

**Minutes of the Salhouse Parish Council meeting
held on Monday 6th July 2026 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 6

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 Cllrs. Peachment and Hazell (both personal).
- 2. To receive Declarations of Interest in items on the agenda and applications for dispensations**
Cllr. Jeffery declared an interest in item 7ii – planning application FUL/2026/0019 - Salhouse C of E Primary School as a neighbour.
- 3. To approve the minutes of the Parish Council meeting of 8th June 2026**
The minutes were proposed to be approved, with no amendment, by Cllr. W. Browne and seconded by Cllr. G. Browne - all AGREED and signed by the Chair.
- 4. Chairs report**
The Chair reported there is no Parish Council meeting in August; the Neighbourhood Plan consultation commences 20th July until 7th September 2026, and a public exhibition will be held in the Jubilee Hall on Monday 20th July 2026 from 3-8pm – residents encouraged to attend and comment. All to be vigilant regarding the extremely hot weather and risk of field fires.
- 5. Public Participation and to receive District and County Councillor reports**
No County Councillor present - no apologies or report sent.
District Councillor Fran Whymark sent apologies to the meeting.
District Council Martin Murrell reported the GT16 North Rackheath development trigger points were agreed at Committee, seeing some important dates moved forward. It will take time to agree the s106 and legal matters on this application, however Taylor Wimpey (TW) are keen to start developing, but no date confirmed yet. An application to Anglian Water from TW has been submitted; BDC have reintroduced Business Builder; the Magna Medical Centre doctors surgery has ongoing licencing issues; community services operating but not for patients yet; the pharmacy, dental and optician services have received planning permission.
A member of the public spoke regarding planning 2026/1584 Land Adj To 27 Lower Street, giving an explanation of the site history and proposed use going forward.
A member of the public spoke regarding planning application FUL/2026/0019 - Salhouse C of E Primary School and stated reasons for objection including the travel plan and existing traffic issues which increase safety concerns for residents and children, the adverse affect on residential amenity and current under capacity of the school.
It was raised if speed bumps could be introduced in this area.
The editor of the SAGA magazine commented this should be delivered in the next week or so and thanked all who contributed.

6. Planning:

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

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

FUL/2026/0019 - Salhouse C of E Primary School, Cheyney Avenue, Salhouse, Norwich, NR13 6RJ - Proposed standalone building to provide 2no. classrooms, with associated parking expansion, air source heat pumps, relocation of fencing/gate within the site to create new secure line, new sustainable drainage features, alterations to the hard and soft landscaping and associated works.

PC comment – OBJECTION - around highway safety, parking and traffic, flood risk and drainage, residential amenity and suitability of the site, landscaping and other general observations and suggested conditions.

2026/1469 - Knollwood 92 Lower Street Salhouse Norfolk NR13 6AD - Variation of condition 2 - change of materials from brick to larch cladding of existing application 2025/3305 (First floor extension above garage to the side, minor adjustment to the rear single storey, formation of open cart shed to the side) dated 18/02/2026

PC comment: No Objection

2026/1584 - Land Adj To 27 Lower Street Salhouse Norfolk - Lawful development certificate for the proposed site use to be reinstated to its lawful use as an equestrian and dog training and events centre.

PC comment: No Objection

2026/1739 - The Grange 21 Lower Street Salhouse Norfolk NR13 6RW - New lime render, as approved on application 2025/0033, needs to be thicker and extension roof line, to stop water ingress.

PC comment: No Objection

iii) **To consider comments to planning applications received after the agenda published** - none.

One member of the public left at 19:50

7. Playing Field and Recreation:

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

RoSPA annual play area inspection took place 30th June 2026. Representatives from the PC met on site with the inspector. Discussion and advice received regarding the play tower and proposed new equipment. Inspection report to be considered at next meeting.

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

Apologies received from tree steward – brief comment re tress within planning application FUL/2026/0019 noted.

iii) **To consider weed control of path and car park perimeter at recreation ground**

AGREED to proceed with these work as per the quote.

iv) **To consider purchase of slate for community planting**

AGREED for Clerk to purchase 4 bags of slate using grant monies previously received.

v) **To consider update to parish map boards**

Cllrs. W. Browne and Redburn to identify amendments to be made so a quote for works can be obtained and considered at next meeting.

vi) **To consider and agree field hire agreement for Football Club for 2026/27 season**

Following much discussion, it was proposed and AGREED to offer a one month temporary agreement for August and two 4-month agreements following. The pitch layout, including timescale for its marking out, and equipment which may be left on the field during the agreements were agreed along with the hire fee of £1500 plus inflation

for the eight month period and pro-rata for the temporary one month August agreement.

8. Highways

i) To receive SAM2 data

Data from Norwich Road and Lower Street circulated and shared with Police. Excessive speeds recorded in the data.

ii) To receive update on Police Priority meeting

The meeting reported a reduction in crime, ongoing community policing, continued action on anti-social behaviour and speeding, and a sustained focus on tackling domestic violence. Next meeting date to be confirmed.

iii) To update on line painting on Cheyney Avenue

Yellow zig-zag lines repainted. Awaiting outcome of school planning application before investigating double yellow lines further.

iv) To update on 'No Cold Calling Zones', and agree any actions

Agreed to request Norfolk County Council/Trading Standards post out consultation letters to residents around Cheyney Avenue and areas encompassed.

v) To update regarding additional SAM2 post on Norwich Road (close to Barn Piece)

Highways confirmed the existing post is missing a roundabout sign and subplate. This is programmed to be reinstalled and shrub cleared before Highways able to advise if suitable for siting the SAM2 device.

9. Neighbourhood Plan (NP)

i) To receive update regarding NP review

Project on track and within budget.

ii) To update on Pre-submission consultation

Exhibition booked for Monday 20th July 2026, 3-8pm in the Jubilee Hall. Consultation open from 20th July to 7th September 2026. Promotional material ordered and refreshment purchase approved as per budget.

10. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To approve payments:

S J Martin	June Salary - NET & Expenses	£1,472.10
The Norfolk Pension Fund	June (EE & ER)	£401.40
Paul Green	Maintenance June 26 (1256)	£620.75
Trade & DIY Products Limited	Bench/plaque (inc. VAT £74.10)	£444.60
Salhouse 2000	Jubilee Hall grant	£785.00
Rackheath PCC	Grass Cutting Salhouse Church	£120.00
JohnEWright	NP exhibition printing (inc. VAT £73.60)	£441.60
JohnEWright	NP exhibition printing (inc. VAT £69.01)	£414.06
PlaySafety Limited	Annual Play Area Inspection/meeting (inc. VAT £48.80)	£292.80

All payments AGREED.

iii) NOTED payments paid by Direct Debit:

Lloyds monthly bank charges (26/06/26) £4.25

iv) To consider Councillor training

It was AGREED for Cllr. Jeffery to attend new Councillor training, and Cllr. W. Browne and one other councillor to attend budgeting training.

v) To consider Annual Plan for 2026-27

APPROVED with one amendment – to add Honeycombe Road trod path.

vi) Updates regarding grants and policy

It was AGREED to pay the Church grant on receipt of invoices due to church bank accounts merging within Benefice, and to add bank details onto grant form

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

- *General Correspondence*
- *NPTS newsletter*
- *GNLP Call for Sites*
- *Publication of parish councillors home address and register of interests*
- *GNLP 2045 - Notice of Intention to Commence Plan Making*
- *Broadland Community Awards 2026 - Nominations OPEN!*

12. Any items for the Parish Council meeting – Monday 14th September 2026

Appointment of Internal Auditor

RoSPA Play Area Annual Inspection Report

13. To pass a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude the members of the public and press for the following confidential items:

Resolution AGREED. 6 members of the public left the meeting (21:07).

i) Personnel matters

Clerks' appraisal noted and all actions agreed.

AGREED to set up a standing order for the Clerk's regular salary payments, with any additional hours worked and approved expenses to be paid following approval at a Council meeting.

AGREED to pay backdated travel expense increase as per HMRC/contract.

Meeting closed: 21:31