

**Minutes of the Salhouse Annual Parish Council meeting
held on Monday 19th May 2025 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Robert Cooper (Chair), Wendy Browne, Gemma Hampton, Nick Ball, Gary Browne, Ben Hazell and Julie Redburn.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 10

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 elect the Chair for the coming year

Robert Cooper stepped down as Chair.

Nominations were invited for the office of Chair - Cllr. Cooper was nominated and proposed by Cllr. W. Browne; this was seconded by Cllr. Redburn. With no further nominations, Cllr. Cooper accepted, and it was AGREED by a show of hands to elect Cllr. Cooper to serve as Chair for the coming twelve months. The Declaration of Acceptance of Office was signed.

2. To elect the Vice-Chair for the coming year

Cllr. Cooper invited nominations for Vice-Chair. Cllr. Wendy Browne was nominated and proposed by Cllr. Redburn, seconded by Cllr. Hampton. With no further nominations and acceptance from Cllr. W. Browne, it was AGREED by a show of hands to elect Cllr. W. Browne to serve as Vice-Chair for the coming twelve months.

3. Chairs report

The Chair reported on the successful community litter pick on 26th April 2025 and thanked all who helped.

The Annual Parish Meeting held on 30th April 2025 was well attended and reports received from various Parish groups.

The PC received the resignation from John Leathers. Thanks were given to John for his hard work and commitment whilst volunteering as a Councillor and best wishes given. There are currently 3 vacancies on the Parish Council.

4. To receive and accept apologies for absence

Apologies received and accepted from Cllr. Peachment (personal).

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

Cllr. Redburn declared an interest in item 14 vi as a member of the events committee.

6. To approve the minutes of the Parish Council meeting of 7th April 2025

The minutes were proposed to be approved, with no amendment, by Cllr. W. Browne and seconded by Cllr. Hazell - all AGREED and signed by the Chair.

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

The Churchwarden reported on a period of no vicar at Salhouse Church from end of July 2025.

The Jubilee Hall is still investigating options for a Hearing Loop.

District Councillor Martin Murrell reported on the District Council Local Government Reorganisation; housing funds committed to assist temporary housing; further funding for the environmental team.

Cllr. Murrell gave a report on behalf of District/County Councillor Fran Whymark who sent apologies – International composting awareness week; ongoing challenges with NHS; additional funding for weed treatments and urban cuts.

A member of the public spoke regarding the Roadside Nature Reserve (RNR) and did not feel this was necessary and other area in village more suitable.

‘Sailfest’ event discussed regarding first aid and parking provisions.

A member of the public spoke regarding PA 2025/1044 and their objections. The Chair encouraged public to submit individual comments to the planning authority as PC is one comment.

8. To receive reports:

- i) **SAM2 data** – report circulated, noted high speeds recorded.
- ii) **Team Salhouse** - report circulated – thanks given to the team.
- iii) **Tree Steward** – two comments regarding planning applications received.
- iv) **Footpath Report** – no report this month.

9. Working Groups

- i) **To agree working groups for the coming year and members of each group**

It was AGREED to retain the Playing Field Management Group (PFMG) with members – Cllrs. Cooper, Redburn, W. Browne, G. Browne and Hampton.

10. Planning:

- i) **To note planning report** – report circulated and noted.
- ii) **To consider comments to the following planning applications:**

2025/1044 - Black Barn Farm, Norwich Road, Salhouse, Norfolk, NR13 6QG - Variation of conditions 5 (Opening hours), 7 (Vehicular access), 8 (Visibility splays), 9 (Road access), 10 (Cycle parking), 11 (Highway improvement drawings) and 13 (Landscaping) of existing application 20212212 (Change of use of agricultural barn to mixed uses and associated works. Retrospective; loose boxes, haystore and tackroom with change of use of outdoor space to mixed livestock grazing including equestrian, retention of bunding and new parking area.) Dated 25/11/2022

**Description updated.

PC comment: to respond to individual conditions:

Condition 5 – objection to extended opening hours, but no objection to bank holiday/public holiday opening hours.

Condition 7 – comment would look better with kerbing/tarmac entrance.

Condition 8 – clarification of what would have been carried out and possibly remove further hedging.

Condition 9 – white lines not in keeping with rural landscape. Request map of loading/unloading/service areas.

Condition 10 – No comments.

Condition 11 – Object to this condition being removed/not enforced as per original application conditions. A safe path is needed. Planning Authority should install this path as they set the condition, albeit in conjunction with financial support from applicant as good will gesture and possibly PC.

Condition 13 – no objection if actioned as stated by Autumn 2025 – planning authority to monitor.

Further comment supporting the Anglian Water drainage related documents as stated on plan – question if these to be submitted and therefore considered.

2025/1085 - Land South Of Chapel Loke, Salhouse, Norfolk - Erection of 1no self build dwelling

PC comment: No Objection. Comment that arboriculture tree report to be followed as stated.

2 members of public left 19:47

2025/1271 - Bridle Cottage, 7 Upper Street, Salhouse, Norfolk, NR13 6RZ - Proposed Single Storey Side Extension

PC comment: No Objection.

iii) To consider comments to planning applications received after the agenda published – none.

2 members of public left 19:49

11. Playing Field and Recreation:

i) To receive a report from working group

Mardle VE Day event well attended – grant for £246.50 was successful. Thanks to Mardle group for organising. Caps replaced on springer in play area.

Utility hole appeared behind toilet block. It was AGREED to have repaired with reinforced slabs as a matter of urgency for safety reasons.

ii) To receive updates on:

a. Consultation with Parish on play equipment

40 responses received so far. Consultation open until end July 2025. Clerk to share consultation with school.

b. Consultation with Parish on toilet block

As item a.

c. End of season meeting with football club

Awaiting a date from football club – clerk to chase.

iii) To note notification of RoSPA play area annual inspection (June 2025)

Noted.

iv) To consider repairs to gym equipment

Quote obtained, however AGREED to wait until after RoSPA play area inspection report received.

v) To note the purchase of two new swing seats

Noted and AGREED as a safety issue.

12. Highways

i) To receive a report from working group

Meeting attended with Highways Engineer looking at various issues within the Parish, including the bus clearway on Lower Street which is due to be installed; parking issues Lower Street; Honeycombe Road trod path will not be installed; speed reduction measures Honeycombe Road discussed but would require a feasibility study in first instance; Station Road bell mouth improvements held up by a boundary issue.

ii) To update on Shrubland Pond works

A local contractor offered to, and carried out the works, on behalf of the community. The pond is now restored to its original size.

iii) To consider Roadside Nature Reserve notification (The Loke)

It was AGREED to decline this RNR.

13. Neighbourhood Plan (NP)

i) To update regarding NP review

Grant application submitted to BDC. Inception and project days with consultant arranged.

2 members of public left 20:43

i) To agree Terms of Reference

AGREED as presented.

ii) To agree signing of NP agreement with consultant

AGREED.

14. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

| | | |
|--------------------------|--------------------------------------|-----------|
| S J Martin | April Salary - NET & Expenses | £1,310.14 |
| HMRC Cumbernauld | March PAYE/NI | £276.66 |
| The Norfolk Pension Fund | February (EE & ER) | £390.84 |
| Paul Green | Maintenance April 24 (1201) | £456.25 |
| Norse Eastern Limited | Grounds Maintenance first instalment | £598.56 |
| Julie Redburn | Refund VE day event expenses | £247.00 |
| Sutcliffe Play | 2 x swing seat replacements | £156.24 |
| Norfolk SLCC | Annual Conference | £38.00* |

All payments AGREED.

*AGREED at item 14vii

iii) To review and agree village and recreation ground maintenance contract

Contract AGREED.

iv) To consider cancellation of Royal Mail Response Service Licence

AGREED to cancel this service.

v) To consider setting up direct debit for HMRC

AGREED by all.

vi) To consider donation to community event (Sailfest)

It was proposed by Cllr. W. Browne to donate £500; seconded by Cllr. Hampton, and AGREED by all. (Cllr. Redburn abstained).

vii) To consider attendance and SLCC Norfolk Branch Annual Conference (20th June)

AGREED for Clerk to attend.

1 member of public left 21:03

viii) To update, and agree any actions, on appointing a solicitor to review contracts

It was AGREED not to proceed with this at this time.

15. Consultations

i) Public Spaces Protection Order (Dog Fouling) Renewal Consultation (comments by 11th June 2025)

To postpone to next agenda. Cllr. W. Browne to review.

ii) Norfolk and Suffolk Local Nature Recovery Strategies (open until 11th June 2025)

Individual responses to be submitted.

iii) Broadland & South Norfolk Design Code - 3rd stage public & stakeholder engagement (closes 5pm on Monday 23rd June 2025)

Individual responses to be submitted.

iv) Rackheath Neighbourhood Plan (Revised) - Reg. 16 Consultation by Broadland District Council (closes 5.00pm on Friday 27th June 2025)

To postpone to next agenda.

16. To receive correspondence and agree response – all noted.

- *General Correspondence*
- *New Funding Initiative to Support Bus Shelter Across Norfolk*
- *Parishioner correspondence regarding speed reductions and trod path along Honeycombe Road – Clerks response noted.*
- *Funding for projects to reduce nutrients entering our watercourses and release housing*
- *Salhouse Parish Council & Norfolk Events*
- *Parishioner correspondence regarding overgrown hedge Lower Street adjacent to no. 74 – Clerk reported to NCC Highways.*

17. Any items for the Parish Council meeting on Monday 9th June 2025

Annual Governance and Accountability/Internal Audit report
Honeycombe Road feasibility study and poster
Church donation request

Meeting closed: 21:28