

**Minutes of the Salhouse Parish Council meeting
held on Monday 8th September 2025 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Robert Cooper (Chair), Gemma Hampton, Julie Redburn, Andrew Peachment, Ben Hazell and Mark Baldock.

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 of absence were received and accepted from Wendy Browne, Gary Browne and Nick Ball (all personal).

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 extraordinary meeting of 28th July 2025

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

4. Chairs report

The Chair spoke about the clearing of the bank opposite the old post office and gave thanks to Community Payback, local landowner and Councillors for their work on this project. Antisocial behaviour reported at the recreation ground including graffiti, vehicle donuts in car park, damage to seating and FC dugouts – to be monitored, but if anyone sees anything to report direct to the police.

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

District Councillor Martin Murrell reported the summer period at District has been quiet, however meeting commencing again this week including GT16.

A member of the public raised the high solar panel and ANPR camera installed at the Salhouse Broad car park – the Broads Authority are aware and investigating.

6. To receive reports:

- i) **SAM2 data** reports noted. To be requested for SAM2 to be located on Thieves Lane.
- ii) **Team Salhouse** - report circulated. Cllrs. to start thinking about how the village areas will be planted/maintained when Team Salhouse finishes at end of the year.
- iii) **Tree Steward** - no report this month – some tree decisions to be made at October meeting.

7. Planning:

- i) **To note planning report** – circulated and noted - numerous applications not decided.
- ii) **To consider comments to the following planning applications:**
2025/2144 - Land Adjacent To Lonicera, 96 Norwich Road - Approval of all reserved matters following outline permission 2024/0907 - design, appearance, scale and location of one of the two dwellings, revised access and landscaping
PC comment: No comment.

2025/2395 – Amended - Thirfield, 8 Station Road, Salhouse, Norfolk, NR13 6NX - Proposed front porch, single storey rear extension, loft conversion and raising the ridge (amended)

PC comment: No Objection.

2025/1044 – Amended - Black Barn Farm Norwich Road Salhouse Norfolk NR13 6QG - Variation of conditions 5 (Opening hours), 7 (Vehicular access), 8 (Visibility splays), 9 (Road access), 10 (Cycle parking) and 13 (Landscaping) and removal of condition 11 (Highway improvement drawings) of existing application 20212212 (Change of use of agricultural barn to mixed uses and associated works. Retrospective; loose boxes, haystore and tackroom with change of use of outdoor space to mixed livestock grazing including equestrian, retention of bunding and new parking area.) Dated 25/11/2022

PC Comment: Objection to condition 11 being removed. Previous comments regarding tother conditions still stand.

2025/2423 – Oakapples, 12 Lower Street, Salhouse, Norfolk, NR13 6RW - Apply beige coloured render to the exterior brickwork and replace the existing pintiles with vertical cladding in natural larch

PC comment: No Objection.

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

iv) **To note Tree Preservation Order TPO BD0732 - Thirfield, 8 Station Road, Salhouse, NR13 6NX**
Noted.

8. Playing Field and Recreation:

i) **To receive a report from working group and to agree next meeting date**

Working group met and discussed some of the FC requests, however awaiting requested information from FC before considering further. Gym equipment repairs to be carried out Tuesday 23rd September 2025. Next working group meeting Monday 22nd September 2025.

ii) **To consider play area repairs**

Quote shared for repairs as per RoSPA inspection - AGREED by all to proceed and use CIL monies.

iii) **To consider and agree replacement posts around car park**

Awaiting quote but AGREED to proceed costs up to £250.00 (approx. 9 posts).

iv) **To agree investigation of moving power supply into toilet block**

It was AGREED to investigate this further for options and costings.

v) **To receive updates on consultation with Parish on play equipment and toilet block**

106 responses received with mixed feedback. Working group to analyse further and obtain quotes for consideration. Suggested also investigating soft matting for existing equipment.

vi) **To receive update on football club contract, and agree any actions**

Contract signed by FC and returned to PC. Still awaiting responses to questions raised/information requested. FC informed football pitch layout set out differently to that previously agreed but not discussed – PC to speak to FC regarding this.

9. Highways

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

No meeting held.

ii) **Update on bank clearing opposite old post office**

Bank cleared today by Community Payback . Local landowner to assist with removing the scrub.

iii) To consider bids for Parish Partnership Scheme 2026/27

Clerk has contacted landowner to see if they would support a trod/footway along Norwich Road. Cllrs to inform Clerk of any other suggestions to be investigated with Highways prior to submitting any bids.

10. Neighbourhood Plan (NP)

i) To receive update regarding NP review

Neighbourhood Plan Steering Group met on Thursday 4th September 2025 to go through 'household survey' and to finalise questions. It is hoped to be live by end of September. Flyers to go through all household doors, with a closing date of 31st October 2025. Survey will mainly be online, but paper copies can be requested. Next steering group meeting 16th September 2025.

11. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) To ratify payments made between meetings: all contractual and/or budgeted

S J Martin	July Salary & Expenses	£1340.08
HMRC	PAYE	£250.58
The Norfolk Pension Fund	July (EE & ER)	£404.63
Paul Green	Maintenance July 25 (1111)	£613.75
Salhouse 2000	Hall hire	£64.00

All payments RATIFIED.

iii) To approve payments: (listed separately)

S J Martin	August Salary & Expenses	£953.63
HMRC Cumbernauld	PAYE/NI	£98.14
The Norfolk Pension Fund	August (EE & ER)	£262.37
Paul Green	Maintenance August 25 (1217)	£284.00
NPTS	Autumn seminar/new Cllr training Mark	£129.60
GWB Building	Utility cover works	£275.00
*SLCC	Annual Subscription	£190.00
**Community Action Norfolk	Annual Subscription	£50.00

All Payments AGREED.

*As agreed item vi

**As agreed item viii

iv) To update on .gov.uk domain/email

New email received – Clerk to put live.

v) To agree training – new councillor and budget

It was AGREED for Cllr. Baldock new councillor training on 24/9/25 & 01/10/25.

It was AGREED for Cllr. Baldock to do the budget training course and assist Clerk with draft budget preparations to be presented at November meeting.

2 members of public left the meeting 19:36

vi) To agree renewal subscription to Society of Local Councils (1st October 2025)

AGREED by all - £190.00

vii) To note successful Big Broadland Litter Pick 2025 Prize Draw Winner £220

Noted – Cllrs to consider the way this money should be spent.

viii) To consider re subscription to Community Action Norfolk

AGREED by all to subscribe to silver membership - £50 annul subscription.

ix) To consider donation to Royal British Legion Poppy Appeal (s137)

AGREED by all a donation £120.00 to include purchase of poppy wreath. Clerk to arrange.

x) Policies for review:

- IT Policy
- Public Participation at public meetings policy
- Complaints policy

All policies AGREED as presented.

12. To receive correspondence and agree response

- *General Correspondence*
- *Charity Commission News July 2025*
- *Parishioner correspondence re: 28 Station Road – PC to raise with Norfolk Trails and planning authority to investigate.*
- *Parishioner correspondence re: Black Barn Farm anti social behaviour - Advise parishioners to contact BDC compliance team.*
- *Mindful Town and Villages - mental health support for your community – training Tuesday 14 October, 6-8pm. Wellbeing Champion Training. Great Plumstead Village Hall, Church Road, Norwich NR13 5AB – Cllr. Redburn to attend.*
- *Salhouse - Upcoming Temporary Road Closure of C284 Honeycombe Road owing to Anglian Water chamber, cover and frame renewal works (my ref: NTRO10003) 8th to 10th September 2025.*
- *Operation Radium – Request for Support with Trigger Plan - Clerk to register.*
- *Consultation on Main Modifications to the North Norfolk Local Plan (04) (open until 17th September) - Individual responses to be submitted.*
- *Consultation open - Local Plan for the Broads - Regulation 19 version - Individual responses to be submitted.*

13. Any items for the Parish Council meeting on Monday 13th October 2025

Flagpole for Jubilee Hall

Meeting closed 19:57