

**Minutes of the Salhouse Parish Council meeting
held at 7.30pm on Monday 4th November 2019
At Jubilee Hall, Lower Street, Salhouse**

Present: Martin Murrell (Chair), Colin McCormick, Steve Jarvis, Nick Ball, Julie Redburn, Bob Cooper and Martin Nudd.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 2

1. To receive any apologies for absence

Apologies were received and accepted from Andrew Peachment (both personal)

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

Martin Murrell and Bob Cooper declared an interest as Trustee on the Salhouse United Charities Trust.

3. To approve the minutes of the Parish Council meeting of 7th October 2019.

The minutes 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

The Chairman mentioned article for the upcoming SAGA magazine has been prepared.

5. Public Participation and District Councillor and Police reports

County and District Councillor Fran Whymark will be arriving late and therefore report will be presented later in the meeting.

District Councillor Martin Murrell spoke about BDC's Warmer Homes Fund- details available on their website.

Police Report: Logged reports on our Crime System 1st to 31st October 2019:

Burglary – Business and Community	1	Front door to commercial premise damaged, access gained, van keys and CCTV hard drive taken.
Fear or provocation of violence	2	Both relating to drugs debt.
Theft	1	2 x kayaks stolen from Salhouse Broad.
Total:	4	

Team Salhouse reported details are being collated and logged of locations of dog fouling around the Parish and these will be highlighted in the SAGA magazine.

It was reported the dog bin located on Cheyney Avenue has a broken lid, and other bin posts around the Parish may need replacing.

Sugar Beet lorries have been noted driving through Salhouse as opposed to directly using NDR – to be monitored.

Police have been carrying out speed checks along Lower Street.

6. Planning:

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

20191600 - The Swallows, 40 Station Road, Salhouse, NR13 6NY – Change of Use from Day Care to Residential

Resolution: No Objection

20191670 - The Lodge, 4A Mill Road, Salhouse, NR13 6QA - Single Storey Side Extension

Resolution: No Objection

BA/2019/0343/COND – Haughs End Road, Lower Street, Hoveton, Norfolk – Amendment to monitoring plan and wording regarding weather conditions, variation of conditions 7 and 14 of permission

BA/2016/0228/COND

Resolution: No Objection

i) Update regarding the Neighbourhood Plan effectiveness and action points – No update, however given the latest planning application appeal it was noted the Neighbourhood Plan is being considered in planning application decisions. The MUGA project is also mentioned in the plan and being actioned.

ii) Any other planning matters - None

7. To consider progress reports:

- i) Safer Neighbourhood Action Panel (SNAP)
It was reported that the SNAP meetings are to be held more local, with the next one being hosted by Wroxham PC on **Monday 13th January, 7pm at The Hub, 114 Norwich Road, Wroxham, NR12 8SD** – this is for residents of the Wroxham, Salhouse and Rackheath areas. There will continue to be patrols within these Parishes and focusing on speeding issues.
- ii) Salhouse Speedwatch Report
The speed watch report was displayed. The police are to do speed checks within the local area and to sit with the Speedwatch team at times.
- iii) Team Salhouse Report
General maintenance has been carried out and planting for winter. A focus is on monitoring dog fouling.
- iv) War Memorial Report
Awaiting a 3rd quote for repairs/cleaning.
- v) Tree Warden update report
Work is still progressing on the tree location map.
- vi) Broads Authority Parish Forum report
Report displayed. It was discussed scheme's which Parishes could promote, to which car charging points was suggested. To discuss further at the next meeting.

County Councillor Fran Whymark arrived at meeting 20.39

8. To consider the notes and make decisions on matters arising from the Playing Field Management Group (PFMG)

- i) MUGA installation update
Schedule of works has been received with a proposed start date of 13th November 2019. Project due to be finished by end of December.
- ii) Update regarding naming ceremony of recreation ground
A meeting with the school is scheduled for 6th November to discuss working with us to make this a community event. It will be non-profit making for the PC. A charge will be made for commercial pitches, but not for community groups, this will offset against costs. It is planned for Saturday 11th July 2019, 10am to 4pm.
- iii) Update regarding gym equipment installation
The location/measurements were agreed – to be confirmed to contractor. It was also agreed for additional grass matting to be installed, at an additional cost, to link the gym equipment to the trod path for easier accessibility for all.
- iv) Play area equipment – proposal from PFMG working group
 - a) To discuss and agree proposal from PFMG to install new play area equipment
The PFMG proposed to the PC to install a 'trawler' playboat, which is for ages 2 to 10 years – this was agreed by all. Colours were discussed and it was agreed to be predominantly red, with blue and yellow trim.
 - b) To agree budget for play area equipment – the cost of the playboat is £10,800 +VAT. It was discussed there is currently a budget in this financial year of £5000 and following a proposal from Martin Murrell to use capital reserves for the balance, this was agreed by all.
- v) Any other playing field issues/reports
Three quotes have been requested to remove the bund and install posts and new gate. It was discussed planting of trees/shrubs between some of the posts and possibly an Elm tree in the corner of the recreation ground – ongoing.

Chairman Martin Murrell suspended Standing Orders to allow County/District Councillor Fran Whymark to present his report:

- NHS update – a plan to merge into one clinical commissioning group. Primary Care Networks to share appointments with other surgeries. The 5-year plan for NHS provisions in Norfolk is to be revisited.
- Be aware there is a FLU jab scam circulating and to be vigilant.
- BDC has a Warm Homes Fund available.
- BDC supporting project 'Pathways' which aims to help rough sleepers.
- There is a Prison release protocol aimed to support people by finding temporary accommodation, then permanent and to help with mental health issues.

Standing Orders resumed 9.05pm

9. Highways:

i) To receive Highways and Footpath Report

The report was displayed – footpath issues to be reported to NCC Highways.

ii) Update regarding the Norwich Road Speed Reduction 40mph

Full funding has now been obtained and a Parish Partnership bid proposed to be submitted for the Vehicle Activated Sign.

iii) Update regarding improvements to Footpath 14

Awaiting written quotation.

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

A meeting is arranged with the designer to finalise, with the aim to approve at the December meeting.

v) To discuss and consider Parish Partnership 2020-21 Bids

It was agreed to submit bids for the dropped kerbs at Cheyney Avenue, but for the trods to be considered at the December meeting when costings received.

vi) To discuss bus shelter broken glass

It was agreed to order replacement polycarbonate for the missing panes on the Thieves Lane and Norwich Road bus shelters.

10. Finance

i) To approve payments – all agreed – Paid via BACS

S J Martin October Salary - 61.75 (hrs) £488.63 NET & Expenses £184.64	673.27
HMRC (PAYE)	283.82
The Norfolk Pension Fund October	205.92
Paul Green (October inv. 981)	193.25
Paid via cheque:	
Malcolm Garner (Team Salhouse expenses) (inc. VAT £9.96)	59.76
	<u>1416.02</u>

ii) To note monthly bank reconciliation report – agreed

iii) To consider on-going support of village website

It was agreed to continue to support the website for one year to allow for transition

iv) To agree meeting dates for 2020

The meeting dates were agreed. It was proposed to hold the Annual Parish Meeting on Monday 20th April, subject to availability of large hall

v) Any other Financial/Administration matters arising

a) Notification of 'CIL Payments to Parish Letter 2019 October' received

11. Consultations:

i) To consider a response to the Broads Authority Consultation on planning documents

ii) To consider a response to the Norfolk Fire & Rescue Service's draft Integrated Risk Management Plan

It was discussed and agreed for individual comments to be submitted for both consultations

12. Defibrillator

i) Update on Defibrillator training

Training was cancelled due to lack of support. It will be rescheduled when defibrillators placed in telephone boxes.

ii) Update on adoption of telephone boxes for defibrillator stations

The signed contract and payment has been submitted – awaiting confirmation.

iii) Update on defibrillators for installation in telephone boxes

A request has been submitted to the District Councillor for funding support – awaiting a response.

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

An initial meeting was had with NPLaw on 18th October to obtain advice for the PC. A meeting is to be arranged with the Jubilee Hall management committee to discuss this further before consideration.

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

General Correspondence

Police Parish Newsletter

Broads Briefing

Broads Authority - Weekly Planning List : Validated Applications and Decisions

Rough Sleeper Count November 2019

Broadland and South Norfolk Business Awards

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

It was raised whether the posts at the car park could be replaced with recycled ones to prolong the life. It was suggested investigating further bins at the recreation ground and pedestrian entrance at Cheyney Avenue/Norwich Road.

16. Any items for the next Parish Council meeting to be held on Monday 4th October 2019 in the Jubilee Hall at 7.30pm.

To consider electric charging pods at Jubilee Hall and Recreation Ground.

There being no further business the public meeting was closed at 9.58pm