

**Minutes of the Salhouse Parish Council meeting
held on Monday 9th June 2025 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Robert Cooper (Chair), Wendy Browne (Vice Chair), Gemma Hampton, Andrew Peachment, Nick Ball, Ben Hazell and Julie Redburn.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 12

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. Chairs report

The Chair mentioned the large oak tree bow which fell on Thursday in Lower Street, and the Police priorities meeting scheduled for this week in Sprowston.

2. To receive and accept apologies for absence

Apologies of absence were received and accepted from Gary Browne (personal).

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

None.

4. To approve the minutes of the Annual Parish Council meeting of 19th May 2025

The minutes were proposed to be approved, with no amendment, by Cllr. W. Browne and seconded by Cllr. N. Ball - 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 DC receiving a local housing funding grant to purchase further temporary housing for the area; Rackheath medical centre now called 'MAGNA' and date for opening pushed back to Q4 due to utilities; the planning application for the pharmacy/dental/opticians for the site due to be decided this month. Current administration at DC means many things at a standstill.

County/District Councillor Fran Whymark reported on the paper in public domain today reference the Local Government Reorganisation; NCC have done a lot of work and evidence shows best option is one unitary Council, which will save money. Also reported this week is carers week; NCC second cut of verges to start 16th June, with possible 3rd later in year; Mental Health Summit "Mindful Norfolk"; and agreed at cabinet meeting as from 1st July County Councillors will have a £5000 pot to spend on community groups /charities (up to £2500 match funded).

Chair asked if buses would go to new medical centre – Cllr Whymark responded certainly in the future – conversations happening.

A member of the public thanked the PC for the works at Shrubland Pond and their personal view that a Roadside Nature Reserve is not needed on The Loke.

The Churchwarden reported on a new contractor for grass cutting at the Church in the newer area and Community Payback working in the 'ancient' area. The current Vicar 's last service will be on 20th July 2025. The Churchwardens of the benefice will be working together during the period of interregnum.

A member of the Salhouse Station Group reported Greater Anglia have been working on the station building fixing fascia's and drain work. The group has applied for a grant, and trying to involve Rackheath Parish as this will be an important asset to them as well. A member of the public asked if there were any plans to reduce the speed limit to 40mph on Honeycombe Road? Chair responded this is being considered later on the agenda.

6. To receive reports:

- i) **SAM2 data** - circulated and noted. Data sent to Police and will be raised at Police Priorities meeting.
- ii) **Team Salhouse** - report circulated, and thanks given to the volunteers.
- iii) **Tree Steward** – comment received re: planning application 2025/1404.
- iv) **Footpath Report** – no report this month. Cllr. Ball to report missing step on FP8.

7. Planning:

- i) **To note planning report** - report circulated and noted.
- ii) **To consider comments to the following planning applications:**
 - 2025/1540** - Wyvern 39 Station Road Salhouse Norfolk NR13 6NY - Single storey rear extension and alterations
PC comment: No Objections.
 - 2025/1404** – Thirfield, 8 Station Road, Salhouse, Norfolk, NR13 6NX - Proposed front porch, single storey rear extension, loft conversion and raising the ridge
PC comment: No Objections – to include tree steward comment and request to be notified of proposed materials.
- iii) **To consider any further response to planning application:**
 - 2025/1044** - Black Barn Farm, Norwich Road, Salhouse, Norfolk, NR13 6QG - should a response be received from planning authority and further information made available to comment
No further information received from BDC planning authority at this time, therefore no further comment at present.
- iv) **To note Street Naming and Numbering SNN0302025: Confirmation of a property name change (Baptist Chapel to The Old Baptist Chapel, Chapel Loke)**
Noted.
- v) **To consider comments to planning applications received after the agenda published**
Planning Appeal 20222076 - DCLG Reference APP/K2610/W/25/3365648 - Change of use of the land for the retention of caravan pitches (Retrospective). - Black Barn Farm Norwich Road Salhouse NR13 6QG
PC comment: No further comment. To request clarification re: surface water and sewerage on site.

8. Playing Field and Recreation:

- i) **To receive a report from working group**
RoSPA annual inspection of play area due June 2025.
- ii) **To receive updates on:**
 - a. **Consultation with Parish on play equipment and toilet block**
80 responses received so far with various comments and suggestions.
Consultation sent to school to share with parents/carers. Closing date for consultation 31st July 2025. To go into next issue of SAGA.
 - b. **End of season meeting with football club**
Meeting requested, no date set yet - update to be given next meeting.

9. Highways

i) To receive a report from working group

No report this month.

ii) To consider feasibility study along Honeycombe Road

Following discussion it was AGREED in the first instance to request from Highways any data they have supporting their comment in PA 2025/0524 that speeds along this road *“will be lower than the national speed limit restriction and in the region of 43mph”*.

iii) To consider poster for Honeycombe Road regarding speed reduction measures

The PC declined this poster and any link to PC, however a resident may do this individually, unattached from the PC.

10. Neighbourhood Plan (NP)

i) To update regarding NP review

Inception meeting held with consultants on 2nd June 2025. Networking day being held Saturday 14th June 2025.

ii) To discuss and agree budget and contingency funds

It was AGREED to earmark up to £20,000 from CIL monies (if grants not successful). This includes an amount for costs not covered by the consultant (£2000) and a contingency amount (£1800). It was AGREED any costs incurred so far and before grant monies approved to be paid from CIL monies.

iii) To agree Steering group dates for next quarter

Agreed to be held 2 weeks before PC meetings. Next quarter dates Monday 30th June, Monday 28th July, Wednesday 27th August (*Monday 25th is bank holiday*). Clerk to book venue.

11. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

S J Martin	May Salary - £1143.18 NET & Expenses £59.54	£1,202.72
HMRC Cumbernauld	May PAYE/NI	£21.35
The Norfolk Pension Fund	May (£61.63 EE & £252.14 ER)	£313.77
Paul Green	Maintenance May 25 (1205)	£174.00
Sue Lake	Internal Audit 2024/25	£100.00
Malcolm Garner	Team Salhouse expenses	£28.80
ETC Sports Surfaces	Spring Maintenance MUGA	£480.00
Community Events Team	Sailfest donation (12th July 2025)	£500.00
Gary Browne	Utility cover reimbursement	£277.75
All Saints Church PCC	Maintenance donation	£1000.00*
All payments AGREED.		

*AGREED at item 11 vi

iii) To note Direct Debit paid 14/05/25 Anglian Water (recreation ground) - £28.81
Noted.

iv) To consider donation to Church towards maintenance

It was AGREED to donate £1000 as per budget.

v) To consider subscribing to Parish Online mapping

It was AGREED to subscribe £99.00 plus VAT.

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

The Internal Auditor's report was circulated to Councillors prior to the meeting. Recommendations acknowledged – some already actioned. Next agenda .gov.uk domain/emails and IT policy, and to move CIL monies to correct bank account.

vii) To approve the Annual Governance Statement in the 2024-25 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 APPROVED the Annual Governance Statement. The Chair and the Clerk to sign the AGAR on behalf of the Council.

viii) To approve the Statement of Accounts in the 2024-25 AGAR

The figures in the Accounting Statement had been circulated to Councillors prior to the meeting. The Council APPROVED the Statement of Accounts. The Chair and the Clerk to sign the AGAR on behalf of the Council.

One member of public left 20:02

12. Consultations

i) *Public Spaces Protection Order (Dog Fouling) Renewal Consultation (comments by 11th June 2025)*

AGREED for PC to support.

ii) *Rackheath Neighbourhood Plan (Revised) - Reg. 16 Consultation by Broadland District Council (closes 5.00pm on Friday 27th June 2025)*

AGREED for PC to support.

iii) *Pathmakers/ Broads National Park Survey - Responses Appreciated*

AGREED for individual responses to be submitted.

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

- *General Correspondence*
- *CJIS: ToE for Salhouse PC - Notification of Termination*
- *NCC Green Spaces response re Roadside Nature Reserve*
- *Parishioner email regarding parking on Lower Street – Clerk to respond.*
- *Letter from local charity Age UK Norfolk*
- *Travel Behaviour Survey report for Norfolk*
- *Norfolk Minerals and Waste Local Plan - Notice of Adoption*

14. Any items for the Parish Council meeting on Monday 14th July 2025

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Meeting closed 20:10