

**Minutes of the Salhouse Parish Council meeting
held on Monday 15th May 2023 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Robert Cooper (Chair), Julie Redburn, David Francomb and Nick Ball

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 11

For the benefit of the public, all votes taken were by a show of hands and/or a verbal response from each individual Councillor.

MINUTES

1. To elect the Chair for the coming year

Nominations were invited for the office of Chair. Cllr. Cooper was nominated and proposed by Cllr. Redburn; this was seconded by Cllr Francomb. With no further nominations, Cllr. Cooper accepted, and it was AGREED by a show of hands to elect Cllr. Cooper to serve as Chair for the coming twelve months. The Declaration of Acceptance of Office was signed.

2. To elect the Vice-Chair for the coming year

Cllr. Cooper invited nominations for Vice-Chair. Cllr. Francomb was nominated and proposed by Cllr. Redburn, seconded by Cllr. Ball. With no further nominations and acceptance from Cllr. Francomb, all AGREED by a show of hands to elect Cllr. Francomb to serve as Vice-Chair for the coming twelve months.

3. To receive and accept any apologies for absence

Apologies were received and accepted from Cllrs. Yallop, Leathers and Peachment (all personal).

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

Cllr. Cooper declared an interest in recreation ground items as a Trustee of SUCT.

5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant

It was AGREED to accept John Leathers and Andrew Peachment's declarations at or before the next meeting, all other declarations had been duly signed.

6. To consider co-option onto the Parish Council

Gary Browne briefly introduced himself. Councillors voted unanimously to co-opt Gary onto the Council. Gary signed the Acceptance of Office form and joined the meeting.

7. To approve the minutes of the Parish Council meeting of 3rd May 2023

The minutes were proposed to be approved with no amendment by Cllr. Redburn and seconded by Cllr. Francomb - all AGREED by a show of hands and duly signed by the Chair.

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

The Chair spoke regarding the successful Kings Coronation community event, which was held on Sunday 7th May, and look forward to future events.

A consultation opens today (for 3 weeks) on plans to close Mayton Wood recycling centre, near Coltishall, and move operations to the new Norwich North recycling centre. This is open to all for comment – details on Norfolk County Council website.

9. Public Participation and to receive District and County Councillor reports

District/County Councillor Fran Whymark sent apologies to the meeting, however sent the following report:

There have been changes at both BDC and NCC. Martin and I would like to thank everyone for supporting us at the recent elections and let you know we will continue to support all voters over the next four years, as we have previously. The election left BDC in 'No Overall Control' and negotiations continue to establish an administration. At NCC there is a new Leader, Kay Mason Billig and changes in the Cabinet. Most notable is the recognition that Adult Social Care (ASC) and Public Health (PH), previously cover by Bill Borrett, was hugely important portfolio and now has two Cabinet Members. Bill for ASC and Alison Thomas for PH. I remain Chairman of the People and Communities Select Committee and will join Norfolk Health Overview and Scrutiny Committee. We will keep you updated on future changes.

District Councillor Martin Murrell thanked all for their continued support in the District Council elections for the next 4 years. At present there is not too much happening at District. Nutrient Neutrality progresses with a joint venture set up and agreed by Natural England.

The Rackheath Medical Centre is will on track and detailed planning is expected within the next few weeks, with the aim of completion next May.

A member of the public raised the overgrowth of 'Alexander' along the Bell Lane trod and its obstruction of the paths – it was reported from the Clerk that this has been raised with Highways to resolve.

10. Planning:

i) To receive a planning report

Report circulated – no further comments

11. To receive reports:

i) SAM2 data

Reports from Bell Lane and Norwich Road circulated.

ii) Team Salhouse

Report noted.

iii) Highways & Footpaths

It was discussed the suggestion of fixed speed cameras along Norwich Road, however this is not supported by Highways due to no accident cluster in this area.

It was discussed the Community Speedwatch team are due to carry out some checks in this area, however more volunteers would enable this to be more frequent. The police have carried out speed checks also along Norwich Road and will continue to do so.

12. Working Groups

i) To agree working groups for the coming year and members

It was discussed and AGREED to have the following working groups this year:

Playing Field Management Group (PFMG) – members Cllrs. Redburn, Francomb and Browne, along with non-PC members (TBC).

North Rackheath (GT16) – members Cllrs. Yallop, Peachment and Leathers with 2 members of the public volunteering to be part of this group.

It was AGREED Finance and Administration and Data Protection should be full Council.

Further working groups and members may be set up when required.

13. **Playing Field and Recreation:**

i) **To receive report**

The RoSPA annual play area inspections is scheduled for June.

ii) **To update on play area inspections**

A report from the volunteer was noted. Cllrs. Cooper, Francomb and Browne to support.

iii) **To discuss and agree any actions regarding village ponds**

Awaiting report from Norfolk Ponds Project and quote for works. Clerk has chased.

14. **Finance and Administration:**

i) **To note monthly bank reconciliation report**

AGREED by all.

ii) **To approve payments:**

S J Martin	April Salary & Expenses	£994.60
The Norfolk Pension Fund	April EE & ER)	£206.32
Paul Green	Maintenance April 23 (1113)	£238.25
The Community Heartbeat Trust	Annual Support Defibs (Lower St, Station Rd, Jubilee Hall)	£457.20
Norfolk PTS	Annual Subscription 2023/24	£299.97
Norse Eastern Ltd.	1st payment maintenance contract playing field	£524.90
Steve Piper	Travelling expenses Play Area Inspection course	£ 25.20

All Payments AGREED.

iii) **To review and agree bank signatories**

It was AGREED for Cllr. David Francomb become a signatory.

iv) **To consider Data Protection support**

It was proposed by Cllr. Cooper to commence a 3-month contract for support. This was seconded by Cllr. Redburn and AGREED by all.

v) **To review and consider adopting the Code of Conduct**

It was AGREED to adopt the LGA Code of Conduct (with amendments) which has recently been adopted by Broadland District Council.

vi) **To consider and agree Parish Council governance**

It was discussed to retain the co-option forms for perspective new Councillors for the PC as good governance.

vii) **Social Media**

a. **To agree procedures**

AGREED for Cllrs. Yallop and Francomb to control the Social Media Facebook page. The Clerk maintains the website.

b. **To review and agree policy**

This policy was AGREED.

15. **To receive correspondence and agree response (if any) – all noted.**

- *General Correspondence,*
- *NALC newsletters (inc. Wellbeing)*
- *Tri-Anglia Triathlon Club - Lingwood Duathlon - Sunday 24 September 2023 - Salhouse Parish Council (off course)*
- *'Time to Talk' session with the PCC - Friday 12th May, 9.30am-12.30pm*

16. **Any items for the Parish Council meeting on Monday 12th June 2023**

Cllr. Ball suggested a bicycle rack to be installed at the recreation ground - PFMG to investigate initially.

Meeting closed: 19.46