

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

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 4

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 were received and accepted from Cllrs. Peachment and Francomb (both 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 10th June 2024**
The minutes were proposed to be approved, with no amendment, by Cllr. W. Browne and seconded by Cllr. J. Redburn - all AGREED and signed by the Chair.
- 4. To receive Chair's Report**
The Chair reported the Parish Council's new telephone number which will be on the website and noticeboards; the village hall will be holding a community Christmas event on 30th November 2024 at the Jubilee hall including carol singing and Christmas tree – all welcome; Thieves Lane temporarily closed on 17th July for cable works; SalFest community event postponed at weekend due to the weather, but look forward to rearranged event.
- 5. Public Participation and to receive District and County Councillor reports**
No District or County Councillors present at the meeting and no reports received.
Editor of SAGA magazine in final stages of preparation for publication.
- 6. To receive reports:**
 - i) SAM2 data** – data circulated from Norwich Road and Lower Street. High volumes of vehicles recorded exceeding speed limit.
To monitor Norwich Road SAM2 as reports device not displaying accurate speeds.
 - ii) Team Salhouse**
Report circulated. Noted trod path at recreation ground overgrown and to be cut.
 - iii) Tree Steward**
Comment received regarding tree planting and construction exclusion zone re: planning application 2024/1726.
 - iv) Parish Footpaths**
Report circulated. Overgrown footpaths to be reported to Highways.
- 7. Planning:**
 - i) To receive a planning report**
Planning report circulated and noted.

- ii) **To consider comments to the following planning applications:**
 - 2024/1710** - 7 Greylag Close, Salhouse, Norfolk, NR13 6SD - Single storey side extension and front porch
PC Comment: No Objection
 - 2024/1712** - Providence Cottage, 5 Lower Street, Salhouse, Norfolk, NR13 6RW - Demolition and replace lean-to extension and rear roof with two storey side extension. Repurpose double garage to provide additional accommodation to main house with single storey pitched roof corridor.
PC Comment: No Objection
 - 2024/1726** - 1 Potters Meadow, Salhouse, Norfolk, NR13 6GL - Change of use of land to residential garden and erection of garage
PC comment: Objection - The amenity land should be retained as per the original planning application for this site and therefore object to the change of use to residential and object to the erection of a garage on this amenity land.
- iii) **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**
No meeting held since last PC meeting.
- ii) **To receive RoSPA annual play area inspection report and agree any actions**
Report received and circulated. Working group to review and present actions to Council for consideration at next meeting.
- iii) **To update on Bell Pond works**
Cllr. Francomb and Clerk met with local landowner who is happy to assist with removal of scrub from the pond clearing project. Clerk has contacted local members to request funding and waiting a response.

9. **Highways**

- i) **To receive a report from working group**
Clerk to join meeting on 12th July with Highways. To request HGV hierarchy and speed reduction measures within Salhouse to be added to list of items for Highways to consider. Yellow lines for Parish to be added to list for working group to investigate.
- ii) **To discuss and consider any actions regarding parking complaints on Mill Close**
Correspondence from parishioner and Highways noted. Parking to be monitored. Clerk to contact BDC parking officer for assistance.
- iii) **To update on meeting with Community payback regarding Parish projects**
Community payback to advise if works opposite the old post office could be undertaken by them. They would be able to assist with toilet block refurbishment if/when the PC is ready to proceed with this project. The group are happy to work with the Church on their conservation area and will deal directly with them.

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

- i) **To receive a report from working group**
PC have been informed the revised Masterplan should be submitted end of this week.

11. **Neighbourhood Plan**

- i) **To receive an update regarding the Neighbourhood Plan review**
Awaiting third quote for review – Clerk to chase again.

12. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

S J Martin	June Salary - NET & Expenses	£900.17
HMRC Cumbernauld	June PAYE/NI	£ 17.67
The Norfolk Pension Fund	June (EE & ER)	£248.38
Paul Green	Maintenance June 24 (1163)	£430.00
Royal Mail Group Limited	Licence/fee (prepaid envelopes)	£119.88*
Linda Smith	Team Salhouse Expenses	£ 44.98
Playsafety Limited	RoSPA Annual Play area Inspection	£220.80
Salhouse 2000	Jubilee Hall rent Apr-Jun 24	£116.00

All Payments AGREED.

iii) To consider retaining Post Office prepaid reply service

AGREED to retain this service. *payment approved as above.

iv) To review and agree bank signatories

It was AGREED to remove Cllr. Cooper as a signatory and add Cllr. W. Browne.

v) To note community defibrillator training session booked 4th October 2024

Noted, and to be advertised in SAGA, Facebook and noticeboards.

13. Policy Review and Monitoring

i) To receive a report on policies

Cllrs. and Clerk to review Risk Management and Biodiversity policies and to be presented at next meeting for Council approval.

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

- *General Correspondence*
- *Norwich Western Link project update*
- *Broadland & South Norfolk Design Code - online workshop for Broadland Parish & Town Councils*
- *Raising Awareness for Himalayan balsam*
- *Neighbourhood Plan Network Meeting Tuesday 9th July 2024*
- *Body Worn Camera Trial - Public Consultation opens 8th July (closes 13th September 2024)*

15. Any items for the Parish Council meeting on Monday 9th September 2024

Date of meeting to be reviewed due to Cllr. availability.

Co-option of new Parish Councillor.

Meeting closed: 20:32