

**Minutes of the Salhouse Parish Council meeting
at 7.30pm on Monday 14th June 2021**

Present: Bob Cooper (Chairman), Colin McCormick, Martin Nudd, Lynn Yallop, Nick Ball, Steve Jarvis and Julie Redburn.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 4

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

1. To receive and accept any apologies for absence

Apologies were received and approved from Andrew Peachment (personal).

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

Cllr Cooper declared an interest in Item 9 as a Trustee of Salhouse United Charities Trust (SUCT).

Cllr Nudd declared an interest in Items 13 and 14 as a business owner in the Parish.

3. To approve the minutes of the Parish Council meeting of 26th May 2021

The minutes of 26th May 2021 were proposed to be approved by Cllr McCormick and seconded by Cllr Yallop; all agreed by a show of hands and signed by the Chairman.

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

Firstly, I would like to pay our respects to Major Ken Mayhew who passed away at the age of 104. Our thoughts and prayers are with his family.

Then a short report from me tonight as I only have three points of clarification, I would like to make following the last full SPC meeting which was held on 5th May 2021:

1. In response to a parishioner's comments that PC Steve Clarke had advised the parishioner that a member of the Parish Council had contacted him to complain about multiple/validity of FOI requests. Again, following on from my conversation with PC Clarke on 2nd May 2021 and again on 22nd May 2021, PC Clarke has confirmed this not to be the case. In addition, all SPC Councillors have confirmed to me that no such call was made to PC Clarke. I would therefore ask the parishioner to take up the issue directly with PC Clarke. We will not address this query any further.

2. With regard to the comments made around the ACV process, minutes and bids relating to 82b Lower Street and the request for the ACV Working Group to look into this. I can confirm that the ACV Working Group has been set up to be forward looking and not backward looking and will not be reviewing minutes or the previous bid process. The complaint that was submitted to the SPC in relation to that ACV has now been concluded and closed as per agenda item 13.

3. I would remind those that participate in the public section of the meeting to remain professional and factual at all times. Inaccurate comments will not be tolerated.

Lastly, now that we are back to face-to-face meetings, it was ratified at the extraordinary meeting on 26th May 2021, that we could continue to record these meetings and these recordings will be kept on a 12-month rolling cycle basis. The purpose of which is to support the minute taking for accuracy and also allow us to refer to decisions and discussions at these meetings if required due to queries from either councillors or third parties.

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

District Councillor Martin Murrell gave an update on: Community Connectors which is funded this year by Broadland District Council (BDC), but next year will be funded by the NHS; Breakout funding has been received by the Government in relation to COVID; FoodHub at Honingham to help and support local food production; Taylor Wimpey to deliver the development of the site at North Rackheath in which some development is in the Parish of Salhouse. A 'major development planners meeting' took place last Friday at BDC to discuss this. Previously Salhouse PC had investigated a boundary change with Rackheath and suggested this is revisited.

District and County Councillor Fran Whymark reported on his re-election as County Councillor and thanked all; COVID still a big part of lives and will not see return to normal for a few more weeks to give the opportunity for more people to be vaccinated; 1 million new trees programme; Burlingham sculpture trail; recently opened Broadland Country Park near to Felmingham; Wroxham Library now reopened and set up as a local hub to support local business including start up. Regarding the North Rackheath Master plan – this was put forward several years ago and for Salhouse this could mean further green space which may be a burden, and due to its location, segment the Parish of Salhouse further.

Cllr Ball asked a question on plans on a crossing over the A47, to which Cllr Whymark responded that there are no plans for this at present.

6. **Planning:**

i) **To receive a planning report** – report circulated no further comments. No planning applications for consideration at this meeting.

ii) **To receive update regarding the Neighbourhood Plan effectiveness and action points**

Cllr McCormick reported that this is still ongoing. **ACTION: Cllr McCormick.**

iii) **Any other planning matters**

As mentioned in District/County Councillor reports the North Rackheath development to be delivered by Taylor Wimpey - the PC was never consulted on this project and did complain to BDC. The PC has commented on the boundary for several years and did approach Rackheath PC who were not interested at the time, however for Salhouse this development will mean a large percentage increase to the Salhouse population, and may include street lighting, green spaces etc. which will mean money spent on an area which may not be considered part of the Salhouse community. **ACTION: Clerk** to request a presentation with Taylor Wimpey and request a meeting with the BDC boundary team.

7. **To receive reports, and agree any actions arising:**

i) **SAM2 data** – data circulated no further comments.

ii) **Team Salhouse** – report circulated no further comments.

iii) **Tree Warden (inc. WI memorial tree request)**

Tree Warden updated the PC on the request from the WI to plant/donate a tree to the village in memory of the 61 years that this WI has been going. It was proposed by Cllr Ball; seconded by Cllr McCormick and AGREED by all in principle for this to be at Shrublands Pond as PC responsibility, subject to confirmation of location. All newly planted trees at the recreation ground are doing well. Tree nursery progressing well and a good number of volunteers. Queens Platinum Jubilee coming up and there will be a consultation over the next few weeks. Tree Warden looking at areas in Salhouse to plant further trees.

iv) **Village Sign** – awaiting Stonemason to remove for works.

v) **War Memorial** – awaiting start date for works.

8. **Emergency Committee**

i) **To receive update from Emergency Committee/Good Neighbour Scheme Response Team (GNSRT)**
No update.

ii) **To update on the review of the Resilience Plan and associated documents**

Plan still to be finalised.

9. **Playing Field and Recreation:**

i) **To receive report regarding the Playing Field, and discuss any actions arising**

Working group meeting next week. MUGA hire still being investigated, some enquiries received.

ii) **To discuss and consider football club field rent for 2021/2022 season**

Awaiting meeting to discuss.

iii) **Any other playing field and recreation matters**

Contractor to confirm date of annual maintenance.

10. **Parish Allotments**

i) **To receive update, and agree any further actions**

Meeting arranged next week with landowner to discuss. Cllr Ball suggested contacting Salhouse United Charities Trust again to ask if any land available.

11. **Highways and Footpaths:**

i) **To receive Highways and Footpath report**

Report circulated. Cllr Yallop raised an issue with a section of Highways land which is slanting along the Norwich Road, which is regularly used by pedestrians, considered a safety issue. **ACTION: Clerk to report to Highways.**

It was raised the footpath Rights of Way deadline 2026 – see item vi.

It was AGREED to report the continuous parking on the trod path on Station Road. **ACTION: Clerk.**

ii) **To receive update regarding Hall Drive footpath 14 definitive map missing link**

Norfolk County Council are in contact with landowner regarding this.

iii) **To update and agree any actions on Bell Pond fence and information board relocation**

Further quotes to be obtained. **ACTION: Clerk.**

iv) **To receive update Bell Lane signage at Hall Drive update**

Broadland District Council have confirmed they will relocate the sign further along Bell Lane – no date given when this will be completed.

v) **To update on Parish Partnership bid 21/22**

The bid for a further SAM2 was successful. A meeting had with Westcotec to look at siting locations along Norwich Road took place and these now need to be agreed with Highways.

vi) **To consider footpath Rights of Way deadline 2026**

It was discussed the deadline of 1st January 2026 for historic (pre-1949) Public Rights of Way to be registered and added on the Norfolk County Council Definitive Map of Public Rights of Way to prevent them from being extinguished forever. Proposals to be presented to Council at next meeting. **ACTION: Cllr Ball.**

vii) **To consider PGA019 Wroxham to Salhouse - Speed Limit Reduction TRO**

It was AGREED to support this proposal.

viii) **Any other Highways and Footpath matters**

It was discussed the ongoing problems along Howlett's Loke with flooding issues and road surface. The ditch clearing and patching works are scheduled with Highways, but no definite date for these works given.

12. **Finance and Administration:**

i) **To note monthly bank reconciliation report** – all AGREED.

ii) **To approve payments:** – all AGREED.

S J Martin	May Salary & Expenses	£1,105.16
HMRC	May (PAYE)	£ 130.50
The Norfolk Pension Fund	May	£ 318.83
CJ International Services Ltd.	DPO services (May 2021) inc VAT £60	£ 360.00
Norfolk Parish Training & Support	Clerks' seminar (30/06/21)	£ 48.00
Wellers Law Group LLP	Professional charges re investigation of complaint inc. VAT £120	£ 720.00
Paul Green	Maintenance April (1049) & May (1050)	£ 590.25
Pauline Garner	Team Salhouse expenses inc VAT £16.58	£ 99.49
Sue Lake	Internal Audit 2020/21	£ 100.00
Norfolk Playing Field Association	Annual Subscription	£ 25.00*

*See item 12 viii

iii) **To receive the Internal Auditor's report and consider recommendations**

The Internal Auditor's report was circulated to Councillors prior to the meeting. Recommendations to be actioned.

iv) **To approve the Annual Governance Statement in the 2020-21 Annual Governance Annual Return (AGAR)**

Each statement in the Annual Governance section of the Annual Return was read out. Councillors responded to each statement. The Council RESOLVED to approve the Annual Governance Statement. The Chairman and the Clerk to sign the AGAR on behalf of the Council.

v) **To approve the Statement of Accounts in the 2021-21 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 to sign the AGAR on behalf of the Council.

vi) **To consider CJ International Services Ltd contract extension**

It was proposed by Cllr Yallop; seconded by Cllr Redburn to move to an adhoc contract, but to retain CJ International as Data Protection Officer and to enact the retainer agreement if needed. This was AGREED by a show of hands. Cllr Nudd abstained from voting on this decision.

vii) **To consider request received for donation from Salhouse Church towards grounds maintenance**

Proposed by Cllr Nudd; seconded by Cllr McCormick to donate £500.00 - AGREED by all.

viii) **To consider renewal to Norfolk Playing Field Association (NPFA)**

It was AGREED to renew this subscription at a cosy of £25.00.

ix) **To agree the following policies:** All policies were APPROVED.

Access to Information Policy

Complaints Policy

Public Participation Policy

x) **To consider Working Groups**

A discussion was had regarding setting up further working groups. Terms of Reference and groups to confirmed at next meeting along with review of existing ones.

xi) **To consider Supporting the Armed Forces Covenant for Parish Councils**

It was discussed inviting the officer from Broadland District Council to the next PC meeting to explain further.

xii) **Any other Financial/Administration matters arising** - None

13. **Assets of Community Value (ACV)**

i) **To receive update from Working Group and consider any actions arising**

The working group have met once and are investigating further possible ACV nominations.

14. **To receive an update on complaint**

Cllr Yallop gave a brief update on the complaint:

The independent Legal Counsel Salhouse Parish Council commissioned to undertake this review has concluded that "whilst there was no formal resolution in the minutes of the meeting which related to the ACV nomination, the Parish Council had the power to nominate the Property and did not act ultra vires. Broadland District Council were entitled to rely on the representation that the application was made on behalf of the Parish Council and register the application".

At the current time Broadland District Council have confirmed the ACV remains valid.

Salhouse Parish Council have therefore concluded that the complaint has been fully investigated and we have closed the complaint. A report has been published on the PC website.

15. **Consultation:**

To consider a response to NNDC's Initial Consultation on North Walsham West

It was AGREED to collate a response to submit.

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

General Correspondence

NALC newsletters (inc. Wellbeing)

Police Parish Newsletter

Broads Briefing

SNAP meeting (virtual) 16th June 2021 6pm

Final recommendations for Norfolk County Council published

17. **Any items for the next Parish Council meeting on Monday 12th July 2021**

Rackheath/Salhouse boundary

Footpath responsibilities (Norfolk County Council)

Working Group Terms of Reference

Meeting closed 21.25