

**Minutes of the Salhouse Parish Council meeting
held on Monday 10th July 2023 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Robert Cooper (Chair), Julie Redburn, David Francomb, Lynn Yallop, Helen Reeve and Gary Browne.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 10 (one member joining 19:17)

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 Cllrs. Ball, Leathers and Peachment (all personal).

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

Cllr. Browne declared an interest in item 3 as the applicant is his wife.

3. To consider co-option onto the Parish Council

Wendy Browne briefly introduced herself. All Councillor voted unanimously by a show of hands to co-opt Wendy onto the Council. Wendy signed the Acceptance of Office form and joined the Council.

Cllr. Gary Browne abstained from voting on this item.

4. To approve the minutes of the Parish Council meeting of 12th June 2023

The minutes were proposed to be approved, with no amendment, by Cllr. Yallop and seconded by Cllr. Francomb - all AGREED and duly signed by the Chair.

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

The Chair reported on the works commencing along Thieves Lane for the new trod path. Highways have been pumping out and clearing the drains under Stonehouse Road railway bridge.

There is some damaged signage along Norwich Road and at the junction of Stonehouse Road which will be reported to the relevant authorities for action.

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

District Cllr. Martin Murrell reported on the change of administration at Broadland DC; the budget surplus monies; postponement of panel meetings and the new Rackheath Medical centre planning application – it is hoped the centre will be delivered by June 24.

District/County Cllr. Fran Whymark reported on the corporate delivery plan and the 5 priorities to be worked on over the next year; and his new appointment in the Health & Scrutiny committee.

A member of the public commented that they were unable to join the recent Police SNAP meeting, and if the PC were aware of the date of the next one - the PC have not been made aware of this yet.

It was raised the amount of signage being placed on the green areas at the mini roundabout – this is Highways land and to be reported directly to them.

A member of the public spoke regarding the SAM2 speed data along Norwich Road.

A member of the public reported the dog bin on Howlett's Loke has disappeared.
A member of the public commented that the new medical centre at Rackheath will not have a pharmacy, however the existing pharmacy is often closed due to the shortage of staff - Cllr. Fran Whymark responded that there may be changes in the future.

7. To receive reports:

i) SAM2 data

Reports circulated – no further comment.

ii) Team Salhouse

Report circulated – no further comment.

iii) Tree Steward

To keep an eye on the condition of the Queens Jubilee Tree at the recreation ground.

8. Planning:

i) To receive a planning report

Report circulated – no further comment.

ii) To consider a comment to planning applications

No new applications this month.

iii) To receive update on Neighbourhood plan review meeting attended

Cllr. Cooper gave a brief update on a meeting recently attended with BDC. Further information to be investigated regarding funding and next steps, with a view to setting up a community working group advertised in the SAGA.

Cllr. Yallop left the meeting 19.33

9. Playing Field and Recreation:

i) To receive report

A meeting had been held with the football club regarding the field hire contract. It had been AGREED that all the football goals would be taken down as out of contract period for Health & Safety and Insurance reasons.

Cllr. Yallop returned to the meeting 19.33

ii) To consider recommendations regarding car park works

Three contractors have supplied quotes, however further clarification needed on one quote and a like for like on another – to postpone until next meeting.

iii) To review and agree the Football Club contract

It was discussed, subject to the agreement with SUCT (landowner), the PC would be happy to request the contract to be extended to 10 months per year. However should the goalposts and other equipment not be taken down as per the contract this will be the last one issued, and the FC would need to leave the site and find another ground to train/play/remove clubhouse (at FC's expense).

Also, to request Saturdays to be extended from 2 per month to 3 or 4 (*3 would leave one clear Saturday a month*) – again this would need agreement from SUCT.

It was AGREED to write into the contract to increase the rent by CPI every April – this year would mean a 10% increase.

It was AGREED not to allow any parking on the playing field during training or matches.

It was AGREED the toilet block to remain the responsibility of the PC, although the FC the main user.

It was AGREED the FC must carry out weekly risk assessments on all FC owned equipment including the goal posts (fixed and portable), containers, dugouts, clubhouse and all areas

surrounding these - to be available to view at any time by the PC – if not carried out this is a breach of the contract.

iv) To discuss and agree any actions regarding village ponds

The PC has still not received a quote after much chasing – it was discussed the Clerk seeking alternative options/quotes.

10. Highways

i) To receive report

The dog bin on Howlett’s Loke has disappeared. It was AGREED to replace this bin, however, to look at a new location further down the Loke, if agreed with Highways.

ii) To update on Church entrance visibility/safety concerns

A site meeting was held with Highways and Church representatives. Highways agreed to investigate further pedestrian crossing signage; to cut back the vegetation/low branches to boundary to improve visibility; and repaint the white lines. BDC and Church to agree.

iii) To update on Thieves Lane visibility/safety concerns

A site meeting was held with Highways – locations to site SAM2s along Thieves Lane were discussed and to be submitted for approval. It was discussed the playing field boundary hedge needs to be cut back in width and height halved around October – Clerk to obtain quotes.

iv) To receive update on and agree any actions on Honeycombe Road trod path

This scheme has been postponed. Council to investigate options and discuss with landowner and Highways to reach an agreement.

v) To consider bids for Parish Partnership Scheme 2024/25

There are 2 bids still to be considered from 2023/24.

Cllrs. to bring suggestions to September meeting for discussion.

11. North Rackheath (GT16) Working group

i) To receive report

Report circulated.

ii) To receive recommendations from working group to consider/agree

It was AGREED for the questionnaire to be distributed to every Salhouse household with the July SAGA and AGREED for prepaid envelopes to be purchased for this. Also to be placed on noticeboard, website and Facebook.

The questionnaire to be shared with Rackheath PC for information.

Comments requested back by 18th August 2023.

12. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

S J Martin	June Salary - NET & Expenses	£855.95
HMRC Cumbernauld	June PAYE/NI	£ 35.63
The Norfolk Pension Fund	May (EE & ER)	£248.47
Paul Green	Maintenance June 23 (1120)	£357.25
CJ International Services Ltd	Data Protection June	£242.40
Salhouse 2000	Hall hire (Apr-Jun 23)	£ 84.00

All Payments AGREED.

iii) To consider Data Protection support

It was proposed by Cllr. Yallop; seconded by Cllr. Francomb to extend the support for a further 3 months – this was AGREED by all.

To review again in October.

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

- *General Correspondence*
- *Norwich Western Link Project Updates*
- *Submission of North Norfolk Local Plan for Independent Examination*
- *Parishioner dog bin request Hall Drive*
- *Jerome Mayhew MP Visits to Wroxham / Rackheath - (Rackheath - Tuesday 29/08/2023 - 15:15 and Wroxham - Wednesday 30/08/2023 - 14:45)*
- *Road Closure notifications*

14. Any items for the Annual Parish Council meeting on Monday 11th September 2023

Policy re: parking on playing field.

Quotes for hedge cutting on Thieves Lane.

Quotes for car park works.

Parish Partnership Scheme bid suggestions.

Meeting closed 20.39