply. Colin McCormick felt the developer would need to make good the verge and suggested checking with the Planning Department about the planning conditions. Agreed Clerk to follow up with Mr Ingram and check plans.

v) Playing Field Communication Mast and BT Wayleave Request

Martin Murrell gave a summary report regarding the arrangements between Salhouse United Charities Trust and the installation of a Communication Mast by Shared Access on the Playing Field: The Charity had been advised that they should appoint a Surveyor to provide an independent report on the Mast proposal to make sure they get the best deal. The Surveyor had advised that the offer was less than half the value and there was no leeway for expansion or growth and it had been suggested SUCT go to another provider. SUCT had gone back to Shared Access and was waiting for the outcome. The BT Wayleave request had been referred to SUCT, the owners of the Playing Field who would discuss the plan.

vi) Ponds, drains and flooding

The Chairman commented that the flooding issues affecting properties in the vicinity of Bell Lane Pond had been established as a civil matter rather than a Parish Council matter. Colin McCormick said he had helped complete Land Drainage Tribunal forms with one on the residents help him take it forward. There was no other flooding issue in the Parish at that time.

vii) Dog & Litter Bin and Street Furniture Review

A review of Parish Council assets was planned in the forthcoming months as part of the audit and insurance requirements, when a comprehensive list would be provided and a review could follow.

A faulty bin had been reported on Thieves Lane, which Robert Cooper had inspected and advised the post of the bin needed resetting. Agreed to ask Mr Green to fix this and query if he knew where the bin from the Playing Field was.

viii) Grounds Maintenance Contract

The Grounds Maintenance Contract was scheduled for review in February and Colin McCormick and the Chairman would help with this.

ix) Team Salhouse Report

Stephen Piper had provided a report concerning evidence of drug use at the Playing Field, which he had sent to the Police who were monitoring the situation. It was agreed that the use of CCTV cameras at the new pavilion would need consideration.

8. Report of the meeting of 10 January 2016 with Lanpro regarding the proposed Changing Rooms & Community Facility at the Playing Field

Martin Murrell presented a report of the meeting with Lanpro and Heritage Homes, attended by Parish Councillors, the Clerk, Salhouse United Charities Trust members and the Secretary of Salhouse Football Club to discuss the Pavilion, which was to be provided by Heritage Homes under a Section 106 agreement relating to 4 houses being built nearby. Martin advised that the site had been agreed and planning permission given for the pavilion and the new toilets but not the extension to the car park.

Minor internal changes to door openings was required to the pavilion and it was confirmed that these should be forwarded to Lanpro. It was also agreed to ask that the previously agreed extension to the car park was included as an amendment to the plans, which would then not require the Parish Council making a new planning application.

The possibility of removing the bund around the carpark and replacing it with a different barrier would be looked at by the new Playing Field working group who would subsequently report back to the Parish Council.

It was also recommended that all groundworks for the Pavilion and Mast should be carried out at the same time and that those organisations concerned should work together to arrange this. Clerk to forward BT Wayleave request and Shared Access information to Lanpro to this end.

9. Report from the Neighbourhood Plan Steering Group and endorsement of the appointment of the Independent Examiner for the Neighbourhood Plan

The Neighbourhood Plan report and information regarding potential Independent Examiners of the Plan were received by Members and Fran proposed that the Parish Council approve the appointment of Richard High as the Independent Examiner, which was seconded by Martin Murrell and agreed unanimously.

10. Parish Council's expenditure Budget for 2017/18 and the level of Precept

Following discussion, the revised expenditure budget of £35,610 was approved on the proposal of Robert Cooper, seconded by Martin Nudd.

Fran Whymark commented that as the Parish Council had funds in reserves, it should not consider increasing the Precept in 2017/18. On the proposal of Colin McCormick, seconded by Martin Murrell it was agreed to keep the Precept the same as the previous year, £29,200, which would effectively mean a Band D tax payer would pay 2.25% less.

11. Parish Council website review

The Chairman explained that the members needed to consider whether the Parish Council should have a separate website to the current Salhouse Village website, which was kindly managed by a volunteer resident. A costing for a new website had been obtained and circulated for Member's consideration. The Chairman said the Salhouse Village website provided a variety of local information and would be of greater interest and better used than a Parish Council website and recommended staying with the village site. The Chairman thanked the website manager for his continued hosting of the Parish Council website and suggested that there should be a discussion on providing a continuous service when he was not available.

12. Review Council training session in December and further training requirements

Members had been circulated with the training course list from Norfolk Association of Local Councils. Fran Whymark recommended the Chairman's course. Members commented that there were not many courses in the evening when they were available.

The Chairman encouraged all Members to participate in training, which would improve the quality of the Council. He said the Councillor training received in December had included advise on Health & Safety requirements and the need for Parish volunteers to carry out risk assessments on tasks. He invited Stephen Piper of Team Salhouse to comment. Stephen said that the team had received training and used Hi-Viz jackets and felt they were well aware of risks.

Clerk to circulate lists of training courses provided by Norfolk Parish Training and Support and Broadland District Council.

13. Planning report and recommendations on the Planning Applications

Colin presented a planning update report, which included information on planning decisions. Martin Nudd commented that the Council should repeat their comments on the Slad Lane Tea Room for the Inspector considering the appeal. The Chairman said he had been advised by the Planning Department that this was not necessary as the Inspector had the information, but that he would be sending comments as District Councillor. The Chairman offered to write on behalf of the Council, which Fran supported, so he would do this in consultation with other Members. Consideration of Planning Applications;

- i. 20162103: Conversion and extension to existing redundant stable block (storage) to form;
1. Residential dwelling and 2. Retention of mobile home whilst work on conversion is ongoing at The Lodge, Vicarage Rd

Members had no objections to the proposed development but were concerned that the mobile home would remain and agreed a stipulation should be made regarding its removal within a set time.

- ii. 20162159 for a single storey extension at Vicarage House, Vicarage Rd
Members had no objections to this application

- iii. 20162175 for a single storey extension, installation of dormer within the north-west facing rear roof slope and alteration of front porch at Pinecroft, 92 Norwich Road
Members had no objections to this application

- iv. Other Planning Matters

A brief discussion took place about the Broadland District Council Call for Sites as a result of the lack of building land supply in the next 5 years. The Chairman advised that Parishes would be asked for comments in due course and there was no need to worry at this time, the District Council would keep people informed.

Colin McCormick commented on the presentation from Lanpro at the last Parish Council about one of the sites and the company wanting to push ahead to submit a planning application as soon as possible in the Spring.

Fran said that that was the planning process and that anyone could submit an application but it wouldn't mean it would be approved.

14. Accounts

i) Approval of Payments

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

D A Dring Dec Salary £644.27 & Expenses £53.50	£697.77
HMRC- Tax & NI	£200.63
Mr. P. Green – Grounds Maintenance Invoice 804	£186.50
Norfolk Parish Training & Support- Training course	£250.00
Anglian Water Recreation Ground 21/09/16 - 12/12/16	£16.26
Chris Dady (New Year's Day Walk Refreshments)	£40.34

ii) Monthly bank reconciliation report

The monthly bank reconciliation was not available. Members noted the bank balance at 30 November 2016 totalling £91,386.54, plus £49,474 in the Charity Account

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

BDC - Planning Enforcement Update

Broads Authority - Local Plan Consultation (deadline 3rd February) Reg Reeve had attended the Local Plan meeting and both he and Colin McCormick had studied the document provided and found nothing of relevance to Salhouse. The Chairman endorsed this and it was agreed to make no comment

Broads Authority- Notification of appeal of planning permission refusal of Slad Lane Tea room

NDR- various update progress reports

NCC – Notices regarding road closures

NALC- Newsletters and Info

BT- Wayleave request for Playing Field

Age UK- request for donation and Revitalise (Respite Care Charity) – request for donation It was agreed to review all request for donations later in the year.

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

Malcolm Prestwood commented that he used to put a list of potential charities on the website for people to choose 4 for the Council to donate to but it did not receive a great response. He also said he could provide a link on the website for updates on the Northern Distributor Route and said the land north of Lower Street mentioned by the BDC Conservation Officer was one of the new areas for development.

Stephen Piper queried the result of a previous planning application for 25 homes, which the Chairman said he would follow up. He also mentioned a waste bin that had gone missing at the Thieves Lane car park- Clerk to follow up.

17. Next Parish Council meeting to be held on Monday 6th February 2017 in the Jubilee Hall

18. Approval of the Parish Council Recruitment Panel's recommendation on the appointment of the new Parish Clerk & Responsible Financial Officer and to approve the Employment Contract and terms and conditions.

The Chairman gave a summary of the recruitment process for the new Parish Clerk, advising that there had been 7 applicants, all of high standard, 4 had been shortlisted for interview and given the same questions. One applicant stood out and the Chairman proposed that Sarah Martin be recruited as the new Parish Clerk and Responsible Financial Officer. Colin Thomas seconded the proposal and it was agreed by unanimous decision to appoint Sarah.

Members had received a copy of the Draft Employment Contract, which included the Clerks terms and conditions, and this was approved on the proposal of Martin Nudd, seconded by Robert Cooper. It was agreed that Sarah would start on 23rd January and the Locum Clerk would provide support during a 2- week handover.

There being no further business the meeting closed at 9.54pm