

**Minutes of the Salhouse Parish Council meeting
held on Monday 12th June 2023 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 10 (one member joining 19:17)

For the benefit of the public, all votes taken were by a show of hands and/or a verbal response from each individual Councillor.

MINUTES

- 1. To receive and accept any apologies for absence**
There were no apologies – all Councillors present.
- 2. To receive Declarations of Interest in items on the agenda and applications for dispensations**
None.
- 3. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant**
All forms have been signed.
- 4. To consider co-option onto the Parish Council**
Helen Reeve briefly introduced herself. Councillors voted unanimously to co-opt Helen onto the Council. Helen signed the Acceptance of Office form and joined the meeting.
- 5. To approve the minutes of the Parish Council meeting of 15th May 2023**
The minutes were proposed to be approved, with no amendment, by Cllr. Redburn and seconded by Cllr. Francomb - all AGREED and duly signed by the Chair.
- 6. Chair's Report, to include consideration to any matters arising, not on this Agenda**
The Chair mentioned the Public Green Spaces consultation which is open to all to submit comment on, and the Community Ownership Fund – further information is available on the website.
The two pubs in the Parish are both now re-opened which is nice to see and good for the Parish.
- 7. Public Participation and to receive District and County Councillor reports**
Apologies were received from Councillors Fran Whymark and Martin Murrell.
A report from Cllr Whymark was read out covering the NCC Cabinet who had endorsed the Corporate Delivery Plan for 2023/24. There are five priorities: A vibrant and sustainable economy; Better opportunities for children and young people; Health, fulfilling and independent lives; Strong engaged and inclusive communities; A greener more resilient future.
A representative from the Church spoke about concerns over the speed of traffic past the entrance to the Church and concerns for those exiting the car park and the many pedestrians

who cross the road at this point- it was asked if speedwatch could carry out a check, however this is not permitted in a 50mph zone.

A member of the public asked regarding the outcome of the Black Barn licencing committee – this is an item on the agenda.

8. To receive reports:

i) SAM2 data

Reports from Bell Lane and Norwich Road circulated.

ii) Team Salhouse

Report noted.

iii) Tree Steward

No report this month.

9. Planning:

i) To receive a planning report

Report noted – some applications still caught up in Nutrient Neutrality.

ii) To consider a comment to the following planning applications:

2023/1264 - Cherry Tree Barn Honeycombe Road Salhouse Norfolk NR13 6JP - Conversion of part of existing detached triple garage to form additional residential accommodation to be used by main dwelling. (Use to be incidental to the main dwelling and not separated as a second dwelling.)

Comment: No Objection

2023/0956 - Application Type: Householder - The Grange 21 Lower Street Salhouse Norfolk NR13 6RW - To convert part of stable block currently used as a garage (with an up and over garage door) to a flexible space suitable for use as a studio/gym/craft space.

Comment: No Objection

2023/0957 – Application Type: Listed Building Consent - The Grange 21 Lower Street Salhouse Norfolk NR13 6RW - To convert part of stable block currently used as a garage (with an up and over garage door) to a flexible space suitable for use as a studio/gym/craft space.

Comment: No Objection

iii) To receive update on licence committee for Black Barn Farm Premises Licence

It was reported the committee hearing was held today and some licences were granted and some not; awaiting formal decision notice to be received.

10. Playing Field and Recreation:

i) To receive report

Quotes for car park resurfacing to be considered at next meeting.

ii) To update on play area inspections

Weekly inspections carried out and documented.

iii) To receive RoSPA annual play area inspection report and agree any actions

Annual external inspection carried out – report circulated. PFMG to review and recommend any actions at next PC meeting.

iv) To review and agree the Football Club contract

To arrange meeting with FC committee to discuss further.

Goal posts, including portable, are to be removed off the field immediately as out of contract.

It was discussed arranging a meeting with SUCT to see if the terms of the lease for allowing football on the field could be reviewed.

v) To consider football club request to allow parking on field

To postpone until next agenda following meeting with FC.

vi) To discuss and agree any actions regarding village ponds

Clerk has chased again and awaiting a report and costs.

11. Highways

i) To receive report

Report circulated – no further comments.

ii) To discuss and consider Church entrance visibility/safety concerns

It was AGREED to arrange a meeting with Highways and County Councillor to discuss.

iii) To discuss and consider Thieves Lane visibility/safety concerns

It was AGREED to combine a meeting with the above (11ii) to discuss.

12. North Rackheath (GT16) Working group

i) To receive report

Report circulated.

ii) To receive recommendations from working group to consider/agree

The following recommendations were discussed and AGREED:

- A survey to go into the next edition of the SAGA.
- A budget of £1000 to be set aside from projects to pay for leaflets and pre-paid envelopes. (Proposed by Cllr. Ball; seconded by Cllr. Redburn – AGREED by all).
- Only PC representatives invited to attend the BDC GT16 update meetings (Cllrs. Yallop and Peachment and Clerk to represent).
- PC website/PC Facebook page/noticeboards and SAGA to be used as methods of communication to parishioners.
- To investigate further what investment in the leisure centre would cost and pros and cons of such investment.
- All Councillor to review the wording of the parishioner questionnaire to be distributed.
- The PC does not wish to be involved in managing of the individual sports pitches.
- To report to BDC to ensure the positioning of pitches will not detrimentally impact local and neighbouring residents in terms of noise, car parking, lighting, etc..

13. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

S J Martin	May Salary - NET & Expenses	£1019.26
HMRC Cumbernauld	May PAYE/NI	£ 125.19
The Norfolk Pension Fund	May (EE & ER)	£ 325.01
Paul Green	Maintenance May 23 (1117)	£ 364.25
Colin McCormick	Reimburse toilet seat	£ 27.99
Malcolm Garner	Team Salhouse expenses	£ 72.59
Playsafety Limited	RoSPA Annual Inspection	£ 209.40
CJ International Services Limited	Data Protection support	£ 249.60
Sue Lake	Internal Audit 22/23	£ 100.00
Per Pro All Saints Church Salhouse PCC	Maintenance donation	£1000.00

All Payments AGREED.

iii) To receive the Internal Auditor's report and consider recommendations

The Internal Auditor's report was circulated to Councillors prior to the meeting. No recommendations to be actioned.

iv) To approve the Annual Governance Statement in the 2022-23 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.

v) To approve the Statement of Accounts in the 2022-23 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.

vi) To review and adopt:


Planning Policy – AGREED by all to be adopted.

14. Consultation

To consider responding to [Greater Norwich Growth Board's consultation on green spaces in Greater Norwich](#)

It was AGREED for individual responses to be submitted.

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

- *General Correspondence*
- *Spread the word today about Veolia's Sustainability Fund* 
- *Public Consultation on Green Spaces in Greater Norwich*
- *Road Closure notifications*
- *Correspondences from parishioners re: Black Barn Farm Premises Licence application*
- *Correspondences from parishioner re: Thieves Lane speeding traffic*
- *BDC notification of newly appointed Chair of District Council (Cllr Caroline Karimi-Ghovanlou) and Vice Chair (Cllr Adrian Tipple)*

16. Any items for the Parish Council meeting on Monday 10th July 2023

Defibrillator training.

Meeting closed: 20:21