Minutes of the Salhouse Parish Council meeting
held on Monday 9 November 2026 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse

Present: Robert Cooper (Chair), Wendy Browne, Gary Browne, Stephen Jeffery and Julie Redburn.

In Attendance: Sarah Martin, Parish Clerk **Members of Public:** 2

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. A. Peachment (personal).
   Cllr. Hazell – absent (no apologies received).

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 held on 12 October 2026**
   The minutes of meeting 12 October 2026 were proposed to be approved, with no amendment, by Cllr. Redburn and seconded by Cllr. G. Browne - AGREED by all and signed by the Chair.

4. **Chairs report**
   The chair reported on the laying of the poppy wreath for Remembrance Day at the Church on 8 November. Also to keep safe during dark nights.

5. **Public Participation and to receive District and County Councillor reports**
   County Councillor Ed Matthews did not attend the meeting, no apologies received or report sent.
   Apologies were received from District Councillor Fran Whymark.
   District Councillor Martin Murrell reported om the Scheme of Delegation, where the Chair of the committee decides what applications go to planning committee; Cllr. Murrell put forward a vote of no confidence to Head of Economic Development panel; however, this was not won.
   The MAGNA medical centre is running part time. Issues with signage due to a missed s278 agreement. The development for the pharmacy, dentist and opticians hope to start work in next couple of months. Bus service to the medical centre is still being investigated.
   Questions were asked to Cllr. Murrell regarding NHS dental services – response given that funding for this is difficult. And question regarding who will be operating the opticians – response given franchise Specsavers.
   Cllr. G. Browne asked if the MP was involved in the decisions on Scheme of Delegation? Response given that it is a national policy from Government.
   A member of the public spoke regarding the planning at Salhouse School and applications showing on NCC planning portal. It was answered that the PC does not get consulted on discharge of conditions applications
   The Chair suggested a separate meeting between the PC, DC and CC would be beneficial to discuss this further.
   The Churchwarden sent apologies a brief report was read out re: Remembrance service; Christmas Carol service 3pm Sunday 20 December 2026; and churchyard works finished for 2026.

6. Planning:

i) To note planning report – circulated – no further comments.

ii) To consider any comments to planning applications received after the agenda published
None.

iii) To note NCC response regarding Salhouse School extension planning application
Noted response received, however disappointing. Response shared on website.

iv) To note National Scheme of Delegation (effective from 31 October 2026)
Noted. It was agreed to submit a comment to BDC, MP and Secretary of State for Housing with disappointment that parishes were not consulted on this scheme.

7. Playing Field and Recreation:

i) To receive a report from working group
Monthly communication held with FC. Issue raised regarding dogs/fouling on playing field. Advice to record information and photographs and report to BDC under the PSPO. Tennis nets have now been removed for winter and need new rods before putting up next season.
An incident involving the tennis nets was brought to the PC's attention. However, no formal report had been received. The Clerk to seek advice from the Council's insurers.

ii) To update on Salhouse United Charities Trust regarding lease renewal
Cllrs. W. Brown, G. Browne and Redburn attended a meeting and gave a report covering extension of lease, legal fees, new play equipment installation, football club requests. It was left for SUCT to send a response after consideration.

iii) To consider purchases/installation of the following items (from s106 monies):

- **a) Litter bin** – AGREED to purchase. Clerk to write to Nippy Chippy re providing a litter bin when at the recreation ground.
- **b) Cycle rack** – AGREED to purchase.
- **c) 1 or 2 benches for within play area** – AGREED to purchase 2 benches. Offer of donation towards bench accepted along with placing of a memorial plaque. PC to own, insure and maintain.
- **d) Picnic bench for within play area** – AGREED to purchase 1 picnic bench.

iv) To consider recreation ground maintenance quotes
Three quotes were requested; two received. It was agreed to postpone this item to the December meeting.

Cllr. W. Browne left the meeting 19.52, returned 19:57

8. Highways

i) To receive SAM2 data – circulated Norwich Road 9-30 October 2026. Noted excessive speeds.

ii) To update on bids for Parish Partnership Scheme 2027/28
SAM3 bid submitted.
Meeting held with Highways to look at a possible part trod on Norwich Road from Station Road. It was agreed in principle to submit a bid, depending on the quote from Highways. PC not committed until scheme funds paid. Clerk to confirm tidying of existing section of trod path under 2023/24 bel mouth improvements as discussed at the meeting,

iii) To discuss boundary change proposal
Requested next steps from District Councillors Martin Murrell and Fran Whymark, no response received. This will be on December agenda to consider further.

9. Neighbourhood Plan (NP)

i) To receive update regarding NP review

Meetings scheduled for 19 and 24 November 2026 to review consultation responses and agree next steps.

10. Finance and Administration:

i) To note monthly bank reconciliation report – AGREED by all.

ii) To approve payments:

S J Martin	October Salary & Expenses	£1,110.78
The Norfolk Pension Fund	October (EE & ER)	£229.26
Paul Green	Maintenance October 26 (1269)	£440.25
Norse Eastern Ltd.	Grounds maintenance	£598.55

All payments AGREED.

iii) To agree meeting dates for 2027/28

Meeting dates AGREED.

iv) To review draft budget for 2027/28

Discussion had re draft budget and item lines to be reviewed. Final budget and precept to be agreed in January 2027.

v) Policies for review:

- **FOI & Publication Scheme** – no review required.
- **Planning Policy** – no review required.
- **Social Media Policy** – no review required.
- **Complaints procedure** – AGREED as presented.

11. Consultation:

i) The Norfolk County Council Local List for Validation - Parish Councils (closes Thursday 26 November 2026)

ii) Norfolk County Council's Budget Consultation 2027-28 (closes Monday 7 December 2026)
It was AGREED for individual comments to be submitted.

12. To receive correspondence and agree response - noted

- *General Correspondence*
- *NPTS newsletter*
- *Rough Sleeper Street Count 2026 BDC November 11th*
- *Broadland and South Norfolk Christmas Toy Donation Appeal*
- *Broadland and South Norfolk Business Awards 2027 - Nominations are now open, please share*
- *Parishioner correspondence re parking on Lower Street* – response sent.

13. Any items for the Parish Council meeting – Monday 14 December 2026

Grass cutting agreement
Budget and Precept

Meeting closed: 20:31