

**Minutes of the Salhouse Parish Council meeting
held at 7.30pm on Monday 21st January 2019
At Jubilee Hall, Lower Street, Salhouse**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 4

1. Apologies for absence

Nick Ball's apologies were accepted.

2. Declarations of Interest in items on the agenda

Bob Cooper and Martin Murrell declared an interest as Trustees on the Salhouse United Charities Trust. Martin Nudd declared an interest on Item 6 v and planning Item 7 (20182068).

3. Approval of the minutes of the Parish Council meeting of 17th December 2018.

The minutes of the Parish Council meeting on 17th December 2018 were proposed to be approved by Colin McCormick and seconded by Julie Redburn; all agreed and were duly signed by the Chairman.

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

- Martin Murrell reported the new bus shelter on Norwich Road has now been installed.

5. Public Participation and District Councillor and Police reports

There was no County Councillor report.

District Councillor's Vince Tapp and Fran Whymark sent apologies to the meeting, however sent in a report which was read out by the Chairman:

- BDC will not be increasing their part of the Council Tax for 2019/20. However, central government have given the go-ahead for the Police and Crime Commissioner for Norfolk (PCCN) to increase their precept by £24 for a Band D property. There is an ongoing consultation which will report back to the Police and Crime Panel in February/March, with the PCCN's proposal. Norfolk County Council will also be considering a rise as central government have also allowed them to increase their precept to support adult social care.
- As Vince reported last month Trevor Holden, Joint Managing Director, is now in post and the new structure for the joint management team for Broadland District Council (BDC) and South Norfolk Council (SNC) is being developed. It is hoped that interviews will be completed by mid-April and this should be no need for redundancies. This new structure will take forward the collaborative working between BDC and SNC.
- BDC takes your safety very seriously. All private hire drivers licensed by BDC must now attend safeguarding training before their licences are issued or renewed. 98% of food premises within Broadland are rated satisfactory or better. Where food businesses are rated 2 or less the Food Safety Team will work with the food business to ensure food safety requirements improve. It is now a legal requirement for all food businesses to inform customers about allergen information. This should be on the menu or on a sign that is visible when you order. Businesses must also ask customers when they take telephone orders. Once again, the Food Safety Team can be contacted for further information on: (01603) 430574 or foodandsafety@broadland.gov.uk.
- A resident from Station Road spoke regarding concerns of speeding traffic along Station Road and Norwich Road, and asked for the PC to consider a footpath provision to connect this area of Salhouse to the village centre, which are felt to be separated.
It was reported that the PC has previously investigated this and is in favour of it, however after meetings with Highways previously it was declined due to difficult engineering, widths available and costs. The PC is however happy to investigate again with Highways.
The resident also raised concerns over the speed of vehicles along these two roads, which is a current issue being investigated, and the Chairman explained that data statistics had been received from Highways/NDR team which shows a reduction in both speed and number of vehicles as a comparison of before and after the opening of the Broadland Northway. The resident is grateful to the speedwatch team for their role they carry out.

Standing Orders resumed 7.47pm

6. Progress reports relating to:

i) SAM2 speed monitoring equipment data report

Statistics from the latest speed watch report (Upper Street 6/12/18 – 6/01/19 facing North) were discussed. There appears to be an error on the graph relating to speeds of 10mph – this is being investigated with Westcotec. It was stated that the speedwatch team are not allowed in areas of speed above 40mph.

ii) Team Salhouse Report

A brief report was read stating litter picking has continued on an individual basis, the flower beds have been maintained where necessary and fly tipped tyres in Howlett's Loke reported to BDC who promptly removed them.

iii) War Memorial Report

The report was read out (Appendix 1)

iv) Parish Council Website

The new Parish Council website hopes to be live by the February meeting.

v) Vodafone ROSS 100 Metrocell Village Coverage Salhouse

It was agreed to keep two of the four devices (Prima Rosa and near Salhouse Broad) switched on. Clerk to confirm to Vodafone. It was agreed to continue with the payments of £35 per annum to these two premises.

vi) Tree Warden Role

Clerk has been in contact with the Tree Warden. An update will be presented at the next meeting.

vii) Safer Neighbourhood Action Panel (SNAP)

The first SNAP meeting is hoped to be held on Tuesday 29th January 2019 (tbc).

viii) Any Other Reports – Play area repairs to be carried out w/c 4th February 2019

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

The planning report was read out (Appendix 2)

i) Planning Applications Received

20182068 Sallows, Chapel Loke, Salhouse, NR13 6RA - Demolition of Existing Conservatory and WC Extension and Erection of Two Storey Side Extension

Resolution: No Objection

ii) To report on Rackheath Development Boundary

A meeting has been requested with Rackheath PC BDC to discuss; no confirmation received yet.

iii) Update regarding the Neighbourhood Plan effectiveness and action points

Some data has been collated from planning applications since July 2017 documenting when the NP has been referenced in planning decisions. It was discussed to look at the stated visions and objectives within the NP to see how well the PC is achieving these, and to also report back to BDC on the effectiveness of the plan by the end of March.

iv) Any other planning matters – None

8. Highways:

i) To receive Highways and Footpath Report

The report was read out (Appendix 3)

ii) To update regarding Norwich Road HGV's

Data statistics have been received from the NDR team showing a reduction in traffic volumes and a reduction in speeding vehicles. County Councillor Tom Garrod and the Highways Engineer were invited to attend a public meeting, but the response from the Highways Engineer was that further statistics should be obtained if the data received is believed to be incorrect and suggests a further traffic survey be carried out in the first instance. The County Councillor has been asked if he would be able to fund this survey, but no response received yet. Residents have submitted a petition to Norfolk County Council regarding a reduction to the speed limit and introduction of a 7.5-ton weight limit on Norwich Road, Salhouse.

iii) To update regarding a pedestrian crossing on Mill Road

This has been investigated with Highways and initial enquiries are inconclusive as to whether this would be feasible. It has therefore been recommended that a feasibility survey be carried out by NCC costing around £3000. Clerk to enquire if any grants available to assist with this cost with BDC and Highways.

iv) To discuss and consider planting of trees on Otter Close/Cheyney Avenue verge

To be deferred until February meeting to allow time to speak with the Tree Warden and to investigate 'free' trees available from BDC and the Woodlands Trust.

- v) **To discuss and consider parishioner concerns regarding parking along Cheyney Avenue**
Clerk has spoken to the School who is actively addressing this issue, and to the police to see if they can attend the location. Highways have also been contacted but are unable to assist as the parking is an enforcement issue. To be brought up at for discussion at the SNAP meeting with PC Troy Brandon.

9. **To consider the notes and make decisions on matters arising from Playing Field Management Group**
A PFMG meeting was held on 16th January, where it was proposed to temporarily put the car park improvements on hold and to concentrate on the MUGA. Four quotes had been obtained for MUGA's, but following advice the contract was advertised on the Governments Contracts Finder website and a further 5 tenders were received. These are being looked at and it is hoped that at the next PFGM meeting a short list of 3 can be considered and then a proposal be put to the PC at the next meeting.

10. **To consider Conservation Corridor proposal**

It was agreed to postpone this until the April meeting to allow time for the proposal to be prepared for consideration.

11. **Finance**

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

S J Martin December Salary & Expenses	629.14
The Norfolk Pension Fund December	168.99
Paul Green - Maintenance December 2018 Inv. 935	172.75
Salhouse 2000 (Hall hire)	54.00
Queensbury Shelters (inc. VAT £754.80) *50% to be claimed from NCC PP Scheme	4,528.80
Target Trees (Tree works recreation ground - Inv 1520) (inc. VAT £146.67)	880.00
Kerry Radley (refund payment made in error)	121.50
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	6555.18

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

iii) **To consider and make a decision on the subscription to Norfolk Playing Field Association**

It was agreed to subscribe for 2019/2020

iv) **To consider maintenance contract and hedge cutting for 2019/2020**

It was agreed to go with Norse for the playing field maintenance for 2019, and to have the hedge cut by a separate contractor.

v) **To appoint an internal auditor for the 2018/2019 year end**

It was agreed to appoint Catherine Moore as the internal auditor for 2018/2019.

vi) **Any other Financial matters arising**

At last months meeting it had been agreed to support the New Years Day walk refreshments, however as the costs were low the organiser decided not to put in a claim, but thanked the PC for their offer of support, and hopes to arrange again for next year as it was well attended.

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

General Correspondence

Recruitment to Norfolk Local Access Forum

Highway Ranger Visit – The Highway Ranger is due to visit Salhouse within the next 3 months and issues to be looked at should be forwarded on.

Highway issues can be reported by all on NCC's website: <https://apps.norfolk.gov.uk/HighwaysDefect/>

Children's Services - Briefing on proposed Early Childhood and Family Service

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

A resident spoke regarding the parking issues along Cheyney Avenue, and trees may deter this, but also suggested a raised brick area could be investigated.

It was also raised the statistics from the NDR team may not be at the peak Sugar Beet season times.

14. **Any items for the next Parish Council meeting to be held on Monday 18th February 2019 in the Jubilee Hall at 7.30pm.**

There being no further business the meeting closed at 9.09pm

**WAR MEMORIAL REPORT
TO SALHOUSE PARISH COUNCIL MEETING 21st JANUARY 2019**

Colin McCormick, Julie Redburn and Sarah Martin met with the Vicar and Churchwarden on Tuesday 15th January 2019 to discuss the suggested relocation of the war memorial to a location inside the car park, close to the entrance to the Church. The area proposed is not used for parking.

The Vicar had no strong desires to have the memorial moved but did neither object. Other proposals of pathways to the memorial and locations to stand for the services were discussed. Colin and Sarah also met with Kate Knights (Historic Environment Officer at BDC) to discuss the proposal.

Broadland DC, in principle would not object to this, and Kate felt it would be safer for the memorial and nicer location. There is significant movement and leaning of the memorial, which was confirmed in the recent survey carried out on it. This needs to be monitored and action taken to prevent it moving further. Costs would need to be investigated into this.

The survey suggested cleaning of the memorial. The current position underneath the trees is adding to the green, and if moved to a more open location, this would not happen so quickly. It was also recommended re-lettering of the inscription on the stone. The cleaning and cutting of tree branches along with the re-lettering would be carried out even if the memorial was not moved.

The memorial would still be able to be seen from the road but would be further protected from the fast traffic and would be more convenient for church services.

The following action points were discussed:

- 1 Clerk to arrange a meeting with Nick Hindle Stonemason to obtain a quote:
 - a) for the moving of the memorial and scope of works
 - b) for works to prevent further movement of the memorial in its existing location and to investigate installing a path to the memorial
- 2 Clerk to speak to the Vicar to see what permissions would be needed from the Church/Diocese.
- 3 Clerk to enquire as to who owns the memorial and to investigate insurance.

Costings would need to be presented to the PC, comparing the cost of dismantling the memorial to repair/replace the base in its current and in a new location, then to make a decision as to proceed with this project. If so, Listed Buildings consent will need to be sought and possibly planning permission (to be confirmed).

It would also be prudent to gauge the thoughts of the parishioners.

**PLANNING REPORT
TO SALHOUSE PARISH COUNCIL MEETING 21st JANUARY 2019
(correct as of 18th JANUARY 2019)**

Decisions Advised by Broadland District Council since last meeting

20181671: Land South of Norwich Road, Salhouse NR13 6QG

New Agricultural Storage Building - Prior Notification

SPC Response: **Not consulted** (PC consultation not required for agricultural development)

Final Decision: **PRIOR APPROVAL NOT REQUIRED** 6th November 2018

20181542: 6 Mill Close, Salhouse NR13 6QB

Removal of Existing Garage, Erection of Single Storey Side extension and Double Garage and First Floor Side Extension

SPC Response: **Not consulted** due to BDC admin error

Final Decision: **FULL APPROVAL** 7th November 2018

Awaiting Decision

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

Residential development comprising a minimum of 95 dwellings including affordable housing, landscaping, car parking and 7.01 hectares of publicly accessible green infrastructure containing children's play equipment, tree planting and a 30-space visitor car park (Outline)

SPC Response: **OBJECTION**

Planning Applications for Consideration at this Meeting

20182068: Sallows, Chapel Loke, Salhouse NR13 6RA

Demolition of Existing Conservatory and WC Extension and Erection of 2 Storey Side Extension.

**HIGHWAYS AND FOOTPATHS REPORT
TO SALHOUSE PARISH COUNCIL MEETING 21ST JANUARY 2019**

Footpaths Warden's Report – I am pleased to advise that all of our paths are open and walkable. However, at two locations hedge cutting is needed preferably now but certainly before the start of the growing season. The second part of the leylandii hedge on footpath 12 on the right-hand side coming from Howlett's Loke requires cutting back and also on Footpath 11 at the Lower St end on the left-hand side coming from the Street and opposite the stables.

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Complaints about motorcyclists using footpaths – the Landowner is considering the emplacement of a gate on Footpath 7 to discourage this – *ongoing*.

Proposed Trod Path on Bell Lane – Highways advised that construction of the path from the Church to Vicarage Road is scheduled late January.

Proposed speed limit on Bell Lane – No date has been advised when this will be implemented.

Re-instatement of link path between Tipples Farm lane and Bell Lane – documentation to dedicate this route has been received and waiting to be signed by landowner and returned to NCC.

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Highway Issues:

Wood Green industrial estate traffic – the Highways Engineer has agreed to install Give Way lines at the intersection of the industrial estate road. To be monitored.

Station Road/Muck Lane traffic – the Highways Engineer has recommended the SAM2 devices to be placed along here, and data to be forwarded on which in turn will be passed to the Broadland Northway team. Ongoing.