

**Minutes of the Salhouse Parish Council meeting  
held on Monday 14<sup>th</sup> March 2022 at 7.00pm  
at the Jubilee Hall, Lower Street, Salhouse**

**Present:** Bob Cooper (Chair), Colin McCormick, Julie Redburn, Lynn Yallop, Nick Ball and Andrew Peachment.

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

**Members of Public:** 9

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**  
There were no apologies – all Councillors present.
- 2. To receive Declarations of Interest in items on the agenda and applications for dispensations**  
Cllr. Cooper as trustee of Salhouse United Charity Trust and in item 6iii.
- 3. To approve the minutes of the Parish Council meeting of 14<sup>th</sup> February 2022**  
The minutes were proposed to be approved by Cllr. McCormick; seconded by Cllr. Redburn; all AGREED by a show of hands and signed by the Chair.
- 4. Chair's Report, to include consideration to any matters arising, not on this Agenda**  
Thoughts and best wishes sent to those in Ukraine. There are several charities if individuals wish to donate. Condolences sent to the family of Carole Woodward who recently passed away. Carol had been a member of the Parish Council.
- 5. Public Participation and to receive District and County Councillor reports**  
County/District Fran Whymark sent apologies to the meeting, however sent a report which had been circulated and available on the PC website, including supporting Ukraine; Broadland Community at Heart Lottery now one year old and Norfolk County Councils 'Go Digital,' giving free digital support to small and medium sized businesses.  
A parishioner spoke regarding the future access to Muck Lane and the support/petition being gathered from residents who have concerns about the volume of use if it remains open once the North Rackheath development has been built. It was requested the support of the Parish Council in closing Muck Lane. Cllr. Cooper explained that the PC had received comments in support of closing Muck Lane however, also in support of it remaining open. Cllr. Redburn explained that the decision to close roads lies with the County Council.  
The applicants of planning application 20220242 spoke briefly regarding their application and were happy to answer any question, however none raised.
- 6. Planning:**
  - i) To receive a planning report**  
Report was circulated, no further comments.
  - ii) To consider the following planning applications:**  
**20220242** - Holme Lea, 45 Station Road, Salhouse, NR13 6NY - Replacement dwelling with ancillary garage  
**Comments:** No Objection  
**20220395** - 125 Lower Street, Salhouse, NR13 6RX – Loft conversion  
**Comments:** No Objections
  - iii) To discuss and consider Street Naming re: Land to Rear of 68 Lower Street, Salhouse, NR13 6RB**  
It was voted 4 for and 1 against (Cllr. Cooper abstained) to comment that the PC would prefer 'Hewetson Close' to remain as road naming opposed to the newly suggested 'Broad Meadow'. This is favoured due to the historical link to the Parish, and as previously agreed with BDC.

**7. To receive reports, and consider any actions arising:**

**i) SAM2 data**

Report circulated – no further comments.

**ii) Team Salhouse**

Report circulated. It was raised the map boards requiring maintenance – to be investigated.

**iii) Tree Steward**

It was reported that it is now the end of the planting season. From the nursery 430 trees/shrubs have been supplied to residents. 430m of hedgerow has been planted. All of this equates to 0.3 hectares of green canopy in Salhouse. The Tree Steward is working with Wroxham Home Farms on further planting projects.

Thanks were given to the tree steward for his continued work.

**8. Playing Field and Recreation:**

**i) To receive report regarding the Playing Field**

The gate onto the playing field needs repair - to be actioned.

**ii) To consider maintenance contract cover**

A quote was obtained to cut the grass within the play area and some green areas within the Parish. It was AGREED in the absence of the usual maintenance cover to request a one off cut at the beginning of April from Norse.

**iii) To consider Broadland District Council correspondence regarding Salhouse public toilet responsibility**

Further information and costs have been requested from BDC - therefore this item to be deferred until the next meeting.

**9. Highways and Footpaths:**

**i) To receive Highways and Footpath report**

Report circulated.

Notification of successful Parish Partnership bids for Thieves Lane and Honeycombe Road.

PC to write to landowner to ask for permissive path to be granted from opposite Salhouse Hall to Sandhole Lane.

**ii) To update on footpath Rights of Way deadline 2026**

The deadline for recording the rights of way has been scrapped. The PC still to identify paths within the Parish to be applied to be included on the definitive map.

**iii) To consider submitting a modification order under section 53 of the Wildlife and Countryside Act 1981 for Footpath 14 missing link**

It was AGREED to proceed with the modification order and collate user evidence. Highways and Landowner to be informed.

**iv) To update on Cheyney/Topcliffe Avenue verges**

Awaiting advice from Highways.

**v) To consider the Notice of Wroxham to Salhouse PJA019 Proposed 30 & 50mph Speed Limit Orders**

Although the PC is supportive of the speed reductions to 50mph and 30mph along this road it was AGREED to submit a preference that the 50mph limit be reduced further to 40mph.

1 member of the public left 20.06

**10. Finance and Administration:**

**i) To note monthly bank reconciliation report**

AGREED by all.

**ii) To approve payments:**

S J Martin	February Salary	£ 842.31
The Norfolk Pension Fund	February	£ 236.76
Paul Green	Maintenance February 22 (1080)	£ 162.50
C J International	Data Protection consultancy (007) (inc. VAT £12)	£ 72.00
Fenland Leisure Products Ltd.	Play area repairs (inc.VAT £220.88)	£1,325.28
Norfolk Association of Local Councils	Annual Subscription (2022/23)	£ 288.98*

Norfolk Parish Training & Support Annual Subscription (2022/23)  
All payments AGREED. (\* agreed in item 10 iv)

£ 297.00\*

- iii) To consider renewal of NPLaw subscription**  
Defer to April meeting. Investigate other options.

2 members of the public left 20.06

- iv) To consider annual subscription to :**

**a. Norfolk Parish Training and Support**

AGREED to subscribe for 2022/23

**b. Norfolk Association of Local Councils**

AGREED to subscribe for 2022/23

- v) To consider Data Protection Officer contract**

It was proposed by Cllr. Yallop; seconded by Cllr. Peachment to retain CJ International for a further 3 months and review June. AGREED by all.

- vi) To note Clerks attendance to SLCC Conference 25th March 2022**

AGREED.

- vii) To agree date for Annual Parish Meeting**

To enquire with Jubilee Hall for dates available w/c 18<sup>th</sup> and 23<sup>rd</sup> May 2022. To be confirmed at next meeting.

- viii) Policies for review:**

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

**Asset Register**

**Pension Policy**

Each policy was AGREED without amendment.

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

***General Correspondence***

***NALC newsletters (inc. Wellbeing)***

***Police Parish Newsletter***

***Broads Briefing***

***Correspondence from the ICO – case closed***

***Street Naming and Numbering Ref 15621 Confirmation of new official addresses - Potters Meadow, NR13 6GL***

***Parishioner email re: community support*** The PC to signpost parishioners (if contacted) to BDC Helphub or SUCT.

***Notice of Wroxham to Salhouse PJA019 Proposed 30 & 50mph Speed Limit Orders***

- 12. Any items for the next Parish Council meeting on Monday 4<sup>th</sup> April 2022**

Recreation ground memorial dedication.

Meeting closed 20.21