

**Minutes of the Salhouse Parish Council meeting
held on Monday 14th July 2025 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 7

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 receive and accept apologies for absence**
Apologies of absence were received and accepted from Andrew Peachment (personal).
- 2. To receive Declarations of Interest in items on the agenda and applications for dispensations**
None.
- 3. To approve the minutes of the Annual Parish Council meeting of 9th June 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.
- 4. Chairs report**
It has been a busy period for the PC. The Neighbourhood Plan review as commenced. Vandalism and anti-social behaviour/graffiti at recreation ground. Harvest time commencing.
- 5. Public Participation and to receive District and County Councillor reports**
District Cllr. Martin Murrell reported it is quiet at District - many panels cancelled; attended a GT16 members meeting – further tests being carried out on drainage and extensive highways modelling for Wroxham Road to NDR; Sole & Heel roundabout to become signal controlled; update given regarding the medical centre in Rackheath - due to hold open day in September.
County Cllr. Fran Whymark reported on Norfolk Community Fund; launch of 'Mindful Norfolk' and brief update on Local Government Reorganisation.
A member of the public spoke about 2 damaged road name signs which have been repaired by BDC, and excessive business signage on village green.
A representative from the football club thanked the Community Events Team for a successful Sailfest event; supported signage for new café; FC victim of vandalism to dugouts at recreation ground. It is hoped that the PC gives consideration to the comments and requests submitted by the FC regarding the field hire contract renewal.
- 6. To consider co-option**
Mark Baldock briefly introduced himself. Councillors voted unanimously to co-opt Mark. Acceptance of Office form was signed, and Mark joined the meeting.

7. To receive reports:

- i) **SAM2 data** – report shared. Noted high speeds recorded. Data shared with Police. It was also noted the speedwatch team may cease at end of year due to lack of new volunteers.
- ii) **Team Salhouse** – report shared. Noted the group may cease at end of year due to lack of new volunteers. Clerk to investigate Community Payback.
- iii) **Tree Steward** - No further tree comments on planning applications. The dead oak tree, next to the gym equipment at the recreation ground, to be replaced in November.
- iv) **Police Priorities Meeting (11th June 2025)**
Cllr. W. Browne gave a brief report on the online meeting. Discussion on travellers and speeding in local parishes. Car registrations to be reported direct to Police.

8. Planning:

- i) **To note planning report** - report noted.
- ii) **To consider comments to the following planning applications:**
2025/1404 – Thirfield, 8 Station Road, Salhouse, Norfolk, NR13 6NX - Proposed front porch, single storey rear extension, loft conversion and raising the ridge (amended)
PC Comment: No Objection. Comment regarding trees, as per original PC submission still stands.
- iii) **To consider any further response to planning application:**
2025/1044 - Black Barn Farm, Norwich Road, Salhouse, Norfolk, NR13 6QG - should a response be received from planning authority and further information made available to comment
No further information presented at this time.
- iv) **To consider comments to planning applications received after the agenda published**
None.

9. Playing Field and Recreation:

- i) **To receive a report from working group**
To confirm, the utility cover, which was reported damaged just before last meeting, has been replaced with a reinforced cover by Cllr. Gary Browne. This was an emergency health and safety issue needing urgent attention and therefore was agreed by all (Cllrs. G and W abstained) for Cllr. G Browne to carry out the works.
There is one further cover to be replaced as a precaution and a third one to investigate.
- ii) **To received RoSPA annual play area inspection report and agree any actions**
Report received and noted. No urgent repairs or issues reported.
- iii) **To consider equipment repairs for gym and play area**
AGREED to proceed with the gym equipment repairs as per quote obtained.
Quote requested for play area repairs, however not received yet.
- iv) **To consider replacing missing posts around playing field car park**
AGREED.
- v) **To discuss and agree any actions regarding antisocial use of playing field and car park**
To monitor, however working group to investigate options including CCTV and retractable posts. Graffiti to be attempted to be removed.
- vi) **To receive updates on consultation with Parish on play equipment and toilet block**
83 responses received to date. Survey placed in Saga magazine. Closing date 31st July 2025. Working group to summarise responses for council consideration.
- vii) **Football club contract:**
 - a. **To receive update on end of season meeting with football club**
Meeting held with working group and FC committee.

b. To consider and agree renewal of contract

It was AGREED to postpone this for an extraordinary meeting due to the number of requests received from the FC for consideration.

c. To consider and agree any amendments to contract including field hire charge

As per 9 vii b.

d. To consider any further football club requests

As per 9 vii b.

10. Highways

i) To receive a report from working group

Roundels marked along Norwich Road and Low Road as per Parish Partnership Scheme 2022/26. Thanks to County Cllr. Fran Whymark for his member funding towards these.

ii) To consider feasibility study along Honeycombe Road

It was AGREED not to pursue a feasibility study at this time.

iii) To discuss and consider Norwich Road gateway

It was AGREED not to proceed with this at this time, but to request the bid is held and review in a year or two as recommended by the Highways Engineer.

iv) To note invitation to Parish Partnership Scheme bids for 2026/27, and consider any bids

Information circulated. Cllrs. to raise suggestions at next meeting.

11. Neighbourhood Plan (NP)

i) To receive update regarding NP review

The Neighbourhood Plan review has commenced. 13 members on the Steering Group.

a. Project workshop day

A successful workshop day was had, and data collection commenced.

b. Steering group meeting

PC successful in £6k grant funding from BDC. Next meeting 28th July 2025.

12. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

S J Martin	June Salary & Expenses	£1,531.05
HMRC Cumbernauld	June PAYE/NI	£332.98
The Norfolk Pension Fund	June (EE & ER)	£459.65
Paul Green	Maintenance June 25 (1207)	£500.00
Playsafety Limited	Annual Play Area Inspection (inc. VAT £37.60)	£225.60
Compass Point Planning and Rural Consultants	NP consultancy	£654.00
Mrs RH Leggett	NP consultancy	£1,007.20
MRS EV Harrison	NP consultancy	£230.60
Norfolk PTS	Parish Online mapping training (inc. VAT £4.80)	£28.80

All payments AGREED.

iii) To consider options for .gov.uk domain/email

It was AGREED to obtain a clerk.gov.uk email.

iv) To note clerk training for Parish Online mapping system

Noted – training attended.

v) To appoint Internal Auditor for 2025/26

It was AGREED to appoint Susan Lake at a cost of £100.

vi) To consider clerk attendance at NPTS Autumn Seminar (9th October)

AGREED.

vii) Policies for review:

- **IT Policy** – to postpone to September meeting to add cloud storage.

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

- *General Correspondence*
- *Local Government Reorganisation*
- *Parishioner correspondence re anti-social behaviour at recreation ground*
- *Parishioner correspondence re memorial tree at recreation ground*
- *Parishioner correspondence re tree on Lower Street*
- *Norwich Western Link Project Updates*
- *UPDATE - Further Funding to Support Bus Shelter Installations Across Norfolk from July 2025*

14. Any items for the Parish Council meeting on Monday 8th September 2025

IT policy, FC field hire contract.

15. To pass a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude the members of the public and press for the following confidential items:

Resolution AGREED. 7 members of the public left the meeting 21:14.

i) Personnel matters

Clerks' appraisal noted and all actions agreed.

Meeting closed 21.17

