

**Minutes of the Salhouse Parish Council meeting
held at 7.30pm on Monday 6th January 2020
At Jubilee Hall, Lower Street, Salhouse**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 6

1. To receive any apologies for absence

Apologies were received and accepted from Martin Murrell.

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

Bob Cooper declared an interest as Trustee on the Salhouse United Charities Trust; Martin Nudd declared an interest on item 10 iv – Parish Map, and 8 iv War Memorial Report (personal work completed by one of the bidders).

3. To approve the minutes of the Parish Council meeting of 2nd December 2019.

The minutes were proposed to be approved by Steve Jarvis and seconded by Martin Nudd; 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 acting Chairman wished everyone a Happy New Year and explained that the Chairman is at a GNLP meeting at BDC to approve the first draft of the plan. A report was read out, explaining this further.

5. Public Participation and District Councillor and Police reports

There was no County Councillor report.

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

Assault occasioning actual bodily harm (ABH)	1	Patient with mental health issues has punched a care worker repeatedly.
Harassment – without violence	2	1 was Domestic. 1 was by a known person relating to a civil dispute of money owed.
Send letters with intent to cause distress/anxiety	1	Known suspect sent text to victim causing fright.
Theft other	4	1 was a Christmas illuminated deer stolen from victim's front lawn. 2 were the charity box at the Broad broken into (unknown how much taken, £100 to repair). 1 is a mobile phone which has gone missing (whilst victim was in Norwich city centre; but exact location unknown so victim's home address is Salhouse).
Total:	8	

- Colin McCormick introduced a member of the public as an applicant to join the PC and invited any questions – none asked.
- A local farmer offered to dig out Shrubland pond (avoiding clay liner) at own expense to allow more water to be held, and therefore alleviate flooding along The Loke. It was asked for the PC to support – to be added to February agenda for consideration.
- It was reported the hedge at the Church will soon be cut by the farmer as goodwill.
- It was noted an incorrect year recorded in the December minutes item 6iii.
- It was raised that development of the equestrian centre behind the Jubilee Hall may be revisited.
- A resident questioned if mobile signal had dropped along Lower Street – the PC was not aware of any reason for this.

6. To consider the co-option of a new Parish Councillor

It was proposed to co-opt Lynn Yallop onto the PC - a show of hands agreed all in favour. Lynn signed the Declaration of Office and joined the meeting.

7. To receive update and make decisions on matters arising from the Playing Field Management Group

The MUGA installation is making good progress, however there has been a supply issue with the floodlighting posts causing a delay in their installation, but it is hoped these will be installed mid-January. The temporary roadway has been removed. The PC is pleased with the project so far. Following completion of the installation some landscaping will have to be done.

The playboat has been installed in the play area and positive feedback received. The next PFMG meeting is scheduled for 15/01/20.

8. To consider progress reports and any make decisions relating to the following:

- i) Safer Neighbourhood Action Panel (SNAP) – Bob Cooper to represent the PC at the next meeting on 13th January 2020 at The Hub Wroxham, 7pm.
- ii) Salhouse Speedwatch Report – report displayed. The data presented from 11/11/19 to 11/12/19, Bell Lane, Salhouse facing into village shows a decrease in traffic of 30-40% post NDR.
- iii) Team Salhouse Report – report displayed. A litter pick was carried out and collected 3 bags of rubbish; however generally the Parish does not have a huge litter problem. It was discussed pursuing further planting of trees along the area of verge damage on Cheyney Avenue and Topcliffe Avenue.
- iv) War Memorial Report – to revisit quotes for like for like comparison. Investigate listed building consent.
- v) Tree Warden update report – no further progress on mapping of the trees within the Parish. The Tree Warden Network have informed us that they have appointed a tree warden for Salhouse – to be discussed further for clarification of this role.
- vi) CPR Bittern Line Update – no update.
- vii) Any Other Reports - None

9. Planning:

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

20191864 - 8 Lower Street, Salhouse, NR13 6RW – Two Storey Front Extension and Side Porch

Resolution: No Objection – ensuring there is adequate off-road parking

- i) Update regarding the Neighbourhood Plan effectiveness and action points – No further update
- ii) Any other planning matters – None

10. Highways:

i) To receive Highways and Footpath Report

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

It was discussed investigating further drainage along FP14.

ii) Update regarding the Norwich Road Speed Reduction 40mph

Ongoing. It was raised with Highways a reduction of the speed limit to 30mph at the approach to the mini roundabout on the Norwich Road; however, this was not supported by Highways as it does not meet the criteria set.

iii) Update regarding improvements to Footpath 14 - Ongoing. Awaiting written quote. Works can be carried out under s106 monies set aside specifically for this footpath.

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

Martin Nudd abstained from this item. Discussions had – amendments to be made: add telephone sign at Bell Corner; defibrillator sign at the Lower Street/Upper Street junction telephone box; remove 'teacup' image and replace with 'knife/fork' image and replace wording from 'café' to 'refreshments'; and to enlarge Prima Rosa building image.

11. Finance

i) To approve payments – all agreed

Paid via BACS:

S J Martin December Salary & Expenses	639.52
The Norfolk Pension Fund December	168.41

Paul Green (December inv.'s 991 & 995)	238.17
Caloo Ltd (Playboat) - inc VAT £3036.00	18,216.00
Ashley Ads (gym equipment signage) - inc VAT £10.46	62.76
	19324.86
Paid in between meetings as per contracts:	
ETC Sports Surfaces Limited (MUGA 2nd payment) 5950 inc. VAT £3948.48	23,690.88
ETC Sports Surfaces Limited (MUGA 3rd payment) 5951* inc. VAT £2246.56	13,479.36
*(part paid invoice)	37170.24
Paid by Cheque:	
Broadland Tree Warden Network (donation)	25.00
	25.00

- ii) **To note monthly bank reconciliation report** – agreed
- iii) **To consider and agree the budget for 2020/2021** – agreed
- iv) **To consider maintenance contract for recreation ground for 2020** – 3 quotes were presented.
It was agreed to award the contract to Norse.
- v) **To consider hedge cutting quotes for Thieves Lane/recreation ground** – it was agreed to confirm if the hedge cutting quote included the top of the hedge and if so to proceed.
- vi) **To consider adopting the General Power of Competence in line with Localism Act 2011 s.1 (1)**
It was noted that the Clerk has completed her portfolio and passed the Certificate in Local Council Administration (CILCA). As such, the Parish Council is eligible to adopt the General Power of Competence provided that:
- The number of Councillors elected at the last ordinary election, or at a subsequent by-election, equals or exceeds two thirds of its total number of Councillors (does not include co-options since the election)
 - The Parish Clerk holds at least one of the sector specific qualifications and has passed CILCA Unit 7
- General Power of Competence
It was RESOLVED to adopt the General Power of Competence.
- vii) **To consider a request to support the Local Electricity Bill** – to be postponed until the February meeting and further investigation to be carried out by Lynn Yallop and circulated.
- viii) **Any other Financial/Administration matters arising:** None

Members of the public left at 21.14 and 21.20

12. Consultations:

- i) **To consider a response to the consultation regarding division boundaries for Norfolk (11/02/20)**
Discussions had. It was proposed to resubmit the original proposals regarding the Parish boundary as previously put to BDC and Rackheath PC.
It was agreed not to submit any comments regarding the change of ward or division boundary.
A response is to be circulated for approval before submitting.

13. Defibrillator

- i) **To discuss and agree defibrillators for installation in telephone boxes**
Funding of £1000 has been received from the District Councillors toward the purchase of the defibrillators. Andrew Peachment and Steve Jarvis to investigate further and prepare a proposal for consideration at the February meeting.

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

A meeting has been requested with the Jubilee Hall management committee to discuss this further before consideration.

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

General Correspondence
Police Parish Newsletter

Broads Briefing

Broads Authority - Weekly Planning List : Validated Applications and Decisions

Winter 2019/20 stakeholder briefing

Post Office Limited – change of service times

GNLP Briefing Invitation at BDC on 22 January 2020, 19.00 – 20.00

Norfolk Neighbourhood Watch meeting - Thursday 9th January 2020 at Breckland Council Offices - 7:00pm for a 7:30pm start.

- 16. Public Right to Reply- adjournment of meeting for public to comment - None**
- 17. Any items for the next Parish Council meeting to be held on Monday 3rd February 2020 in the Jubilee Hall at 7.30pm.**

There being no further business the public meeting was closed at 9.56pm

- 18. To pass a resolution (under the Public Admission to Meetings Act 1960 to exclude members of the public and press for the following confidential items: Staff matters**

It was agreed following the successful completion of the CiLCA qualification on 24th December 2019 to award the Clerk one pay scale increase, effective 1st January 2020.

There being no further business the public meeting was closed at 9.59pm