

**Minutes of the Virtual Salhouse Parish Council meeting
at 7.00pm on Monday 6th July 2020**

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

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, personal.

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

Bob Cooper declared an interest as Trustee of SUCT; and Martin Nudd declared an interest on planning item 9 20201195.

3. To approve the minutes of the Parish Council virtual meeting of 1st June 2020.

The PC minutes of 1st June 2020 were proposed to be approved by Bob Cooper and seconded by Julie Redburn; all agreed. The minutes will be signed by the Chairman.

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

Following Government relaxation of restrictions on 4th July, the play area, gym equipment and MUGA have been reopened. Advisory notices regarding to adhering to Government guidelines have been put up.

5. To adjourn the meeting for Public Participation and to receive District, County Councillor and Police reports. Introducing Jerome Mayhew – MP

Jerome Mayhew was welcomed to the meeting. Jerome gave a brief introduction about himself following his election in December 2019. He praised Broadland District Council for the work they have done during the current pandemic, and to the PC and local community groups. It was mentioned the support structures have been a lifeline to many over the past few months, and for their continuation.

Norfolk has been effective in its lockdown but now restrictions are being lifted which it hopes will help local businesses survive.

Lynn Yallop asked Jerome how residents can be reassured and alerted should the 'R' number rise – Jerome responded that real time local data is available and local plans are in place on how to action a lockdown effectively should that be necessary.

District/County Councillor Fran Whymark mentioned the BDC grant support had received 180 applications, of which 68 had already been paid. South Norfolk and BDC are looking to continue and support the community groups which have been set up to keep them going moving forward.

BDC have a pot of money to continue the support for those who are homeless.

Fran Whymark left the meeting at 7.30pm

There was no police report, however two crimes have been reported in the last month both at Salhouse Broad – the parking meter in the car park was stolen and the café at the Broad broken into.

A parishioner reported a new volunteer has come forward to assist with the regular checking and reporting of the 3 defibrillators in the Parish. Tape has been put up along the road in Woodbastwick to help deter parking overflowing from the Broads car park. It was reported that the pond on Upper Street will not be cleaned out this year by the farm owner as originally offered. Also, the field in Woodbastwick which was suggested to be converted as an overflow car park for the Broad is not supported by the landowner.

6. To receive reports:

i) SAM2 data - 11th May to 11th June 2020

The SAM2 data graph was circulated prior to the meeting. The SAM2 was located along Lower St, Salhouse (outside No 24), facing west between 11/5/20 and 11/6/20. The volume for the same period in 2019 was 32,449 versus 23,000 in this data set.

ii) Team Salhouse

Some individual tasks have been carried out whilst adhering to Government guidelines. It had been requested to investigate the moving of the information board at the Bell pond.

iii) War Memorial Report

Clerk has contacted the BDC Historic Environmental Officer to arrange a meeting to agree works which will be permitted on the war memorial. There were concerns that the memorial may be leaning further – to be investigated.

iv) Tree Warden Report

The Tree Warden was unable to attend the meeting, however sent a brief report:

The nursery has been registered with the Forestry Commission as 'Salhouse Community Tree Nursery' and landowners around Salhouse contacted to enquire about seed/nut collecting and finding a suitable tree nursery site. Blickling Estate and Salhouse Broad have agreed support. A tree warden article will appear in the next Saga magazine.

7. Emergency Committee

i) To receive update from Emergency Committee

The committee has been running since lockdown. There have not been any calls for support in the last week. Prescription deliveries have been declining as the surgery have been encouraging people to collect their own prescriptions.

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

An article to go into the SAGA magazine advertising the telephone number for all aspects of support. All requests will be considered for support.

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

Some work on the plan has been done. A further report to be given next meeting.

8. Playing Field and Recreation:

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

No further meetings have taken place.

ii) To discuss re-opening of MUGA

No response has been received yet from the contractor regarding when they will return to site to complete the works. It was suggested that due to the lack of response speaking with NPLaw as to whether a letter could be sent to ETC. It was discussed another contractor installing latches to the gates but to enquire regarding if this would affect the warranty.

iii) To discuss and consider a proposal to transfer the ownership of the pavilion to the PC

Discussions were had regarding this proposal, however it was discussed that the first action should be to review the contract and ensure it is adhered to. A meeting is to be arranged with the FC committee.

One parishioner left the meeting at 7.50pm

9. Planning:

i) To receive a planning report

The report had been circulated prior to the meeting. No further comments.

ii) To consider response to the following planning applications:

20201195 - 82B Lower Street, Salhouse, NR13 6AD - Change of use from shop/cafe to holiday let (P)

Martin Nudd abstained from this item.

Resolution: Object – as per previous comments plus additional concerns regarding disabled access/removal of ramp; fire safety and parking.

iii) To consider response a response to the new premises licence - Tipples Brewery Ltd, Unit 3 The Mill, Wood Green, Salhouse, Norwich

Resolution: No objection or comment

iv) Update regarding the Neighbourhood Plan effectiveness and action points

No update

v) Any other planning matters – a meeting has been requested, and to be arranged, between the PC and the agent regarding the land behind 68 Lower Street.

10. Highways and Footpaths:

i) To receive Highways and Footpath report

The footpath report had previously been circulated. No further comments.

ii) To discuss and consider Lower Street parking issues

Over the last few weeks there have been issues relating to parking along Lower Street outside Salhouse Broad car park, including blocking of entrances. The PC has spoken with the Police and Highways regarding this issue and what can be done to resolve it. The Police state they have not received any complaints about this issue and Highways have stated they will not support the installation of any type of parking restrictions as it does not meet Traffic Regulation Order criteria. A meeting has also been had with the owner of the Broad who is investigating an extension to the car park. It was discussed continuing to monitor the situation.

iii) To note receipt of Parish Partnership bid 2021/22 letter and discuss possible bid suggestions, if any
To be raised again at the next meeting and suggestions put forward for consideration.

iv) To consider investigating installation of a further VAS on Norwich Road, close to Station Road, approaching from Salhouse village

It was discussed speaking with Highways to establish if this would be supported in the first instance.

Jerome Mayhew left the meeting at 9.02pm

v) To discuss and consider Bell Pond sump

Following an enquiry from a Parishioner, it was suggested investigating this further with Highways.

vi) To update regarding 'Verge Protection Orders' in Cheyney and Topcliffe Avenue

This was raised with Highways, however the response was that this would not be supported.

vii) To update on dog bins

Four new dog bins and one rubbish bin have been installed around the Parish.

11. Defibrillators:

i) To receive update

The third new defibrillator is now in place at the Jubilee Hall - all three defibrillators are now identical. Thanks, were given to John Fielder and John Bayliss for volunteering to regularly check and submit reports on this on behalf of the PC.

12. Finance and Administration:

i) 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.

ii) To approve the Annual Governance Statement in the 2019-20 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.

iii) To approve the Statement of Accounts in the 2019-20 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.

iv) To agree to rescind resolution 11 vi of the meeting dated 6th January 2020 adoption of the General Power of Competence

Following the Internal Audit identifying that the GPOC had been adopted in error due to insufficient Councillors being elected onto the Council, it was AGREED to rescind this decision.

v) To approve payments (listed separately) - all AGREED

S J Martin	July Salary/Expenses (inc. VAT £0.58)	£838.90
HMRC	July PAYE	£ 58.36
The Norfolk Pension Fund	July Pension	£253.65
Paul Green	May & June maintenance and dog bins	£870.85
Norse Eastern Ltd	Grounds Maintenance (inc. VAT £73.80)	£442.79
Sue Lake	Internal Audit	£100.00
Diana Campbell	Team Salhouse Expenses (inc. VAT £12.90)	£ 77.40
Linda Smith	Team Salhouse Expenses	£ 18.48

- vi) **To note monthly bank reconciliation report - AGREED**
- vii) **Policies to be approved:**
 - a) **RFO Job description**
 - b) **Annual Review of the Effectiveness of Internal Control**
 - c) **Financial Risk Assessment**

Following a review of the Policies and recommendations by Lynn Yallop it was AGREED to adopt these three policies.

- viii) **To discuss and consider a response to the Code of Conduct consultation**
To be postponed to the next meeting.
- ix) **To set date for Clerks appraisal**
It was suggested the appraisal be carried out by Martin Murrell and Bob Cooper – date to be set.
- x) **To discuss Zoom meeting continuation**
Following advice from NALC it was agreed to continue with virtual meetings for now, but to review.
- xi) **To update on Website Accessibility**
To be noted that some work has been done on the Website Accessibility Regulations which come into force in September 2020. An accessibility statement is still to be placed on the website.
- xii) **Any other Financial/Administration matters arising - none**

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

General Correspondence

NALC newsletters (inc. Wellbeing)

Police Parish Newsletter

Broads Briefing

Your Norfolk – Spring 2020

Re-opening of public toilets at Salhouse Broad

Parishioner emails regarding the Post Box on Station Road – following the disappearance of the post box on Station Road contact has been made with Royal Mail and will continue to be followed up and reported.

Parishioner emails regarding on road parking Lower Street

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

It was suggested to state in the next issue of the SAGA magazine how parishioners can join the PC meetings.

15. **Any items for the next Parish Council meeting on Monday 3rd August 2020 - no new items raised at this time.**

There being no further business the public meeting was closed at 9.43pm