

Minutes of the Virtual Salhouse Parish Council meeting

held at 7.30pm on Monday 20th April 2020
At Jubilee Hall, Lower Street, Salhouse

Present: Martin Murrell (Chair), Colin McCormick, Steve Jarvis, Bob Cooper, Julie Redburn, Martin Nudd and Andrew Peachment.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 3

1. To receive any apologies for absence

Apologies were received and accepted from Lynn Yallop.

2. To receive Declarations of Interest in items on the agenda and applications for dispensations

Martin Murrell and Bob Cooper declared an interest as Trustees of SUCT.

3. To approve the minutes of the Parish Council Extraordinary meeting of 23rd March 2020.

The minutes were proposed to be approved by Julie Redburn and seconded by Martin Murrell; all agreed. A copy of the minutes will be signed by the Chairman.

4. Chairman's Report, to include consideration to any matters arising, not on this Agenda

The Chairman reported comments received regarding people congregating around Shrubland pond and at the playing field. It was suggested a notice is put up reminding people of the Government guidelines of social distancing and social gatherings. The Police Beat Manager has been made aware.

It has also been reported that a sign has been placed along the footpath at Normans Farm politely asking people not to use the footpath as the landowner is self-isolating. It has been confirmed by Norfolk County Councils Footpath Officer that legally the path cannot be closed – no legislation has been passed to allow this. It was suggested polite letter is sent to the homeowner to politely confirm this.

5. To adjourn the meeting for Public Participation and to receive District, County Councillor and Police reports.

County/District Councillor Fran Whymark' report had previously been circulated:

I have been in contact with a number of parishes who have told me that regulations are stopping them spending money to support the vulnerable in their community (including grants issued by the Norfolk Community Foundation) during the current emergency. I have been through the Local Government Act 1972 and Localism Act 2011 and attached sections from both which relate to powers with respect to emergencies and the general power of competence. I believe that either would satisfy any concerns raised and allow parishes to spend monies to support the vulnerable within their community during the current emergency caused by COVID-19.

As you can imagine this has been a busy time at both District and County, with them working together to support Norfolk residents. Broadland and South Norfolk District Councils have set up a Help Hub on 01508 533933 to help residents who may be in need of support, or to claim for Council Tax Reduction or Housing Benefit. If you need help with Business Support Grants call 01603 430449 or go to the Broadland website. I know that the Help Hub has been sending referrals to the local coordinators and I would like to thank Colin for undertaking this.

Norfolk County Council have a single point of contact on 0344 8008020 for vulnerable residents. This number can be used for requesting help, reporting child abuse or domestic abuse. Unfortunately, the prevalence of both have been rising during the lockdown and are expected to continue to increase. NCC have launched a campaign: See Something, Hear Something, Say Something, to encourage residents to report concerns.

Broadland Housing Team have been working hard to ensure that no one is rough sleeping or homeless in our area. To ensure there is suitable accommodation we have secured 20 rooms at the old Officers Mess at Scottow (ex RAF Coltishall). Families will start moving in from Monday 20th April. Unfortunately due to the additional deaths in Norfolk (and the fact that the Norfolk and Norwich Hospital will be used as a 'surge centre' for the East of England, providing an additional 200 beds) there is a need for a temporary morgue which will be at Scottow Enterprise Park. The site is secure, and rooms will be available for families to visit their loved ones, as they would at a funeral directors. We are living in unprecedented

times. It has affected us all in different ways. Many have stepped up and supported the vulnerable amongst us and continue to do so. I thank you for this, particularly as the current lockdown may be ongoing for many weeks yet. Keep up the good work. #StayHomeSaveLives.

Take care of yourself and each other.

A parishioner questioned the new posts installed at Shrubland pond and whether they were paid for by the PC - the Vice Chairman explained that the posts were requested to be replaced many months ago due to being damaged/destroyed by farm machinery. This was paid for by Highways.

It was questioned whether posts would be re-investigated at the green triangle at the Lower Street/Upper Street junction – again the Vice Chairman explained that this has been raised with the Highways officer on numerous occasions, including site visits, however Highways were not supported of this for numerous reasons.

Points were raised with objections to the planning application 20200493, including: it was in front of the building line of those properties close by; there was a garage originally at the side of the property which had been converted (albeit by a previous owner) into living accommodation; and that it would alter the street view in the Conservation Area.

A parishioner spoke about the Facebook volunteer group which he started in response to the COVID-19 pandemic to initially support the residents of Salhouse, which now has 161 members spread over neighbouring Parishes and include 29 from within Salhouse. The core coordinating group communicate regularly, and all volunteers are kept up to date with information.

Thanks, were given from the Chairman for the work which has been done setting this up and is ongoing.

Police Report: Logged reports on our Crime System 1st to 31st March 2020:

Burglary – Residential – Non-Dwelling	1	Victim reports tools/items going missing over the years from outbuildings.
Cause intentional harassment, alarm or distress	1	Both relating to a road-rage type incident.
Harassment – putting people in fear of violence	1	Ongoing issue including criminal damage for victim.
Send letters with intent to cause distress or anxiety	1	Known suspect, ongoing issues.
Total:	4	

A reduction in crimes has been noted due to the closure of Milestones.

6. Update regarding the Emergency Committee

The Chairman confirmed the Resilience Plan (which still needs further work and updating) was approved and invoked at the Emergency PC meeting on 23rd March 2020. Colin McCormick has taken on the role of Emergency Coordinator for Salhouse. Notes from the Emergency Committee meetings held to date were circulated prior to the meeting and presented to the Council for approval - agreed by all. Emergency meetings will continue to be held every 3-4 days. Although not much demand for help received directly as of yet, the prescription delivery service continues to be successful with around 40 deliveries each week (not specific to COVID-19), and it has been agreed to increase the delivery to twice weekly utilising one of the volunteers.

County/District Councillor Fran Whymark gave an update on the current situation:

There have been 190 reported deaths in Norfolk. It is believed Norfolk is 3-4 weeks behind London with the pandemic, and therefore has not reached its peak yet. There is a temporary morgue at Scottow, and the N&N hospital is being set up as a surge centre.

It was raised the number of second homeowners who moved into the area once lockdown was announced.

It was stressed the importance to following the Governments advice including social distancing, staying at home and regular washing of hands.

7. Playing Field/MUGA:

- i) To consider cancellation of Community Fete on 11th July 2020
This was agreed by all.
- ii) To discuss renaming of recreation ground and grand opening of MUGA events
It was agreed to keep these two events with the date still as 11th July 2020, however due to the current situation to be monitored and postponed if necessary.

8. Planning:

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

20200493 - Wykham Cottage, 76 Lower Street, Salhouse, NR13 6RB - Erection of double garage

Resolution: OBJECT – with the following comments:

- The proposed structure is too massive in relation to the size of the site, the adjacent properties, and its elevated position.
- It is too far in front of the building line of the two semi-detached cottages.
- It will be damaging to the appearance and setting of the Conservation Area in general and the two historic cottages.

BA/2020/0106/TCAA - Salhouse Broad, Lower Street, Salhouse, Norwich - T1: Oak - end weight reduction of 3.5m. T6: Alder - fell. T9: Oak - end weight reduction of 4m

Resolution: NO OBJECTION

9. Finance and Administration:

- i) To ratify payments approved between meetings:

Community Heartbeat Trust (Service Agreements Annual x 3) (inc. VAT £76.20)	£457.20
Community Heartbeat Trust (Defibrillator x 3)	£5190.00
S J Martin March Salary and Expenses	£1,234.78
HMRC (PAYE)	£238.51
The Norfolk Pension Fund March	£342.75
Paul Green (February 1000/March 1007 inv.'s)	£365.25
Broadland Glass Services (Bus shelter replacement glass Nch Rd/Thieves Lane) (inc. VAT £54.40)	£326.40
The Community Heartbeat Trust (Solutions) Ltd. (Replacement battery Jubilee Hall) (inc. VAT £34)	£204.00
Norfolk Parish Training & Support (Annual Subscription 20/21)	£270.00
Community Action Suffolk (PC Insurance 01/04/20-31/03/21)	£611.80
Matthew Williams Digger Hire Ltd. (Carpark works and trod path) (inc. £3236.47)	£19,418.81
Darrell Starkings (Thieves Lane hedge cutting) (inc. VAT £15)	£90.00

- ii) To approve the following payments:

a. Salhouse 2000 - hall hire	£ 48.00
b. Anglian Water Business (National) – water recreation ground	£ 99.71
c. Parish Partnership bid payments:	
Norwich Road trod path	£5,135.00
Vehicle Activated Sign for Norwich Road	£3,250.00
Dropped Kerbs Cheyney Avenue	£3,000.00
Bell Lane trod path	£7,050.00

- iii) To note monthly bank reconciliation report - agreed

- iv) To agree a budget for the Emergency Committee – It was proposed by Martin Murrell for the £1000 grant received from Norfolk Community Foundation, which the PC was successful in receiving, to be given as a budget for the Emergency Committee for this current situation – this was agreed by all.

- v) To discuss and consider a Good Neighbour Scheme – It was discussed joining the ‘Good Neighbour Scheme Response Team (GNSRT)’ as a beneficial project for this current situation providing insurance as well as guidance to the volunteers and protection to those requesting help. It would be a basis to progress into a full Good Neighbour Scheme (which is a Community led scheme) at the end of this crisis and as a positive outcome. The COVID-19 volunteers coordinator offered to be one of the GNSRT coordinators along with

Colin McCormick. Community Action Norfolk will help support the set up including speaking with the volunteers to gather the necessary information. It was agreed by all to action this.

- vi) To consider subscription to Norfolk ALC – The Clerk recommended joining NALC for 2020/21 with an annual subscription cost of £193.82. This was agreed by all.
- vii) To review annual maintenance contract – a draft contract for review was circulated. It was discussed some additional areas to be included and highlighted some areas no longer needed. Following these amendments, this was agreed by all.
- viii) To note External Audit procedures – It was noted the PC has been notified there will be a 2-month extension on the submission of the External Audit due to the current situation.
- ix) Any other Financial/Administration matters arising
It was noted 50% funding received (£1637.20) for walking maps. Invoice to be paid for manufacture and installation of boards once complete.
And, paperwork received and to be signed for village sign project - previously agreed as a project for 2021/22.

10. To appoint a Salhouse Parish Council Tree Warden

It was proposed to appoint James Cleaver in this role. This was agreed by all.

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

General Correspondence

Police Parish Newsletter

Broads Briefing

Various correspondence regarding COVID-19

Parishioner email re flooding Howlett's Loke

SAM2 data

Broads Authority Flood Risk Supplementary Planning Document for the Broads (4pm 05/06/20)

RoSPA play area inspection confirmation

12. Any items for the next Parish Council meeting

It was raised the layby's in Muck Lane needed reporting for clearing of mud, and cracked tarmac around gully.

Members of the public were invited by the Chairman to briefly speak:

A member of the public mentioned the successful first 'virtual' meeting of the PC.

It was stated further updates on the Community volunteer group can be presented at future PC meetings by the COVID-19 volunteers coordinator.

It was proposed, and agreed, to hold the next meeting on Monday 11th May 2020. This will be the Annual Parish Council Meeting. The PC will then revert to the schedule of meetings as published.

Meeting closed 8.29pm