

**Minutes of the Virtual Salhouse Parish Council meeting
at 7.00pm on Monday 1st June 2020**

Present: Martin Murrell (Chair), Colin McCormick, Steve Jarvis, Lynn Yallop, Julie Redburn, and Bob Cooper (7.11pm).

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 5

1. To receive any apologies for absence

Apologies were received and accepted from Nick Ball, Martin Nudd and Andrew Peachment – all 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 Trustees of SUCT.

3. To approve the minutes of the Parish Council virtual meeting of 11th May 2020 and planning meeting of 22nd May 2020.

The PC minutes of 11th May 2020 were proposed to be approved by Colin McCormick and seconded by Julie Redburn; all agreed. The PC planning minutes of 22nd May 2020 were proposed to be approved by Colin McCormick and seconded by Julie Redburn; all agreed. Copies of the minutes will be signed by the Chairman.

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

The Chairman reported that emphasis is still greatly on the COVID-19 situation, and BDC is still continually active with this. As a PC we have not received many enquiries, but to ask everyone to keep aware. The Emergency Committee is still meeting regularly.

5. To adjourn the meeting for Public Participation and to receive District, County Councillor and Police reports.

Cllr. Fran Whymark's report included the work still being carried out by the District and County Council during this pandemic with the HelpHub; NCC's recent campaign 'See Something, Hear Something, Say Something'; financial support to local businesses and the plans to reopen local businesses and the Track and Track service.

There was no police report received.

A parishioner raised issues with some of the Parish footpaths becoming very overgrown and narrow (FP8 and 12) and barbed wire still present causing safety concerns to walkers.

It was raised that walkers should use footpaths and not walk in fields. Rocks which had previously been reported along Vicarage Road remained and it was asked for this to be followed up again with Highways.

It was noted that the defibrillators at present are being checked monthly.

Dog fouling reports should be sent to Team Salhouse who are collating information.

6. To receive Tree Warden presentation

James Cleaver presented a report and his proposal for tree planting within the Parish and Cllrs were asked to provide feedback.

ACTION: All Councillors

7. To receive reports:

i) SAM2 data - 10th April to 11th May 2020

The SAM2 data graph was circulated prior to the meeting. The data shows a reduction in traffic due to the current lockdown situation.

It was reported that Speedwatch is non-operational at the moment due to government guidelines regarding lockdown and social distancing.

ii) Team Salhouse

Whilst adhering to government guidelines, individual tasks have been carried out (litter picking and summer planting). It was raised to investigate protecting the verges in Cheyney and Topcliffe Avenues.

Team Salhouse would be willing to assist in tree planting schemes in the Parish; consideration should be given to hedge cutting when looking at areas at the recreation ground.

8. Emergency Committee

i) To receive update from Emergency Committee.

The notes from the committee meetings were circulated. It has been very quiet, with no requests for help; the prescription deliveries are being regularly carried out.

ii) Update on Good Neighbour Scheme Response Team (GNSRT).

It was reported that 5 people have signed up online to the scheme. The Facebook group, which was set up still has 177 volunteers, including 30 within Salhouse, but again no requests for help have been received.

iii) To review the Resilience Plan and associated documents.

It was agreed to further review the document and present at the next meeting.

9. Playing Field:

i) To receive report from Playing Field Management Working Group, and discuss any actions arising.

The PFMG notes were circulated. The PC has contacted the MUGA contractor for an update as to when they will be completing the project, but no response received yet. The PFMG is looking at quotes for a path to go around the MUGA.

RoSPA inspections to take place during June; and checklists to be requested for routine checking.

10. Planning:

i) To receive a planning report.

The planning report and minutes from the planning meeting had been circulated.

ii) Update regarding the Neighbourhood Plan effectiveness and action points.

It was noted that some references had been made within planning decisions, and parts of the NP had been actioned such as the MUGA. Other policies and areas are to be looked at.

iii) Any other planning matters – None

2 parishioners left meeting at 8.15pm

11. Highways and Footpaths:

i) To receive Highways and Footpath report.

The footpath report had previously been circulated. Reports regarding FP8 & 11 have been sent to the NCC Footpath Officer and issues raised in public participation will also be reported.

Improvement to the Church end of FP12, carried out by the farm tenant, has achieved what had been hoped for by diverting walkers onto the dedicated path rather than along the field edge, and is well used. It was discussed ongoing monitoring of the situation of on road car parking outside the Salhouse Broad car park.

ii) To discuss and agree VAS options.

It was discussed the two options of signage to be placed along the Norwich Road approx. 150m inside what will be the new speed reduction limit and agreed to have the same signage as at Bell Lane – this placement is as per the guidance from Highways. It was also discussed investigating further an additional sign to be placed from the other direction (from mini-roundabout heading towards Station Road bend) on the Norwich Road, with a similar sign indicating a bend approaching.

iii) To discuss dog fouling complaints within Parish.

As discussed earlier – reports of fouling to be sent to Team Salhouse for collation.

12. Defibrillators:

i) To discuss and agree frequency of checking defibrillators

Community Heartbeat Trust have been contacted to confirm the frequency of the checking of the defibrillators; whether this should be carried out weekly or monthly. If weekly the PC may need additional volunteers to carry out the routine checks.

13. Finance and Administration:

i) To approve payments (listed separately) – agreed

S J Martin	May Salary & Expenses	£1,026.91
HMRC	May (PAYE)	£ 17.80
The Norfolk Pension Fund	May	£ 279.62
S J Martin	Reimburse new Laptop (inc. VAT £113.17)	£ 679.00
		<u>£2,003.33</u>

- ii) **To note monthly bank reconciliation report** – agreed
- iii) **Policies to be approved:** postponed until the next meeting
 - a) RFO Job description
 - b) Annual Review of the Effectiveness of Internal Control
 - c) Financial Risk Assessment
- iv) **To consider joining the ‘Parish Friend of the Mobile Library’ scheme.**
It was discussed talking to the School regarding supporting this scheme.
- v) **Any other Financial/Administration matters arising** - None

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

General Correspondence

Police Parish Newsletter

Broads Briefing

Norwich Western Link update - government backing secured (circulated via email)

Broadland Futures Initiative - Progress newsletter and coronavirus update

Parishioner email regarding Bridleway 3

Parishioner email regarding Beauty Salon at Barn Piece – to be raised with BDC Enforcement Team to investigate (MM abstained from this decision)

Email re: The Tree Council Branching Out Fund

Highway Inspection Parish Visit

Parishioner email regarding Broad car park and overflow onto road

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

It was raised that when the new 40mph speed limit is introduced on the Norwich Road the Speedwatch Team will be able to carry out speedwatch and place the SAM2 device to collect data, which in turn can be fed back to the Police.

16. Any items for the next Parish Council meeting on Monday 6th July 2020

None

There being no further business the public meeting was closed at 9.13pm