

**Minutes of the Salhouse Parish Council meeting
held on Monday 8th April 2024 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Robert Cooper (Chair), David Francomb, Andrew Peachment, Nick Ball, Gary Browne, Wendy Browne and John Leathers.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 5

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 any apologies for absence**
Apologies received and accepted from Cllrs. Yallop and Redburn (personal).
- 2. To receive Declarations of Interest in items on the agenda and applications for dispensations**
None.
- 3. To approve the minutes of the Parish Council meeting of 11th March 2024**
The minutes were proposed to be approved, with no amendment, by Cllr. W Browne and seconded by Cllr. Ball - all AGREED and signed by the Chair.
- 4. To receive Chair's Report**
Chair mention the Annual Parish Meeting being held on Wednesday 17th April 2024 at 7pm in the Jubilee Hall – all welcome.
The PC has received 24 signatories in support of a bus shelter on Thieves Lane, Salhouse. Several more complaints have been received by the PC regarding parking on Lower Street. The Chair remembered 55 years ago today ,13 year old April Fabb, disappeared near Aylsham - dark day in Norfolk history.
- 5. Public Participation and to receive District and County Councillor reports**
District Cllr. Martin Murrell reported on the adoption of the Greater Norwich Local Plan – nutrient neutrality may however still affect the plan.
County Cllr. Fran Whymark reported on the Rural Business Awards and £2million invested in 'Norfolk Script' (promoting film and TV in Norfolk).
The Chair thanked Cllr. Whymark for helping to arrange meetings with Norfolk Highways and Education departments.
- 6. To receive reports:**
 - i) SAM2 data** – data circulated from Norwich Road and Thieves Lane. Non operational sign on Bell Lane reported.
 - ii) Team Salhouse** – report circulated – no further comments.
 - iii) Tree Steward** – replacement oak tree for recreation has been received and replanted.
 - iv) SNAP meeting held on 26th March 2024** – it was reported that the Police have no powers regarding parking, however BDC now has an officer who can assist and an 'order' in place to deal with anti-social cars. Clerk to obtain details.
Police attended a 'meet & greet' at Black Barn in January and have spent time with the speed watch team in the Parish.
Priorities for Salhouse remain as speeding and parking.

- 7. Planning:**
- i) To receive a planning report**
Report circulated. Clerk has requested an update from the planning authority on outstanding/old planning applications.
 - ii) To consider comments to planning applications received after the agenda published - if any**
None.
- 8. Playing Field and Recreation:**
- i) To receive a report from working group**
Working group met and discussed the removal/storage of the FC's goalposts/dugouts and tidying up behind containers – FC to be contacted to be reminded of contract obligations.
The annual play inspection is due in June and will await the report to further consider the play tower.
Works ongoing regarding the toilet block and refurbishing. A report will be prepared for PC consideration at a future meeting.
 - ii) To update on Bell Pond works**
An estimate has been received for pond clearing works. It was agreed to speak with the landowner regarding disposal of the scrub once ponds cleared, and to investigate grant funding.
- 9. Highways**
- i) To receive a report from Infrastructure working group**
A meeting has been arranged with NCC Education Team on 18th April 2024 – update at next meeting. A meeting with NCC Highways is still to be arranged.
Highways have confirmed they will install new gullies and connect to the existing chamber on Lower Street to assist with flooding issues on Hall Drive.
 - ii) To accept Parish Partnership Scheme bids 2024/25**
It was AGREED to proceed with the Gateway bid and pay monies (£3275.08) from CIL monies held.
It was AGREED to proceed with the installation of the bus shelter on Thieves Lane subject to Highways approval.
The PC received 1 objection but 24 signatories supporting this bus shelter.
 - iii) To update on footpath 14 flooding**
NCC Highways have spoken with landowner who will re-instate the drainage ditch – to be monitored.
 - iv) To consider parking complaints on Lower Street**
Further complaints received. Cllrs. Cooper and Leathers met with pub landlord to discuss – customers are requested to be considerate when parking and they are investigating the purchase of further land to extend the car park.
NCC Highways have programmed to install a bus stop 'clearway' on Lower Street.
- 10. North Rackheath (GT16) Working group**
- i) To receive a report from working group**
Report from meeting with BDC, Taylor Wimpey, NCC Highways and Education circulated. Awaiting submission of updated Masterplan to planning authority.
NCC Highways are looking to install a footway along Norwich Road to link Salhouse and Rackheath – no timescale has been given.

11. Neighbourhood Plan

i) To receive an update regarding the Neighbourhood Plan review

Ongoing – awaiting quotes for NP review.

12. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

S J Martin	March Salary - NET & Expenses	£857.74
HMRC Cumbernauld	March PAYE/NI	£ 8.20
The Norfolk Pension Fund	March (EE & ER)	£244.62
Paul Green	Maintenance March 24 (1153)	£238.25
Norfolk Parish Training & Support	Annual subscription 2024/25**	£311.97
Norfolk Parish Training & Support	Clerks Spring Seminar	£ 54.00
Per Pro All Saints Church Salhouse PCC	Donation annual maintenance 2024*	£1000.00
Norfolk County Council	PP contribution Gateways (3 sets) CIL monies	£3275.08

All payments AGREED.

iii) To consider and agree donation to Church towards maintenance

It was AGREED to donate £1000.00*.

iv) To agree annual subscription to NPTS

It was AGREED to renew subscription with NPTS for 2024/25**.

v) To consider .gov email and web address

It was AGREED to investigate further, apply for funding and if successful to proceed.

vi) To consider date of Annual Parish Council meeting (20th May 2024)

It was AGREED to postpone the date of the next meeting (Annual Parish Council meeting) to Monday 20th May 2024 from 13th May, due to availability of Councillors.

vii) To consider Emergency Plan

It was AGREED for Cllrs. Yallop, Francomb and Ball to review with Clerk.

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

- *General Correspondence*
- *Adoption of Greater Norwich Local Plan: South Norfolk and Broadland District Councils*
- *Travel Behaviour Survey for the East is now live*
- *Standards committee - parish/town representatives*
- *The 2024 Norfolk Community Biodiversity Awards are now open for nominations!*
- *Parishioner communications regarding parking issues on Lower Street*
- *Broads Authority Recruitment of new Independent Person*

14. Any items for the Annual Parish Council meeting on Monday 20th May 2024

HGV Hierarchy

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:

This resolution was AGREED – members of the public left at 20:15.

i) Personnel matters

Clerks' appraisal discussed and all tasks agreed.

It was AGREED clerks salary increase 6 spinal points effective 1st April 2024.

Meeting closed: 20:55