

**Minutes of the Salhouse Parish Council meeting  
held on Monday 10<sup>th</sup> June 2024 at 7.00pm  
in the Jubilee Hall, Lower Street, Salhouse**

**Present:** Robert Cooper (Chair), David Francomb, Julie Redburn, John Leathers, Gary Browne and Wendy Browne.

**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. To receive and accept any apologies for absence**  
Apologies were received and accepted from Cllrs. Peachment, Ball and Yallop (all personal).
- 2. To receive Declarations of Interest in items on the agenda and applications for dispensations.** None.
- 3. To approve the minutes of the Annual Parish Council meeting of 20<sup>th</sup> May 2024**  
The minutes were proposed to be approved, with no amendment, by Cllr. D. Francomb and seconded by Cllr. G. Browne - all AGREED and signed by the Chair.
- 4. To receive Chair's Report**  
Cllr. Cooper remembered those who fought on D-Day on our behalf.  
Following a request from a parishioner regarding a hearing loop in the Jubilee Hall, this was passed to the committee who are now investigating this.  
Salhouse Community Event being held on Saturday 6<sup>th</sup> July 2024 at the recreation ground.  
Volunteers are still required to support this event.
- 5. Public Participation and to receive District and County Councillor reports**  
Apologies were received from District Cllr. Martin Murrell – no report received.  
District and County Cllr. Fran Whymark mentioned the upcoming election resulting in meetings cancelled at present; BDC new Chair Adrian Tipple; NCC new Chair Stuart Dark; volunteering week; A47 safety improvements; enforcement cases ongoing in Salhouse.  
  
Cllr. Whymark left the meeting 17:09  
  
A member of the public asked regarding parking arrangements of the community event and offered their land as a possible area.  
The Churchwarden spoke about the ongoing maintenance within the churchyard; fundraising for Church roof repairs; grass cutting; conservation areas and signage; prayer tree and Friday volunteer mornings – all welcome.
- 6. To receive reports:**
  - i) SAM2 data** - data circulated from Norwich Road and Bell Lane.
  - ii) Team Salhouse** – report circulated.
  - iii) Tree Steward** – no report this month.
  - iv) Parish Footpaths** – verbal report given by Cllr. Leathers - footpaths becoming overgrown, and quad/motorcycles reported on paths.

## **7. Planning:**

### **i) To receive a planning report**

Report circulated – no further comments.

### **ii) To consider comments to the following planning applications:**

**2024/1584** - Salhouse Garden Centre, Honeycombe Road, Salhouse, Norfolk, NR13 6JP - Variation of condition 8 of permission 20221784 - increase number of dogs allowed from 4 to 6 (Change of use from agricultural to use field for dog exercise field including fencing, access and parking.)

**PC Comment:** Support – comment it would be a safer route for pedestrians if a path were installed from village to this site.

**2024/1588** - 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. Comment- request a list of materials to be used shared and to be in keeping with the rest of the property as within conservation area and Grade II listed building.

### **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. Football goals moved from in front of mast. Awaiting inspection report from ROSPA once carried out.

### **ii) To update on Bell Pond works**

A meeting has been arranged with the adjacent landowner to discuss further.

## **9. Highways**

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

Working group meeting held. It was discussed four priorities looked at and to gather data/information to be able to present to Highways to request speed reduction measures on Bell Lane, Honeycombe Road, Norwich Road and Vicarage Road; change to HGV hierarchy.

Dog bin installed on Howletts Loke and new post in Church car part for dog bin to be reinstated.

### **ii) To update on Parish Partnership Scheme bids**

Clerk has chased update on works.

### **iii) To consider approaching Community payback regarding land Lower Street in layby**

It was AGREED to investigate further, and if Highways permission granted, to proceed.

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

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

No working group meeting held. Awaiting submission of revised Masterplan. Taylor Wimpey trying to establish regular meetings with key stakeholders, Rackheath and Salhouse Parish Councils.

## 11. Neighbourhood Plan

### i) To receive an update regarding the Neighbourhood Plan review

'Locality' has now opened their funding application for 2024/25. Clerk seeking one further quote for NP review. Cllrs. Francomb and Redburn to review quotes and details of works with Clerk ready to present to full Council for consideration.

## 12. Finance and Administration:

### i) To note monthly bank reconciliation report

AGREED by all.

### ii) To approve payments:

S J Martin	May Salary - NET & Expenses	£1023.06
HMRC Cumbernauld	May PAYE/NI	£ 87.80
The Norfolk Pension Fund	May (EE & ER)	£ 306.76
Paul Green	Maintenance May 24 (1160)	£ 321.25
Sue Lake	Internal Audit 2023/24	£ 100.00

All Payments AGREED.

### iii) To consider and agree defibrillator options regarding annual support

It was AGREED not to renew the Annual Support.

### iv) To consider community defibrillator training session

It was AGREED to arrange this for early October and advertise in SAGA.

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

The Internal Auditor's report was circulated to Councillors prior to the meeting. The two recommendations noted and to be actioned.

### vi) To approve the Annual Governance Statement in the 2023-24 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 Chair and the Clerk to sign the AGAR on behalf of the Council.

### vii) To approve the Statement of Accounts in the 2023-24 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 Chair and the Clerk to sign the AGAR on behalf of the Council.

### viii) To consider PC telephone

It was AGREED for the Clerk to purchase a PAYG mobile telephone for Council use and to purchase top ups when required and report to Council.

### ix) To consider articles for SAGA magazine

Suggested articles – Defibrillator training; Neighbourhood Plan review; PC telephone number; dog fouling issues Cheyney Avenue and Lower Street; general overview of PC.

## 13. Policy Review and Monitoring

### i) To receive a report on policies

No report this month.

### ii) Policies to be considered and agreed:

- **Emergency Plan** – It was proposed by Cllr. W. Browne; seconded by Cllr. Redburn and AGREED by all to no longer have an Emergency Plan, however, to produce a list of Emergency contact detail to be displayed in noticeboards, website and SAGA.

- **Social Media Policy** – policy AGREED as presented with one minor amendment to wording.
- **Risk Management Policy** – further discussed required and therefore postponed until July meeting.

One member of public left at 20:30

**14. To receive correspondence and agree response** – all noted.

- *General Correspondence*
- *Community at Heart Awards 2024 - nominations open*
- *Locality Neighbourhood Plans funding 2024/25 - now open for grant applications and technical support*
- *Community Payback*
- *Broads Briefing - May 2024*

**15. Any items for the Parish Council meeting on Monday 8<sup>th</sup> July 2024**

Biodiversity Policy; Risk Management Policy; Honeycombe Road trod.

Meeting closed: 20:51