

**Minutes of the Salhouse Parish Council meeting
held on Monday 13th March 2023 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Robert Cooper (Chair), Colin McCormick, Lynn Yallop, Julie Redburn, David Francomb
Andrew Peachment and John Leathers.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 5

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 receive and accept any apologies for absence

Apologies were received and accepted from Nick Ball (personal).

2. 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.

Cllrs. McCormick and Redburn declared interests on item 8iv as members of the event group.

3. To approve the minutes of the Parish Council meeting of 13th February 2023

The minutes of 13th February 2023 were proposed to be approved with no amendment by Cllr. Yallop and seconded by Cllr. Peachment - all AGREED by a show of hands and duly signed by the Chair.

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

Chair reported there have been issues with flooding under the railway bridge at Stonehouse Road following the recent weather and also some dead branches fallen in the Parish due to the high winds. The next Police Priority Setting Meeting for Thorpe St Andrew will take place on Microsoft Teams on Friday 24th March at 7.00pm – contact Clerk if you would like to join.

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

- PC Al Jennings (Beat Manager) introduced himself and reported on the low crime figures for the Parish. The priorities set at the last Police meeting included speeding and antisocial behaviour. Speed checks have been carried out along Norwich Road and some advice given to drivers but the majority of vehicles are within the tolerance levels. Regular speed checks act as a deterrent. A meeting was attended with the PC and School to look at issues around parking. The Police have requested with Highways the repainting and possible extension of the yellow zigzag lines outside the school.
- It was raised the incidents of fly tipping along Stonehouse Road and asked for the Police to patrol that area – this was noted by PC Jennings who will also investigate signage.
- It was raised the issue of antisocial driving behaviour at Station Road/Norwich Road junction – PC Jennings aware and to monitor/investigate further.
- District Councillor Martin Murrell spoke regarding the BDC frozen Council tax for 2023/24; the successful roll out of waste collection across the District; and Rackheath Medical Centre; the DC has received further funding for grants to help households.

Cllr. Yallop asked if the DC had considered installing food waste systems into households – Cllr. Murrell believed this had been looked at previously, however leads to other issues.

Cllr. Peachment raised Nutrient Neutrality and the ‘credits’ system. Cllr. Murrell explained this is a joint venture with the DC’s and Anglian Water and how it would work.

- Apologies were received from DC/CC Fran Whymark - a report was read out covering the PC Parish Partnership successful bids; Council tax DC frozen and NCC 4.99% increase; Local Elections 4th May 2023 and ID requirements; Rough Sleeper Team and County Deal consultation extended to 20th March 2023.
- A request was received from a member of the public to speak regarding item 8iv however will be late to the meeting so the Chair will suspend standing orders at that time to allow them to speak.

6. Planning:

i) To receive a planning report

Report circulated – no further comments.

ii) To consider comments to the following planning application(s):

2023/0260 - Border Lodge, 35 Station Road, Salhouse, Norfolk, NR13 6NY - Erection of cart lodge, boundary wall and gate, with exterior cladding to property – Retrospective

Comment: No Objection, however, to suggest a condition on external lighting – Salhouse Neighbourhood Plan Dark Skies Policy.

2023/0420 - 32 Ward Road, Salhouse, Norfolk, NR13 6RG - Single storey rear extension

Comment: No Objection.

2023/0496 - Lark Rise, Bell Lane, Salhouse, Norfolk, NR13 6RR - Single storey rear extension & garage conversion

Comment: No Objection.

7. To receive reports:

i) SAM2 data

Two data reports were circulated from Lower Street between 12th January and 9th March 2023.

The SAM2 device from Norwich Road has been returned to the manufacturer to be repaired under warranty.

ii) Team Salhouse

Report circulated – no further comments.

iii) Tree Steward

No report this month.

8. Playing Field and Recreation:

i) To receive report

Report circulated. Parishioner correspondence raised the poor visibility when exiting the recreation ground and the safety of users of Thieves Lane. It was suggested further signage could be placed. Clerk has requested a meeting with Highways to seek advice.

ii) To update on play area inspections

It was AGREED for a volunteer parishioner to take this role on and attend the play area inspection training course.

Two Councillors to be trained following as reserves/holiday cover.

iii) To discuss and agree any actions regarding village ponds

Clerk has chased for a quote for recommended works.

PC Al Jennings left the meeting 20.49.

Items iv and v postponed until later in the meeting.

- iv) To consider and agree request received for playing field use for Kings Coronation event**
- v) To consider and agree Kings Coronation commemoration**

vi) To consider and agree any actions regarding Jubilee tree

Report circulated. It was AGREED in principle (following permission granted from the landowner) for : two oak trees to be planted as per recommendation from the Tree Steward and to repurpose the existing commemorative tree decorative support; reimburse the tree steward costs, place plaques for trees.

Clerk to contact landowner to confirm permission.

vii) To consider and agree memorial tree planting request

This was AGREED in principle (following permission granted from the landowner). The PC to approve the plaque in advance. Clerk to contact landowner to confirm permission.

One member of the public joined the meeting 19.55

viii) To consider request for table tennis table at recreation ground

It was discussed the PFMG look further into this and bring a recommendation to the PC.

Chair suspended Standing Orders to allow a member of the public to speak 19.59.

A member of the Community Events Team spoke about the plans for a Kings Coronation Event on Sunday 7th May 2023 and requested: permission for the playing field to be used for the event; if the ban on dogs could be lifted; and if the PC would like to be involved.

iv) To consider and agree request received for playing field use for Kings Coronation event

It was AGREED for the event to be held on the playing field.

Cllr. Yallop requested further details on what the events team would expect the partnership with the PC to look like to enable the PC to consider its involvement - this along with the request of lifting the dog ban on field for the event was postponed until the next meeting.

One member of the public left the meeting 20.15 and Standing Orders were resumed.

v) To consider and agree Kings Coronation commemoration

It was AGREED to purchase seeds for each child at the school. Clerk to investigate further.

9. Highways and Footpaths:

i) To receive Highways and Footpath report

Report circulated. Dog bin Muck Lane to be ordered and installed. NCC footpath officer investigating BR3 issues.

It was noted the PC's successful Parish Partnership bids – Honeycombe Road phase 2 trod path, feasibility study Station Road/Stonehouse Road railway bridges and Bell mouth reduction/footpath Station Road/Norwich Road junction.

Cllr. Leathers to take on the monthly footpath reports with all Cllrs. input.

10. Finance and Administration:

i) To note monthly bank reconciliation AGREED by all.

ii) To approve payments: (listed separately)

S J Martin	February Salary & Expenses	£ 679.59
The Norfolk Pension Fund	February (EE & ER)	£ 197.47
Paul Green	Maintenance February 22 (1108)	£ 276.00

All Payments AGREED.

iii) To consider insurance renewal and agree actions

It was AGREED to defer this decision to an extra meeting before the expiry date 31st March 2023.

iv) To note the forthcoming election in May 2023 for District and Parish Councillors

Noted. If any parishioners wish to stand for election the details are on the PC and DC websites or contact the Clerk for further information. Nominations to be in by 4pm 4th April 2023.

v) To note Clerks attendance at the NPTS Essential Seminar 21/03/23

Noted and AGREED by all.

vi) To note revised meeting dates - The following dates were AGREED:

Next PC meeting – Wednesday 12th April (due to Bank Holiday)

Annual Parish Meeting – Wednesday 19th April

Annual Parish Council Meeting – Monday 15th May

vii) Policies for Review: Standing Orders

Financial Regulations

Financial Risk Assessment

Annual Review of the Effectiveness of Internal Control

General Data Protection Policy

Asset Register

It was AGREED to defer review of these policies until the next meeting.

11. North Rackheath Development Working group:

i) To received report

Information has been placed in the SAGA magazine to raise awareness of the working group and seek any parishioners interested in joining the group. The first meeting is yet to be arranged.

Cllr. Yallop left the meeting 20.31 (work commitments)

12. Neighbourhood Plan:

i) To consider review of Neighbourhood Plan (expires July 2026)

Cllrs. Cooper and McCormick to work with Clerk to review the existing policies; their effectiveness; achievements; new objectives and new policies. Clerk to invite BDC to speak with the Council.

13. Consultations:

New County Deal for Norfolk

It was AGREED no PC comment; however, individuals may submit their own comments.

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

- *General Correspondence,*
- *NALC newsletters (inc. Wellbeing)*
- *The Big Broadland Litter Pick 2023*
- *Norwich Western Link project update and introduction from Cllr Graham Plant*
- *New County Deal for Norfolk - Find Out More & have Your Say*
- *GMLP examination - CHANGE OF HEARING DATES (Wednesday 22nd March 2023)*
- *Parish elections 4 May 2023*
- *Election Voter ID*

15. Any items for the Parish Council meeting on Wednesday 12th April 2023

Meeting closed: 20.48