

**Minutes of the Virtual Salhouse Parish Council meeting
at 7.00pm on Monday 8th February 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: 13

- 1. To receive and accept any apologies for absence**
Apologies were approved for Andrew Peachment (personal)
- 2. To receive Declarations of Interest in items on the agenda and applications for dispensations**
Cllr Cooper declared an interest as a Trustee on SUCT and on item 11 ii Hall Drive.
Cllr McCormick declared an interest on Item 6 ii 20201960.
Cllr Nudd declared an interest on item 16.
- 3. To approve the minutes of the Parish Council virtual meeting of 11th January 2021 and Extraordinary virtual meeting of 20th January 2021.**
The minutes of 11th January 2021 were proposed to be approved by Cllr Yallop; seconded by Cllr Ball - all agreed by a show of hands
The minutes of 20th January 2021, with the amendment of the wording "Cllr. Martin Nudd abstained from 6 out of 7 decisions" were proposed to be approved by Cllr Jarvis; seconded by Cllr McCormick - all agreed by a show of hands.
- 4. Chairman's Report, to include consideration to any matters arising, not on this Agenda**
The Chairman reported the PC is aware of the ongoing flooding within the Parish.
The Norwich Road trod has been completed.
The drop kerbs in Cheyney Avenue have been installed.
- 5. To adjourn the meeting for Public Participation and to receive District, County Councillor.**
District/County Councillor Fran Whymark had sent a report which was circulated and available on the website. He also reported that a task force has been set up for the flooding issues working with MP's and the Flood Agency. The following was also reported from the District Council: upgrading 15000 streetlights in the District to LED; to plant 1 million trees; open up Burlingham Estate; National Apprenticeship week and Every Child Online Campaign.
District Councillor Martin Murrell reported the HelpHub has expanded its opening times (until 10pm 7 days a week); there is a £500 one off grant available if suffered COVID; Work for All Grants; GNLP consultation; Community at Heart Lottery and Warm Homes Funds – details available at www.broadland.gov.uk
A parishioner spoke about the notes of the confidential item held on 20th January 2021 – it was noted that these are confidential.
A parishioner raised the ongoing flooding issues at Shrublands pond and suggested signage at the bottom of the Loke – this has been previously requested, but no signage currently available from Highways.
- 6. Planning:**
 - i) To receive a planning report** – a report was circulated – no further comments.
 - ii) To consider responses to the following planning applications:**
20201960 - Meadow Hill, 90 Lower Street, Salhouse, NR13 6AD - Residential development of 4 new dwellings, bin store & new access drive – Amendment: The Council has received revised drawing which amend the refuse storage.
Resolution: to **OBJECT**
This was proposed by Cllr. Yallop; seconded by Cllr Redburn – agreed by a show of hands. Cllr McCormick abstained from the vote.

- iii) **To consider response to any planning applications received after issuing the agenda 20210195** - Land off Howlett's Loke, Salhouse, NR13 6EX - Variation of conditions 2 (plans and drawings) and 6 (tree protection and arb report) following grant of planning permission 20191407.

Resolution: to **OBJECT**

- iv) **Update regarding the Neighbourhood Plan effectiveness and action points**
A draft report was circulated. The format and ongoing annual review was proposed by Cllr McCormick; seconded by Cllr Redburn and agreed by all. The report will be finalised by Cllr. McCormick, and published.
- v) **Any other planning matters** - None

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

- i) **SAM2 data** – Salhouse Lower St, facing EAST for period 9/12/20 to 8/1/21. It was noted anomalies with the data at 10mph which has been investigated with Westcotec.
- ii) **Team Salhouse** – Team Salhouse members have been observing Government lock down and social distancing rules; however some tasks have been carried out.
- iii) **War Memorial**
 - a) **To agree to submit grant application to BDC** – it was proposed by Cllr. McCormick; seconded by Cllr. Redburn to submit this grant application – all agreed.
- iv) **Tree Warden** – no update this month.

District Councillor Martin Murrell left 7.32pm

8. Emergency Committee

- i) **To receive update from Emergency Committee** – a brief report was given including: traffic marshal requests at vaccination hubs; NCC providing transport to vaccination hubs; risk assessments being reviewed in relation to GNSRT's assisting this service.
- ii) **Update on Good Neighbour Scheme Response Team (GNSRT)** – report as item 8 i – thanks given to the Coordinator for his continued work.
- iii) **To consider Covid-19 Community Response Fund - Unspent grant money** – it was discussed re-evaluating next month and if no monies spent considering returning the grant monies to the pot for other communities to utilise.
- iv) **To update on the review of the Resilience Plan and associated documents** – ongoing.

9. Playing Field and Recreation:

- i) **To receive report regarding the Playing Field, and discuss any actions arising** – no update.
- ii) **To discuss electricity proposals for MUGA lighting, and any decisions** – awaiting quotes regarding moving the electricity meter.
- iii) **To update on tree survey and any works arising on the oaks along 'the drift', adjacent to the children's play area** – it was advised that no works were needed at this time and to review in 3 years.
- iv) **To discuss MUGA hire and Management** – ongoing.
- v) **To receive update report on Parish Allotments, and agree any actions arising** – a meeting was had with a landowner to look at 3 potential sites. Terms and Conditions still to be discussed. It was discussed Councillors determining the sites in order of preference with comments to then be taken back to the landowner. There have been around 14 interests to date, although not all from Salhouse residents.
- vi) **To discuss and consider proposal for Salhouse Broad Dark Skies Platform** – no decision can be made until an official proposal is received, however there were no comments either supporting or rejecting it raised at this time. Cllrs to send any comments to the Clerk to feedback to this initial enquiry.
- vii) **To discuss and agree any actions on the renaming of the recreation ground** – to be reviewed in 3 months.
- viii) **To discuss and consider football club field rent for 2021/2022 season** – this was discussed to be considered at the March meeting with the review of the contract.
- ix) **Any other playing field and recreation matters** – None.

10. Highways and Footpaths:

- i) **To receive Highways and Footpath report** – no footpath report this month.
- ii) **To receive updates on the following Highways issues:**

The PC has followed up each of the areas of flooding with the relevant authorities and will continue to monitor.

Hall Drive – further evidence of the flooding forwarded to Highways and site meeting requested, awaiting response.

Howlett's Loke - chased with Highways, awaiting response.

Shrubland Pond – chased with Highways to request again advisory signage.

Railway Bridges Station Road and Stonehouse Road (inc. Muck Lane) – report submitted to Network Rail and Highways – awaiting response.

Yellow lines opposite Redell Close – request submitted, awaiting response.

School parking issues, inc. plastic gridding for verges – enquiry submitted, awaiting response.
- iii) **To consider proposal for the Wroxham to Salhouse 50MPH Speed Limit reduction - Traffic Regulation Order**

Response as previously submitted – to **SUPPORT** - proposed by Cllr Yallop; seconded by Cllr Ball – all agreed.
- iv) **To discuss and agree any action regarding the gates on FP14** – it was discussed to investigate with the landowner the removal of the swinging part of the kissing gates as these obstruct some parishioners when using them.
- v) **To receive update regarding Hall Drive footpath 14 definitive map missing link** – an update has been requested, awaiting a response.
- vi) **To update and agree any actions on Bell Pond fence** – Highways are investigating the ownership of the fence, however it was agreed to investigate costings to repair/replace the fence.
- vii) **To update on dog bin on Howlett's Loke** – this has been chased again with BDC who must submit the request with Highways.
- viii) **To discuss and agree response to parishioner email regarding verge/hedge cutting on Lower Street** – It was discussed speaking with the landowner who owns the hedge and is responsible for its cutting to raise the concerns.
- ix) **Any other Highways and Footpath matters**

It was raised the condition of the walking surface of FP 11 – to be reported to Highways.

There were reports of increased dog fouling around Cheyney Avenue and on the circular walks – further signage to be requested to remind dog owners of their responsibility.

11. Finance and Administration:

- i) **To note monthly bank reconciliation report** – noted; all agreed – no further comments.
- ii) **To approve payments:**

S J Martin	January Salary	£1,187.99
HMRC	January (PAYE)	£305.81
The Norfolk Pension Fund	January	£411.44
Paul Green	January maintenance (1039)	£196.50
Broadland District Council	Dog/Litter bin emptying 2020	£723.60

Resolution: It was agreed to pay all invoices. Proposed by Cllr McCormick; seconded by Cllr Redburn – all agreed.
- iii) **Further to the confidential item at the Extraordinary Meeting held on 20th January 2021, it is noted that the Parish Council have decided to instruct Birketts LLP in relation to Freedom of Information advice and any ancillary advice through the Crown Commercial Service Framework RM3788 for the provision of legal services to the wider public Sector. The Parish Council is satisfied that in appointing Birketts LLP through the Framework it will obtain best value for money and has carried out the required due diligence in accordance with paragraph 10.3 of the Financial Regulations** – Noted.
- iv) **Further to the confidential item at the Extraordinary Meeting held on 20th January 2021, to note an External Data Protection Officer has been appointed** – Noted - appointed for an initial period of 2 months.

- v) **To consider 2-year domain name renewal for PC website (Wix)**
It was proposed by Cllr Jarvis; seconded by Cllr Nudd to renew for 2 years – all agreed.
Cllr Jarvis left the meeting – connection issues.
- vi) **To discuss and consider a date for the Annual Parish Meeting**
It was agreed to provisionally set a date of Monday 17th May 2021.
- vii) **To review and adopt the following policies:**
Standing Orders – These were proposed to be agreed by Cllr. Nudd; seconded by Cllr. McCormick – all agreed (Cllr. Jarvis abstained as temporarily left the meeting).
Financial Regulations – These were proposed to be agreed by Cllr. McCormick; seconded by Cllr. Redburn – all agreed (Cllr. Jarvis abstained as temporarily left the meeting).
Cllr Jarvis re-joined the meeting 8.37pm.
- viii) **Social Media:**
 - a) **To discuss and agree to remain on social media (Facebook)**
It was proposed by Cllr. Yallop; seconded by Cllr Jarvis and agreed by all to retain the PC’s Facebook page – it was discussed to be reviewed in 6 months.
 - b) **To review and adopt a Social Media policy**
It was agreed to finalise and review the adoption of this policy at the March Meeting.
- ix) **To discuss holding additional meetings when long agendas**
It was discussed to continue to review agendas but remain as monthly meetings at present.
- x) **To discuss the continuation of the village website**
It was proposed by Cllr. Nudd; seconded by Cllr. McCormick to move some of the ‘static’ pages to the PC website.
Thanks were given to the current village website administrator for his commitment over the years on the village website.
- xi) **Any other Financial/Administration matters arising**
To note the Anglian Water direct debit has been set up.

12. Consultations:

Greater Norwich Local Plan Regulation 19 Publication

Cllrs Redburn and Cllr Jarvis to review this consultation and present a response to the March meeting to be agreed before submitting.

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

General Correspondence

NALC newsletters (inc. Wellbeing)

Police Parish Newsletter

Broads Briefing

FOI requests

BDC Street Numbering: update

BDC Rough Sleeper Estimate - Jan 31st -Feb 1st 2021

Broadland Futures Progress Newsletter & Community Engagement Update

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

A parishioner raised some questions regarding the confidential item within the meeting held on 20th January 2021. Cllr Yallop responded with an explanation that a complaint had been received and was being investigated as per the Council’s complaints policy and will remain confidential until further investigation and completion.

The details around the appointment of the External DPO was questioned, including the appointment date and cost of the contract, and again the same response was given stating confidentiality.

A parishioner spoke regarding Parish allotments and concerns over the length of time the land would be leased from a private landowner for the time invested in them by the allotment holders. It was responded that the PC does not own any land and consideration is to be given to the sites offered to lease.

15. Any items for the next Parish Council meeting on Monday 8th March 2021 – no specific items raised.

16. Exclusion of the Press and Public

It was resolved by a show of hands from all Councillors that under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded regarding the following confidential item:

- i) To update the council on recent issues

Cllr Nudd abstained from all the following decisions.

Following an update given, the Council **RESOLVED** to: self-refer to Broadland District Council for advice regarding a complaint received; obtain a solicitors quote in respect of investigating the complaint received, however not to seek a quote at this time for further Freedom of Information (FOI) advice; honour any recommendations received back from the investigations; review the complaints policy/process; update the complainant on the investigation and to support any ICO (Information Commissioners Office) investigation if such an investigation was instigated and fully support any independent legal counsel review(s). It was agreed to continue responding to current and new FOI's within the regulations; retain a central register of FOI's and complaints and to formally document all resolutions.