

**Minutes of the Salhouse Parish Council meeting  
held on Monday 20<sup>th</sup> May 2024 at 7.00pm  
in the Jubilee Hall, Lower Street, Salhouse**

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

**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 elect the Chair for the coming year**

Nominations were invited for the office of Chair. Cllr. Cooper was nominated and proposed by Cllr. Yallop; 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. Francomb was nominated and proposed by Cllr. W. Browne, seconded by Cllr. Redburn. With no further nominations and acceptance from Cllr. Francomb, all AGREED by a show of hands to elect Cllr. Francomb to serve as Vice-Chair for the coming twelve months.

**3. To receive and accept any apologies for absence**

Apologies were received and accepted from Cllr. Leathers (personal).

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

Cllr. Redburn declared an interest in item 14v as a member of the Community Group.

**5. To approve the minutes of the Extraordinary Parish Council meeting of 1<sup>st</sup> May 2024**

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

**6. To receive Chair's Report**

Cllr. Cooper thanked all for their support and spoke of the works the PC has for the forthcoming year; the end of the football season on the playing field; the village looking tidy; GT16 development; new ownership of empty public houses which hopefully will bring back into use for the surrounding parishes.

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

PC Al Jennings reported on crime figures in the Parish since 19<sup>th</sup> March 2024 – 2 crimes reported (electric fence batteries stolen and graffiti on building) – these are low statistics for the Parish. The preschool and nursery were attended for a 'people who help us' themed session; there is a police surgery being held at Salhouse garden centre on Sunday 26<sup>th</sup> May; signage to deter fly tipping has been installed on Stonehouse Road; speed checks are continuing within the Parish, albeit not at all times when high speeds are recorded – however tickets are issued. Next Police priorities meeting June 24.  
PC Al Jennings left the meeting 19:19.

A member of the public raised the overgrown hedge along Lower Street which is obstructing the path – to be reported to Highways.

A member of the public asked if there was any progress on the Station/Norwich Road bell mouth improvements – the Chair responded that it is with Highways to schedule the works. District Councillor Martin Murrell reported on the change of administration; GNLP has passed the period of call in; Salhouse land allocated near mini roundabout; nutrient neutrality credits; push for septic tank replacements.

Apologies were received from District/County Cllr. Fran Whymark – a report on fostering was read out.

**8. To receive reports:**

- i) **SAM2 data** – data circulated from Norwich Road and Thieves Lane. Highways working group to investigate speed reduction measures within Parish.
- ii) **Team Salhouse** – report circulated – thanks given to all volunteers.
- iii) **Tree Steward** – Apologies received from the Tree Steward - no report this month.

**9. Working Groups**

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

The following working groups and Council members were AGREED:

- Playing Field – Cllrs. W. Browne, G. Browne, Redburn and Cooper.
- Highways – Cllrs. Cooper, Ball, Francomb, W. Browne and G. Browne.
- GT16 – Cllrs. Yallop, Peachment and Leathers.

Meetings to be arranged to agree tasks for the coming year and any members of the public who wish to join the working groups.

**10. Planning:**

**i) To receive a planning report**

Report circulated – no further comments.

**ii) To consider comments to planning applications received after the agenda published - if any**

**2024/1436** - 8 Mill Close Salhouse Norfolk NR13 6QB - Single storey car port side extension

**PC Comment:** No Objection.

**2024/0907** – AMENDED PLAN - Land Adjacent To Lonicera 96 Norwich Road Salhouse Norfolk NR13 6PB - Outline application with all matters reserved except access for the erection of two custom/self build dwellings

**PC Comment:** Objection – due to: outside settlement boundary; retaining demarcation between neighbouring villages; design statement trying to push for self-build properties but need for social housing; and the concerns raised in Highways holding objection.

**11. Playing Field and Recreation:**

**i) To receive a report from working group**

Cllr. W Browne reported quotes are being investigated for refurbishment of the toilet block.

Football goals and dugouts have been moved from main field however need to be stored behind containers and not obstruct the mast. A meeting to be arranged on site with FC committee to discuss further and present contract to be signed for new season.

**ii) To note Rospa Annual Play Area Inspection booked**

Inspection due to be carried out during June.

**iii) To consider request from The Piazza Wheel to visit village**

It was decided to forward this onto the Community Events Team for their consideration.

**iv) To review and agree Football club contract**

Wording for item 4b was AGREED and to include access and approach to telecom mast to be kept clear at all times and portable goals only to be on field during training and match times – to be removed from main field at all other times.

The hire fee charge AGREED as £1770 for the forthcoming season.

**12. Highways**

**i) To receive a report from Infrastructure working group**

Signage and road SLOW markings have been installed on Bell Lane as approaching Church from Wroxham. Working group to arrange next meeting to consider speed reduction measures within the Parish.

**ii) To discuss HGV hierarchy and agree any actions**

Highways working group to look to request a review of HGV hierarchy due to Cantley access closed.

**13. North Rackheath (GT16) Working group**

**i) To receive a report from working group**

Norfolk County Council (NCC) Children's Services meeting: draft notes circulated from meeting attended by Cllr. W. Browne and Clerk regarding school provisions on GT16 and surrounding areas.

Revised GT16 Masterplan still to be submitted by developer.

**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	£1148.28
HMRC Cumbernauld	April PAYE/NI	£ 135.79
The Norfolk Pension Fund	April (EE & ER)	£ 342.04
Paul Green	Maintenance April 24 (1156)	£ 439.00
Norse (Eastern) Ltd.	Ground Maintenance 1st payment	£ 570.05
Mrs S J Piper	Team Salhouse expenses	£ 3.28
Salhouse 2000	Room Hire (Jan-Mar 24)	£ 64.00
Westcotec Limited	SAM2 brackets x 3	£ 196.20
Salhouse Community Events	Donation (summer 23 event)	£250.00*

\*as AGREED item 14v

All payments AGREED.

**iii) Village and recreation ground maintenance contract**

**a. To review grass cutting schedule**

It was AGREED to request contractor to prioritise cutting the village grass areas with best judgement – to monitor. Contract to be reviewed in new year.

**b. To agree contract**

Contract AGREED for 2024/25 – to be signed.

**iv) To consider and agree defibrillator options regarding annual support**

Awaiting further information from Community Heartbeat. To postpone until next meeting.

**v) To consider donation to community event.**

It was AGREED to donate £250 to the Community Event Group for the summer 2023 event and a further £300 after the summer 2024 event.

**vi) Policies to be considered and agreed:**

- Review of Internal Controls
- Website Privacy Statement
- Access to Information Policy
- Lone Worker Policy

These policies were AGREED as presented.

- Risk Management Policy

This policy postponed until next meeting following a further review.

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

- *General Correspondence*
- *Norwich Western Link project update*
- *Broadland Futures Initiative Progress Newsletter (Edition 14)*
- *Parishioner correspondence regarding parking on Lower Street*

**16. Any items for the Annual Parish Council meeting on Monday 10<sup>th</sup> June 2024**

Defibrillator Annual Support

SAGA articles

Footpath report

Risk Management Policy

Meeting closed: 20:21