

**Minutes of the Salhouse Annual Parish Council meeting  
held at 7.30pm on Monday 20<sup>th</sup> May 2019  
At Jubilee Hall, Lower Street, Salhouse**

**Present:** Martin Murrell, Colin McCormick, Julie Redburn, Bob Cooper, Nick Ball, Steve Jarvis and Andrew Peachment (co-opted).

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

**Members of Public:** 4

Martin Murrell opened the meeting and welcomed all.

**1. To elect the Chairman for the coming year**

Nominations were invited for the office of Chairman. Martin Murrell was nominated by Colin McCormick and seconded by Bob Cooper. With no further nominations, all agreed to elect Martin Murrell to serve as Chairman for the coming twelve months. The Declaration of Acceptance of Office was signed.

**2. To elect the Vice-Chairman for the coming year**

Martin Murrell invited nominations for Vice-Chairman. Colin McCormick was nominated by Bob Cooper and seconded by Julie Redburn. With no further nominations, all agreed to elect Colin McCormick to serve as Vice-Chairman for the coming twelve months.

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

There were no apologies received.

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

Martin Murrell and Bob Cooper declared an interest as Trustees on the Salhouse United Charities Trust.  
\*also see item 6

**5. To consider any declarations of acceptance of office that have not been received**

None.

**6. To consider co-option of Councillors for the vacancies arising from the election process**

Two applications had been received; however, one applicant was unable to attend this meeting. Bob Cooper proposed to co-opt Andrew Peachment; seconded by Colin McCormick – all agreed. Andrew Peachment signed the Declaration of Office form and joined the meeting.

\*A declaration of interest was declared by Andrew Peachment on Item 11 Planning 20190658.

**7. To approve the minutes of the Parish Council meeting of 15th April 2019.**

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

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

Martin Murrell welcomed all the Parish Councillors back.

The Playing Field Management Group met last week and the MUGA planning application is progressing well. Martin reported that himself and Fran Whymark were both elected as District Councillors for the Wroxham Ward, and gave thanks to Vince Tapp for all his hard work and wished him a happy retirement.

Fran Whymark is also our newly elected County Councillor.

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

- There is a new Beat Manager for Wroxham, Salhouse and Rackheath – Steven Clarke. A report was displayed and read out.
- There is a District Council meeting tomorrow, which will be the first for Martin Murrell to attend so an update will be received at the next meeting.
- No County Council report.
- Parishioners reported overgrown hedges at Bell Corner and along Lower Street, also growth encroaching along the trod paths along Bell Lane – Clerk to investigate with Highways.

- A Parishioner highlighted the lack of drop kerbs along Cheyney Avenue which makes it difficult for those with less mobility or pushchairs to cross the roads – Clerk to investigate with Highways.
- It was reported the village sign is faded and discoloured and questioned if it can be restored. Nick Ball to investigate.

Public Participation closed at 19.49. Standing orders resumed.

## 10. Progress reports relating to:

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

No date has been set yet for the next meeting. Clerk to speak with new Beat Manager to arrange.

### ii) SAM2 speed monitoring equipment data report

Speedwatch data discussed. False readings advised by Westcotec as due to heavy rain. Meeting to be arranged with Rackheath and Wroxham PC's to look at what data is collected and how it is used.

### iii) Team Salhouse Report

Report read out. Summer planting regime is being planned. Post installation on green triangle at Lower St/Upper St requested by parishioner, however previously not supported by Highways – for further investigation.

### iv) War Memorial Report

No further progress. To defer until next meeting.

### v) Churchyard Conservation Scheme

Julie Redburn to represent the PC at the next PCC Church meeting on 30<sup>th</sup> July to discuss further.

### vi) Tree Warden Role

Nick Ball has started a survey of some trees around the Parish. Information to be sent to current tree warden to clarify roles/duties as per the Tree Warden Network.

### vii) Any Other Reports – None

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

**20190658** - Redwings, Howlett's Loke, Salhouse, NR13 6EY - Proposed Conversion of Garage to Form Annexe

**Resolution:** No Objection

**20190710** - Land off Howlett's Loke, Salhouse, NR13 6EX - Erection of 2 Detached Bungalows (Outline)

**Resolution:** No Objection

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

To postpone until June meeting.

### ii) To discuss and consider 'A Green Belt for Norwich (CPRE Norfolk)'

It was discussed that the map provided was not detailed enough for the PC to make a proper decision. It was agreed that whilst the idea in principle is supported, it needs to be compared in more detail with the Local Plan.

### iii) Any other planning matters None

## 12. Highways:

### i) To receive Highways and Footpath Report

The report was displayed – Footpaths to be walked to investigate and act on issues.

### ii) Norwich Road Speed Reduction 40mph

County Councillor Fran Whymark confirmed that he and Highways are in support of this speed reduction and will commit £1000 towards the cost. Highways to give details of how to progress this.

### iii) To discuss and consider Vicarage Road Speeding Traffic

Issue discussed following concerns of safety for pedestrians. Clerk to investigate with Highways what options may be available.

### iv) Parish Paths Seminar (North Norfolk) invitation 29th May 2019 (2-4pm Nth Walsham)

Details were circulated prior to the meeting. Nick Ball to attend.

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

The contract was sent to the contractor ETC following review and recommendations from NPLaw, it was amended and returned. It is currently with NPLaw again for final review. It was AGREED by all that the Clerk, as Proper Officer, can sign the contract on behalf of the PC after its final review.

Grand Opening – It was confirmed to hold this event on Saturday 14<sup>th</sup> September 2019, and agreed 11am to 4pm, with the official opening of the MUGA at 12 noon. It is to be a community non-profit making event celebrating the opening of the MUGA and memorial to Peter Jefford.

A 'phase 2' of the recreation ground was proposed to include adult gym equipment (4-6 pieces) to be placed alongside the trod path. It was agreed to arrange to meet RoSPA at the upcoming play area inspection (costing £42+VAT) to see pre-advice.

Highways to be contacted regarding the build-up of the bank or additional barriers at the pedestrian end of the new trod path.

#### 14. Finance

##### i) To receive the Internal Auditor's report and consider recommendations

The Internal Auditor's report was circulated to Councillors prior to the meeting. One observation was raised in the report regarding the naming of the Reading Room Charity bank account – to be investigated.

##### ii) To approve the Annual Governance Statement in the 2018-19 Annual Governance Annual Return (AGAR)

The Chairman read out all the statements in the Annual Governance section of the Annual Return requiring Councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

##### iii) To approve the Statement of Accounts in the 2018-19 AGAR

The figures in the Accounting Statement had been circulated to Councillors prior to the meeting. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

##### iv) To approve payments – all agreed

S J Martin April Salary - (63.75hrs) £726.30 NET & Expenses £97.34	823.64
The Norfolk Pension Fund April (£44.69 EE & £182.84 ER)	227.53
HMRC March (PAYE)	54.55
Paul Green - Maintenance 2019 April Inv. 946	271.25
Ashley Ads Ltd. (New signage Trod path recreation ground) (VAT inc. £17.66)	105.90
S & C Moore Farming Ltd (Internal Audit 2018/2019) (VAT inc. £17.00)	102.00
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	<b>1584.87</b>

##### v) To note monthly bank reconciliation report – agreed

##### vi) Online banking

###### a. To consider and agree switch to online banking

AGREED by all, and to investigate an additional signatory.

###### b. To consider updated Financial Regulations

Draft copy circulated prior to the meeting showing the amendments to include online banking - APPROVED

###### c. To consider updated Internal Controls

Draft copy circulated prior to the meeting showing the amendments to include online banking - APPROVED

##### vii) To consider training

It was AGREED for full Council training. Date to be arranged.

##### viii) Any other Financial matters arising - None

#### 15. To discuss and agree change of Parish Council meeting dates

Revised PC meeting dates had been circulated amending the meeting date from the third Monday of the month to the first Monday of the month – these were AGREED by all. Clerk to publish.

#### 16. To receive correspondence and agree response (if any)

*General Correspondence*

*Notification of play area inspection in June*

*Broads Local Plan: Final Report from the Planning Inspector*

*Pathmakers trustee vacancies*

*Highway Ranger Visit – Salhouse*

*Norwich Western Link update*

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

Martin Murrell recommended Highways issues are directed straight to them via their online form.

Parishioner raised the issue that the barriers at the end of the cut through from Heron Close to Thieves Lane were not wide enough for wheelchair users and hedges along the path are overgrown.

**18. Any items for the next Parish Council meeting to be held on Monday 3<sup>rd</sup> June 2019 in the Jubilee Hall at 7.30pm.**

To revisit parish noticeboard policy.

**There being no further business the public meeting was closed at 9.43pm**

**19. To pass a resolution (under the Public Admission to Meetings Act 1960 to exclude members of the public and press for the following confidential items:**

- i) Clerks Appraisal** – the Clerks appraisal was carried out during May. Backdated pay increase as per contract was AGREED.

**Meeting was closed at 9.45pm**