

**Minutes of the Salhouse Parish Council meeting
held on Monday 8th June 2026 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Wendy Browne (Chair), Andrew Peachment, Ben Hazell, Gary Browne and Julie Redburn.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 5

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 apologies for absence

Apologies received and accepted from Cllr. Cooper (personal).

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

Cllr. W. Browne declared an interest in item 11 xi as a member of the Jubilee Hall committee.

3. To approve the minutes of the Annual Parish Council meeting of 11th May 2026

The minutes were proposed to be approved, with no amendment, by Cllr. Hazell and seconded by Cllr. Peachment - all AGREED and signed by the Chair.

4. Chairs report

The Chair welcomed Ed Matthews as the new County Councillor representing Salhouse and look forward to working with him. The community litter pick took place on 30th May and thank you to all who attended. A Community Gardening Day is taking place this Saturday 13th June, meeting at 9am at the Jubilee Hall – all welcome.

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

Apologies received from District Councillor Fran Whymark.

District Councillor Martin Murrell reported on the last Council meeting held at BDC; Women & Children's Charter; homeless mitigation strategy; funding to support local businesses; Scrutiny Board report for upcoming cabinet meeting; Broadland resident disabled grant to stay in own home.

A member of the public mentioned the passing of parishioner Graham Leach who committed a lot to Salhouse village over many years and gave thanks to all he contributed.

Stephen Jeffery introduced himself and expressed his interest in becoming a Parish Councillor.

County Councillor Ed Matthews joined the meeting at 19:23. He introduced himself and thanked all constituents who voted for him and stated he is looking forward to representing the Parishes in his Ward including Salhouse. It was mentioned the grant given to County Councillors for projects in the Ward; financial savings already being made at County Council; the planning application for the Primary School in Cheyney Avenue; LGR questions raised and may go to High Court. Any updates from the County Councillor will be shared with the Clerk in-between meetings.

A member of the public requested the County Councillor to fully represent Salhouse residents.

District Councillor Martin Murrell requested the County Councillor to look at GT16 from Salhouse's point of view and the NCC perspective ahead of the planning committee meeting on 17th June 2026. To include the provision of bus services.

6. To consider co-option

It was AGREED to co-opt Stephen Jeffery onto the Parish Council. Stephen signed the declaration of office form and joined the Council.

7. Planning:

i) **To note planning report** – report circulated and noted.

ii) **To consider comments to the following planning applications:** None

iii) **Confirmed Tree Preservation Order TPO BD0779** - Land South & East Of 28, Station Road, Salhouse, NR13 6NX – noted.

iv) **To consider comments to planning applications received after the agenda published**

It was noted that a planning application has been received for **FUL/2026/0019 Salhouse C of E Primary School, Cheyney Avenue, Salhouse** – this will be considered at the next PC meeting to allow Councillors to review the documents. Members of the public are encouraged to look at the documents on the Norfolk County Council planning portal and submit individual responses directly.

8. Playing Field and Recreation:

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

The MUGA Spring maintenance has been carried out. The annual play area inspection is due this month and Councillors to meet on site with the inspector.

Public Space Protection Order signage to be installed.

Cllr. Browne updated regarding the playing field project. Details will be shared with Councillors for consideration at a future meeting.

Contract meeting to be arranged with the football club.

ii) **To receive a report from the tree steward**

Apologies received from the Tree Steward – nothing to report.

iii) **To consider any actions regarding anti-social behaviour at the recreation ground**

This has been reported to the Police and BDC reference the Public Space Protection Order. Parishioners advised to note number plates, if possible, and report to both Police and BDC at the time of any antisocial behaviours.

9. Highways

i) **To receive SAM2 data**

Data from Norwich Road and Bell Lane circulated and shared with Police. Comments received that the new gateways appear to be slowing traffic down.

ii) **To update on double lines on Cheyney Avenue**

Clerk contacted the Highways Engineer who recommends waiting to hear the outcome of the Primary School planning application before taking this any further. A feasibility study and funding source would need to be in place to pursue. Yellow zig-zag lines are programmed to be extended by Highways.

iii) **To consider 'No Cold Calling Zones'**

It was agreed to enquire further with the County Council regarding this initiative, however, will need a 'Local Champion' to take this forward.

iv) **To consider additional SAM2 post on Norwich Road (close to Barn Piece)**

Discussed a pole is already in situ outside Barn Piece, however waiting to hear back from Highways if this could be used for the SAM2 and if the location is acceptable, or if the post could be relocated. Cost of a new post and installation is £195 +VAT.

Agreed to postpone until next meeting.

10. Neighbourhood Plan (NP)

i) To receive update regarding NP review

Report circulated.

ii) To consider sign off of NP for pre-submission consultation

This was AGREED. Clerk to inform consultants and BDC.

iii) To agree consultation and public exhibition dates

It was AGREED for the consultation to commence w/c 13th or 20th July 2026 for a six week period, and to hold a public exhibition in the Jubilee Monday 13th or 20th July 2026, 3-8pm - subject to hall booking/advertising timescale.

11. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

S J Martin	May Salary - NET & Expenses	£1,037.35
The Norfolk Pension Fund	May (EE & ER)	£249.45
Paul Green	Maintenance May 26 (1253)	£445.75
ETC Sports Surfaces	MUGA Spring maintenance (Inc. VAT £80.00)	£480.00
Sue Lake	Internal Audit 2025/26	£100.00

All Payments AGREED.

iii) NOTED payment paid by Direct Debit:

Lloyds monthly bank charges (26/05/26) £4.25

iv) NOTED payment received:

Broadland District Council – recycling credit £84.91

v) To consider and agree bank signatories

It was AGREED to add Cllrs. Cooper and Peachment as full signatories.

vi) To receive comments regarding draft Annual Plan for 2026-27

Councillor comments to be shared - to be approved at next meeting.

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

The Internal Auditor's report was circulated to Councillors prior to the meeting.
Recommendation acknowledged and to be actioned.

viii) To approve the Annual Governance Statement in the 2025-26 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.

ix) To approve the Statement of Accounts in the 2025-26 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.

x) To consider meeting date for July 2026

It was AGREED to bring forward the July meeting date from 13th to 6th July 2026. Clerk to advertise.

xi) To consider grant application received

It was AGREED to grant £785 to the Jubilee Hall.

Cllr. W. Browne abstained from this decision due to declaration of interest.

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

- *General Correspondence*
- *NPTS newsletter*
- *BDC - Update to Streetnaming and Numbering Legislation*
- *Norfolk County Council - Bus Shelter Grant Scheme 2026/27*
- *Parishioner correspondence regarding antisocial behaviour at the recreation ground*
- *New Chair elected by Broadland District Council*

13. Any items for the Parish Council meeting – 6th July 2026

Meeting closed: 20:13