

**Minutes of the Salhouse Annual Parish Council meeting
held on Monday 11th May 2026 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Robert Cooper (Chair), Wendy Browne, Gary Browne and Ben Hazell.

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 elect the Chair for the coming year

Robert Cooper stepped down as Chair. Nominations were invited for the office of Chair - Cllr. Cooper was nominated and proposed by Cllr. W. Browne; this was seconded by Cllr. Hazell. With no further nominations, Cllr. Cooper accepted, and it was AGREED by a show of hands to elect Cllr. Cooper to serve as Chair for the coming twelve months. The Declaration of Acceptance of Office was signed.

2. To elect the Vice-Chair for the coming year

Cllr. Cooper invited nominations for Vice-Chair. Cllr. W. Browne was nominated and proposed by Cllr. Cooper, seconded by Cllr. Hazell. With no further nominations and acceptance from Cllr. W. Browne, it was AGREED by a show of hands to elect Cllr. W. Browne to serve as Vice-Chair for the coming twelve months.

3. To receive and accept apologies for absence

Apologies received and accepted from Cllrs. Peachment and Redburn (both personal).

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

Cllr. W. Browne declared an interest in item 13 vii as a member of the Jubilee Hall committee.

5. To approve the minutes of the Parish Council meeting of 13th April 2026

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

6. Chairs report

The Chair reported on the resignation of Mark Baldock from the Parish Council. Thanks were given for all Mark's hard work and effort whilst on the PC. Mark will remain as the Neighbourhood Plan Steering Group Chair. The Annual Parish Meeting held on 29th April received a good turnout. A new County Councillor, Ed Matthews, was elected on 7th May 2026 and will be invited to the next PC meeting. Salhouse Brownies carried out a successful litter pick in Rackheath. The PC is holding a community litter pick on Saturday 30th May 2026 – information to be advertised on website, social media and noticeboards – all welcome to join.

7. Public Participation, including Tree Steward report, and to receive District and County Councillor reports

Apologies received from the Tree Steward.

District Councillor Martin Murrell reported it has been quiet at District during the election period. He gave apologies from District Councillor Fran Whymark. Cllr. Murrell thanked Fran for all of his hard work whilst standing as the County Councillor for this area. This was supported by a member of the public.

A member of the public spoke regarding parking issues around the Primary school on Cheyney Avenue, especially during school drop off/pick up times, and further concerns with the proposed school extension. The resident has been in contact with NCC and the Police regarding installing double yellow lines but needs the PC endorsement.

A member of the public reiterated the concerns re parking and increased noise from the school, stating will only get worse if the proposed extension is approved.

The Chair stated the importance of all residents submitting their comments directly once the school extension planning application is submitted.

8. Working Groups - To consider working groups/member for the coming year

It was AGREED not to have specific working groups at this time, due to low Councillor numbers, but to see who is available when meetings held, and those to report back with recommendations to full Council for consideration.

9. Planning:

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

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

2026/0905 – Campsite, Black Barn Farm, Norwich Road, Salhouse, Norfolk - Change of Use of land for touring caravan and tent pitches (Retrospective)

SPC comment – OBJECTION - Inaccurate and outdated site plans; Surface water drainage inconsistencies and concerns; Insufficient foul drainage and package treatment plant details; Vehicular access discrepancies and highway safety concerns; lack of pedestrian safety measures and footway provision; Inadequate parking provision for proposed use; No restrictions on hours of operation affecting residential amenity; potential impact on dark skies and lack of lighting assessment; Uncertainty over Biodiversity Net Gain (BNG) requirements; Harmful visual impact on the locality and surrounding properties. Support planning officers comments to agent.

2026/0425 – Stockdale, Chapel Loke, Salhouse, Norfolk, NR13 6RA - Proposed side extension, Proposed Porch, Proposed Loft conversion to include rear dormer, Proposed Rooflights and PV panels

Planning application approved with conditions prior to this meeting – therefore no further PC comment.

2 members of the public left 19:32

2026/1006 - Bears Grove Cottage, Wroxham Road, Salhouse, Norfolk, NR13 6NJ - Certificate of Lawfulness existing for the erection of incidental domestic outbuilding in garden

SPC comment: No Objection - Salhouse PC does not have any information or knowledge relating to this development which confirms or contradicts the submitted information.

iii) **To update on stakeholder meeting re: North Rackheath**

Brief update given – trigger points still being discussed but planned to go to BDC committee in June 2026. Key points noted were the Wroxham Road NDR improvements

pushed forward, however, Salhouse Road NDR improvements proposed to be pushed back, along with Sole and Heel roundabout improvements. Concerns still regarding access points. It was AGREED to postpone arranging TW/Parish Stakeholder meeting until after the committee hearing.

- iv) **To consider comments to planning applications received after the agenda published 2026/1203** - Sallows Chapel Loke Salhouse Norfolk NR13 6RA - Demolition of the existing conservatory and WC extension. Erection of a 2 storey side extension.
SPC comment: No Objection.

10. Playing Field and Recreation:

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

No meeting held, however 3 quotes have now been received for recreation ground improvements and are to be collated for PC consideration. Lease for recreation ground to be considered further.

It was noted a report from Norse regarding grass cutting around football goals left on the playing field.

- ii) **To consider football club request for additional matches and field hire**
All AGREED.

- iii) **To note notification of RoSPA play area annual inspection (June 2026)**

Noted – AGREED to request meeting with inspector on site (additional cost £50 + VAT)

- iv) **To consider request for retail pop up at Salhouse playing field**

It was AGREED to permit this for a trial period of 6 months.

11. Highways

- i) **To receive SAM2 data**

Data from Norwich Road and Lower Street circulated and shared with Police.

Clerk to enquire with Highways re: additional SAM2 location closer to mini roundabout on Norwich Road.

- ii) **To update regarding bench installation on Lower Street green**

Highways will approve a bench sited in this location. Clerk to order bench and plaque once agreed specific location and wording.

- iii) **To consider supporting double yellow lines outside school on Cheyney Avenue**

It was AGREED to endorse this initiative.

12. Neighbourhood Plan (NP)

- i) **To receive update regarding NP review**

Report circulated. The NP project is on schedule. Planned to hold a public exhibition of the draft NP late summer/early Autumn. Next Steering Group meeting 21st May 2026.

13. Finance and Administration:

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

AGREED by all.

- ii) **To approve payments:**

S J Martin	April Salary - NET & Expenses	£1,202.34
The Norfolk Pension Fund	April (EE & ER)	£305.17
Paul Green	Maintenance April 26 (1249)	£597.75
Norfolk County Council	Parish Partnership Scheme 26/27 - Shrubland Posts	£643.68
Norse Eastern Ltd	Grounds Maintenance 50% 2026/27 (inc. VAT £99.76)	£598.56
Salhouse Community Events	Grant Salfest 2026	£456.00

All payments AGREED.

iii) To reimburse Clerk for laptop (inc. VAT £135.10) £850.60

AGREED by all.

iv) Noted payments received:

Salhouse Rovers FC (recharge water) £42.95

Broadland District Council (1st instalment Precept) £16,924.00

Payments noted.

v) Noted payments paid by Direct Debit:

Anglian Water (17/04/26) £25.66

HMRC – PAYE (23/04/26) £378.83

Lloyds monthly bank charges (27/04/26) £4.25

vi) To consider Annual Plan for 2026-27

It was discussed a good to plan what the PC strives to achieve in 2026/27. Cllrs. to identify main projects for inclusion and consideration at next meeting.

vii) To consider grant application received

Postpone this item to next meeting as not quorate to make a decision due to declaration of interest given.

viii) To consider recognition for Team Salhouse Community Group

AGREED – suggested to locate a plaque on village sign.

ix) To consider letter to MP regarding Local Government Reorganisation

In regard to Salhouse proposed to be included in 'Greater Norwich' unitary opposed to 'East Norfolk' unitary, it was discussed further research on what would be asked for and consider the benefits and detriment of both unitary areas.

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

➤ *General Correspondence*

➤ *NPTS newsletter*

➤ *Parishioner correspondence regarding grazing land for small flock of sheep – Clerk advised PC has no land and advised contacting local landowners.*

➤ *NBYC Strategic Review Survey 2026 – suggest advertising/reporting in The SAGA magazine.*

➤ *Broads Plan Review - 2027-2032*

15. Any items for the Parish Council meeting on Monday 8th June 2026

Grant application; No Cold Calling Zone; Co-option

Meeting closed: 20:39