

**Minutes of the Salhouse Parish Council meeting  
held at 7.30pm on Monday 1<sup>st</sup> July 2019  
At Jubilee Hall, Lower Street, Salhouse**

**Present:** Colin McCormick, Julie Redburn, Bob Cooper, Steve Jarvis and Martin Nudd.  
(meeting opened 7.37pm)

**In Attendance:** Sarah Martin, Parish Clerk

**Members of Public:** 2

**1. To receive any apologies for absence**

Apologies were received from Martin Murrell, Nick Ball and Andrew Peachment.

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

The following Councillors declared interests: Bob Cooper as Trustee on the Salhouse United Charities Trust; Martin Nudd on item 10 v ACV update; and Steve Jarvis on item 8 planning 20191003.

**3. To approve the minutes of the Parish Council meeting of 3<sup>rd</sup> June 2019.**

The minutes were proposed to be approved by Bob Cooper and seconded by Martin Nudd; all agreed and were duly signed by the Chairman.

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

The only update to items not included on this agenda is trees cut on Lower Street investigated with BDC, supposedly in connection with fibre optic cables, no response received yet.

**5. Public Participation and District Councillor and Police reports**

County Councillor Fran Whymark was unable to attend the meeting, but a report was sent in and read out:

I wanted to report a council tax scam which is targeting people. The fraudsters are offering bogus refunds or threatening fines. They are also trying to convince residents that their home is in the wrong council tax band. They then try to charge a fee of £150, for a service which is free. This is happening via text, email and phone. Please make residents aware that no Council will ask for payments or bank details over the phone.

Locally, members of the A47 Alliance from Norfolk went to Parliament to argue for a better deal, and more funding, to improve the A47. They also lobbied for improvements to be made sooner.

Norfolk County Council (NCC) are investing £30 million in Housing with Care. By 2028 there will be nearly 500 residents living in Broadland and nearly 3000 across Norfolk in need of this facility. There are still some negotiations to complete but it is looking very likely that Saffron Housing will be developing a new site in Acle, for approximately 60 residents, subject to planning. I will keep you updated as I know more.

Just to make you aware that I will be the NCC representative on the Broads Authority. Please make me aware of any issues and I will do my best to communicate them to the BA. I will be starting later this month.

Finally, I wanted to let you know I am now the Portfolio Holder for Housing and Wellbeing at Broadland District Council. This means that I am responsible for enabling temporary accommodation and longer-term social housing; working with partners to support vulnerable adults and families; helping people to stay in their own homes, through repair and adaptation and undertaking wellbeing initiatives to improve the lives of Broadland residents. Schemes such as Handyperson Plus and the Norfolk Warm Homes Fund come under my remit.

A police report had been received and was read out relating to the period 1<sup>st</sup> to 30<sup>th</sup> June 2019:

Burglary (residential dwelling)	1
Common Assault	1
Sexual offence	1
Theft	1
Total:	4

**6. To consider the notes and make decisions on matters arising from the Playing Field Management Group**

**i) MUGA update**

The closing date for the MUGA planning was originally 10<sup>th</sup> June 2019, however this was extended until 2<sup>nd</sup> July following an objection from Sport England (statutory consultee), who feel the MUGA will have a detrimental effect on the recreation ground and number of football pitches available to use. They have suggested a location adjacent to the car park, however initial discussions by the PFMG and PC feel this is not suitable as would be closer to properties, hidden by a hedge therefore against safeguarding advice previously received, and will mean re-consultation. This area has also been discussed as used to extend the car park and/or house gym equipment. Also, the 'trod' path has been installed in part within this location, but not shown on the 'historical' map Sport England refer to.

It was agreed for the Clerk to apply for a further planning extension until 14<sup>th</sup> August 2019 to allow time for the PC to submit a Supporting Planning Statement and the application to go to planning committee if necessary.

**ii) Update regarding Grand Opening Event**

Following the MUGA update it was agreed to postpone this event and re-naming of the recreation ground until Spring next year.

**iii) Gym equipment – proposal from PFMG working group**

- a. To consider and agree installation of adult gym equipment at the recreation ground
- b. To discuss and agree proposed location
- c. Agree budget proposal of £10,000 from s106 monies
- d. Agree annual maintenance budget of £500-£1000

Points a, b, c and d were agreed to be postponed from making decisions on until further information regarding the MUGA planning application is received.

**iv) Update regarding pedestrian access on trod path**

The Highways Engineer has investigated this issue and reported that he did not feel any further action is needed. Some planting of shrubs could be carried out to block in the gap between the tree and barrier. Still awaiting final costs of the scheme.

**v) To select school competition design for new road safety signage**

25 designs were received from the school, all extremely good, however 3 designs were selected to be made into signage to put up at the recreation ground.

**7. Progress reports relating to:**

**i) Safer Neighbourhood Action Panel (SNAP)**

To be held on Monday 8<sup>th</sup> July at 7.00pm at The Hub, Wroxham.

**ii) SAM2 speed monitoring equipment data report**

The speed watch report was displayed showing data from 11/5/19 to 11/6/19, Lower Street (outside 22) facing West towards Bell Corner. A meeting was also attended with Wroxham PC and PC Steve Clarke to discuss how data should be supplied to the police for consistency.

**iii) Team Salhouse Report**

Litter picking continuing and summer planting completed, along with replacement centre piece at the Jubilee Hall.

**iv) War Memorial Report**

A meeting has been arranged to obtain a second condition survey.

**v) Churchyard Conservation Scheme**

No further progress - meeting to be attended with PCC on 30<sup>th</sup> July to discuss further.

**vi) Tree Warden Role**

A meeting has been arranged on 15<sup>th</sup> July to discuss this role further.

**vii) Any Other Reports**

None

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

The planning report was displayed,

**20191003** - Copperfield, 22 Lower Street, Salhouse, NR13 6RW – Two Storey Side Extension

**Resolution:** To Object, raising the following observations – roofline on plans of front dorma not shown in application; cladding not in keeping with conservation area and may set a precedent, not enough detail on material of cladding provided.

**i) Update regarding the Neighbourhood Plan effectiveness and action points**

Ongoing

**ii) Any other planning matters**

None

**9. Highways:**

**i) To receive Highways and Footpath Report**

The report was displayed – Footpath issues under investigation with Highways.

**ii) Norwich Road Speed Reduction 40mph**

Highways are still trying to obtain funding for this item.

**iii) To review and make decisions on Parish Information Board maps (Parish Partnership Scheme 2018/19)**

Awaiting second draft of map. Permission has been granted for the lectern boards to be placed at the Church and Lower Street triangular green.

**iv) Invitation to Bid Letter Parish Partnership 2020-21**

Three suggestions have been put forward so far, however other ideas to be discussed at the August meeting.

**v) To consider planting of trees around Parish**

It had been suggested to plant Elm trees within the Parish, however discussed there is currently no land under PC control for the planting of trees.

**vi) To consider Urban Tree Planting opportunity**

This opportunity was discussed however it was felt it was too urban and again no locations available for tree planting.

**10. Finance**

**i) To approve payments – all agreed**

S J Martin June Salary - 51.5(hrs) £586.83 NET & Expenses £90.76	677.59
The Norfolk Pension Fund June (£33.74 EE & £138.01 ER)	171.75
Paul Green (May inv. 958)	247.00
Greenbarnes Ltd. (handles for noticeboards) inc. VAT £12.99	77.95
Malcolm Garner (Team Salhouse Expenses) inc. VAT £17.02	102.17
	<u>1276.46</u>

**ii) To note monthly bank reconciliation report – agreed**

**iii) Update regarding online banking**

Devices have been received and to be set up. To obtain forms for new signatories.

**iv) To agree amending name held for the Reading Room Charity Bank account from ‘Salhouse Parish Council’ to ‘The Reading Room’**

As recommended from the Internal Audit. All agreed.

**v) To receive update on ACV’s**

The Bell Public House and Prima Rosa have both been renewed.

**vi) Any other Financial matters arising - None**

**11. Defibrillator**

**i) Update on Defibrillator training**

Date for a public daytime training session to be arranged.

**ii) To update on Station Road telephone box converting to defibrillator station**

This telephone box is now within a public consultation period. PC to inform Broadland DC of its intention to adopt this box.

**iii) To discuss phone boxes on Lower Street/Upper Street Junction and opposite Bell Pub**

It had been proposed to convert the telephone box on the Lower Street/Upper Street green triangle into a mini art gallery, however BT have been contacted to obtain statistical usage data, and it was agreed to postpone any decisions until this has been received. To review at the August meeting.

**12. To consider Jubilee Hall request for PC to become Custodian Trustees for the lease of the car park**

It was agreed to investigate this further with NP Law to find out exactly what the PC would be taking on and the responsibilities involved, also to confirm the definitions and boundaries of the car park itself before any decisions made.

**13. To receive correspondence and agree response (if any)**

*General Correspondence*

*Police Parish Newsletter*

*Urban Tree Challenge Fund criteria*

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

There were no public comments.

**15. Any items for the next Parish Council meeting to be held on Monday 5<sup>th</sup> August 2019 in the Jubilee Hall at 7.30pm.**

Investigating microphones to be used at the meetings.

**There being no further business the public meeting was closed at 9.37pm**