

**Minutes of the Salhouse Parish Council extra-ordinary meeting  
held on Monday 27<sup>th</sup> March 2023 at 7.00pm  
in the Jubilee Hall, Lower Street, Salhouse**

**Present:** Robert Cooper (Chair), Colin McCormick, Julie Redburn, Nick Ball and John Leathers.

**In Attendance:** Sarah Martin, Parish Clerk

**Members of Public:** None

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**

Apologies were received and accepted from David Francomb, Lynn Yallop and Andrew Peachment (all personal).

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

Cllrs. McCormick and Redburn declared interests on item 7 as members of the event group.

**3. To approve the minutes of the Parish Council meeting of 13<sup>th</sup> March 2023**

The minutes of 13<sup>th</sup> March 2023 were proposed to be approved with no amendment by Cllr. Redburn and seconded by Cllr. McCormick - all AGREED by a show of hands and duly signed by the Chair.

**4. Public Participation**

None.

**5. Planning:**

**i) To consider the following planning application:**

**2023/0602** - Hunters Moon, 36 Thieves Lane, Salhouse, Norfolk, NR13 6RQ - Single storey rear extension, first floor dormer side extension and garage conversion

**Comment:** No Objection or comment.

**ii) To note the following planning decision:** noted

**BA/2023/0028/COND** - Car Park , Lower Street, Salhouse, Norwich Amended timings for landscaping works, variation of condition 5 of permission BA/2021/0414/FUL

**Approve Subject to Conditions**

**6. Finance and Administration:**

**i) To consider and agree insurance renewal (effective 1<sup>st</sup> April 2023)**

It was proposed by Cllr. Redburn; seconded by Cllr. McCormick to take out insurance with Community Action Suffolk (Ansvar) as per the quote with increased cover for Fidelity guarantee and Officials Liability - AGREED by all.

It was proposed by Cllr. Redburn; seconded by Cllr. Ball to accept a 3-year deal for insurance cover - AGREED by all.

**ii) Policies for Review:**

**Standing Orders** – to amend wording from Chairman to Chair and he/she/they.

**Financial Regulations** – to amend to state if VAT inclusive/exclusive.

**Financial Risk Assessment**

**Annual Review of the Effectiveness of Internal Control**

**General Data Protection Policy**

**Asset Register**

**Risk Management** – to remove section on Footpaths as not PC responsibility.

All policies were AGREED.

**7. Kings Coronation event request**

**i) To consider request for dogs on playing field for event**

This item could not be decided due to not being quorate, therefore postponed until the April meeting.

**ii) To discuss and consider PC involvement in event**

The event group had confirmed they did not require the PC to be involved in the organising and running of the event and had their own insurance policies in place. The PC previously agreed the field could be used for the event on 7<sup>th</sup> May (set up on 6<sup>th</sup> May). It was confirmed the overall responsibility and liability of the event lies with the organising group.

Since the publication of the agenda, the event group requested financial support - this will be on the next agenda for consideration.

**8. Any items for the Parish Council meeting on Wednesday 12<sup>th</sup> April 2023**

Financial donation for Kings Coronation event.

Meeting closed: 20.27