

**Minutes of the Salhouse Parish Council meeting
held on Monday 7th April 2025 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Robert Cooper (Chair), Gemma Hampton, John Leathers, Wendy Browne, Ben Hazell and Julie Redburn.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 6

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. Welcome, and Chairs report

The Chair welcomed all and reported on the newly installed bus shelter on Thieves Lane which has received positive comments. Parking issues on Lower Street have been reported to the Police, however they have limited powers, and the PC has no powers on this issue. A meeting has been arranged with Highways to discuss further. Devolution consultation live for anyone to respond. The PC has been advised that no decisions have been made on borders within the local government reorganisation.

The Annual Parish Meeting is being held on Wednesday 30th April in the Jubilee Hall – all parishioners are invited to attend.

2. To receive and accept apologies for absence

Apologies received and accepted from Andrew Peachment (personal) and Gary Browne (work).

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

Cllr. W. Browne declared an interest in planning item 7 ii – 2025/0827 as a neighbour.

4. To approve the minutes of the Parish Council meeting of 10th March 2025

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

5. Public Participation and to receive District and County Councillor reports

District councillor Martin Murrell reported on the District full council meeting in which a motion was put forward to gain further funding for local businesses, however this was not passed. Devolution and Local Government Reorganisation being discussed. BDC's preference is 3 unitaries – full business case to be submitted in September 2025.

District/County Councillor Fran Whymark confirmed that in 2028 there will not be a County or District Council. Difficulties for spilt of services such as Adult and Children's social care, Highways and Health.

A meeting has been held with enforcement regarding Black Barn Farm and revised planning applications for Removal/Variation of Conditions to be submitted.

Anglian Water have stated that they cannot provide water to any new developments from Whitlingham and therefore will put on hold applications.

To celebrate the 80th anniversary of VE/VJ Day road closures for street parties will incur no cost.

6. To receive reports:

- i) **SAM2 data** – circulated and noted.
- ii) **Team Salhouse** – report circulated, and thanks given to the volunteers.
- iii) **Tree Steward** – report received noting comments on planning applications.
- iv) **Footpath Report** – no report this month. Comment Bell Lane trod path overgrown – to be reported.

7. Planning:

- i) **To receive a planning report** – report circulated and noted.
- ii) **To consider comments to the following planning applications:**
 - 20221003** - Land Off Green Lane East Little Plumstead - Reserved Matters Application for Details of Appearance, Layout, Landscaping, Scale and Access of 130 Residential Dwellings following Outline Planning Permission 20200202
PC Comment: No Comment.
 - 2025/0827** - Plot 2, Land To The Rear Of 68 Lower Street, Salhouse, Norfolk - Variation of condition of 2 of 20171302 - changes to design type for plot 2
PC Comment: No Objection. (Cllr. W. Browne abstained from vote).
 - 2025/1026** - Land Off Stonehouse Road, Salhouse, Norfolk, NR13 6EZ - Notification for Prior Approval for a proposed change of use and associated building works of agricultural barn to a dwellinghouse (QA & QB)
PC Comment: No Objection.
- iii) **To consider comments to planning applications received after the agenda published**

Planning application 2025/1044 Black Barn Farm - Removal/Variation of Condition (S73 / S19) received today, however not enough information to be able to comment. Clerk to seek an extension until next meeting to consider.

8. Playing Field and Recreation:

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

Working group met and discussed bike rack, play equipment, toilet block, remedial works and football club contract. Meeting arranged with a play area contractor for guidance – to be reported to next meeting for consideration.
- ii) **To agree:**
 - a. **To consult with Parish on play equipment**

This was AGREED – in SAGA, Facebook, website, noticeboard, school and at Annual Parish Meeting. Closing date 31st July 2025.
 - b. **To consult with Parish on toilet block**

AGREED – as item 8 ii a.
 - c. **To arrange end of season meeting with football club**

Clerk to arrange.

9. Highways

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

GT16 network meeting update given. Bus shelter Thieves Lane installed. Meeting arranged with Highways to look at Parish issues – report at next meeting.

- ii) **To receive report regarding PPS gateways in Parish and consider locations**
Locations AGREED on Honeycombe Road, Bell Lane and Low Road – clerk to inform Highways.
- iii) **To update on NCC Roadside Nature Reserve Notification (The Loke)**
Confirmation received that this was an error – no RNR on The Loke.
- iv) **To agree litter pick date Saturday 26th April 2025**
AGREED 10am-12pm to meet at Jubilee Hall. Clerk to arrange equipment and hall.
- v) **To agree Parish Partnership Schemes 2025/26**
 - a. **Road Markings (Parish Contribution £1000)**
AGREED – form to be signed and returned. Payment approved.
 - b. **Gateway Norwich Road (Parish Contribution NIL)**
AGREED – form to be signed and returned.
- vi) **To consider Shrubland Pond works:**
Scrub cleared with aim of restoring pond back to its original state.
 - a. **Hire of digger to scrape and clear scrub**
AGREED a budget up to £500. Clerk to seek further quotes.

10. Neighbourhood Plan (NP)

- i) **To update regarding NP review, and agree any actions**
Chair and Clerk to attend BDC online update meeting.
NP project workshop scheduled for 7th June 2025.
Clerk to apply for grant funding.

11. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

S J Martin	March Salary - NET & Expenses	£1,010.18
HMRC Cumbernauld	March PAYE/NI	£102.15
The Norfolk Pension Fund	February (EE & ER)	£274.55
Paul Green	Maintenance March 24 (1196)	£292.25
Business Services at CAS Ltd	Insurance renewal (01/04/25 to 31/03/26)	£850.16
Westcotec Limited	Bus Shelter Thieves Lane	£8,879.00
Norfolk Parish Training & Support	Annual Subscription 25/26	£321.33
Salhouse 2000	Hall hire Jan to March 2025	£80.00

All payments AGREED.

iii) To consider grant to Jubilee Hall re Hearing Loop

Grant agreed in principle once confirmation of full finding obtained. Further quotes being obtained by hall. To consider at net meeting.

iv) To update on VE Day grant funding

Mardle to confirm grant to be applied for and Clerk to submit.

v) To update, and agree any actions, on appointing a solicitor to review contracts

Clerk has reached out to 3 organisations – awaiting costings to present next meeting.

vi) To agree disposal of filing cabinet

Disposal was AGREED via scrapping and removal off asset register.

12. Devolution

i) To consider best method of submitting a response to the Norfolk Devolution consultation – closing date 13th April 2025

The consultation has been advertised on noticeboards and social media.
Councillors to submit individual responses.

13. To receive correspondence and agree response – all noted.

- *General Correspondence*
- *Local Government Review in Norfolk*
- *Parishioner correspondence re parking Lower Street and Seat*
- *BDC & SNC Neighbourhood Plan Network Meeting - 24 April*
- *Salhouse Station 'Save the Victorian Waiting Room' Project - Public meeting Friday 4th April 2025, 7pm*
- *This is a national campaign honouring PCSOs with 20 years' service*
- *Norfolk Minerals and Waste Local Plan (NM&WLP) – Publication of Inspector's Report*

14. Any items for the Annual Parish Council meeting on Monday 12th May 2025

Feedback on play area meeting.
Update on survey results.
VE Day update.

Meeting closed 20:34