

**Minutes of the Salhouse Parish Council meeting  
held on Monday 12<sup>th</sup> December 2022 at 7.00pm  
in the Jubilee Hall, Lower Street, Salhouse**

**Present:** Robert Cooper (Chair), Colin McCormick (7.02pm), Lynn Yallop, Julie Redburn, David Francomb, John Leathers, Andrew Peachment and Nick Ball.

**In Attendance:** Sarah Martin, Parish Clerk

**Members of Public: 10**

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 any apologies for absence**

None.

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

Cllr. Cooper declared an interest as a Trustee of Salhouse United Charities Trust (SUCT).  
Cllr's Yallop and Leathers declared interests in planning 20212212 as neighbours.

**3. To approve the minutes of the Parish Council meeting of 14<sup>th</sup> November 2022**

The minutes of 14th November 2022 were proposed to be approved by Cllr. Francomb and seconded by Cllr. Yallop; with no amendment - all AGREED by a show of hands and duly signed by the Chair.

**4. Chair's Report, to include consideration to any matters arising, not on this Agenda**

The Chair reminded all to keep an eye on neighbours during this cold weather and to take care on the roads. It has been a busy year for the Council. A Merry Christmas as Happy New Year wished to all.

Cllr. McCormick joined the meeting at 7.02pm.

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

District/County Councillor Fran Whymark sent apologies to the meeting. A brief report was read out covering 'County Deal' which will enable local decisions to be made locally, not by central government; and the District Help Hub.

Members of the public spoke about:

- planning application 20221784 and gave further details on the application.
- the same application (20221784) - how the site will be operated - including a response to a question confirming there will be no lighting on the site.
- hedge encroaching on the path at Bell Corner.
- a letter regarding Station Road (PA 20220663) was read out and presented to the Council.
- a parishioner spoke re PA 20220663 and data they had shared with the Council yet had not been commented on within the PC response to the planning authority.

**6. Planning:**

**i) To receive a planning report**

Report circulated – it was added that planning 20221633 has since been approved; and 20220663 (North Rackheath development) has had an agreed extension for determination until 30<sup>th</sup> June 2023.

**ii) To consider comments to the following planning application(s):**

**20221784** - Salhouse Garden Centre, Honeycombe Road, Salhouse, NR13 6JP - Change of use from agricultural to use field for dog exercising will be fenced.

**Comment:** No Objection – comment re: request tree screening and not supporting removal of oak tree.

**20221795** - Old Hall Farm, Howletts Loke, Salhouse, NR13 6EX - Subdivision of land and change of use of existing outbuilding into a dwelling.

**Comment:** Objection – Highways grounds - narrow road and additional traffic.

**20221832** - Manor Farm, Wroxham Road, Salhouse, NR13 6NH - Manor Farm, Wroxham Road, Salhouse, NR13 6NH - Change of Use from C3 (Dwellinghouses) to C2 (Residential Institutions).

**Comment:** PC unable to comment at this time as insufficient detail supplied.

Cllr. Cooper declared an interest in PA 20221933 and left the meeting room at 19.46.

**20221933** - 1 Hewetson Close, off Lower Street, Salhouse, NR13 6RE - Removal/Variation of a Condition 25 20171302) Approval of 5 Bedroom Multi-storey Detached Residential Dwelling Former Outline Permission 20151129.

**Comment:** No Objection.

Cllr. Cooper re-joined the meeting at 19.49.

**BA/2022/0323/FUL** - Salhouse Broad, Lower Street, Salhouse, Norwich - Hard standing including viewing platform, 3 information boards, 1 information column, 1 map plinth, 1 bench & a telescope pier area.

**Comment:** No Objection.

Cllrs. Yallop and Leathers left the meeting room at 19.51.

**iii) 20212212** – Black Barn Farm, Norwich Road, Salhouse, NR13 6QG – To consider a response to Planning Conditions yet to be determined.

**Comment:** To raise the following comments re: Condition 10 – no comment; 11 – request further detailed plans; 12 – Neighbourhood Plan Dark Skies policy (OE3) and condition on lights to only be switched on during business hours (as stated in the Decision Letter) and up to one hour either side. Lighting to be aimed downward; 13 – PC to review plan once submitted.

Cllrs. Yallop and Leathers re-joined the meeting at 20.00.

**7. To receive reports:**

**i) SAM2 data**

Report circulated. The second SAM2 has now been sited along Norwich Road.

Thanks given to Speedwatch/SAM2 team.

**ii) Team Salhouse**

Report circulated – no further comments.

Thanks given to Team Salhouse.

**iii) Tree Steward**

No report/update.

**8. Playing Field and Recreation:**

**i) To receive report**

No report this month.

**ii) To discuss and agree any actions regarding village ponds**

A report had been received from Norfolk Wildlife Trust with advice for the village ponds.

To seek quotes for works as advised to be carried out during 2023.

It was discussed sharing the report with the landowner of the Hall Drive pond.

## 9. Highways and Footpath report

### i) To receive report

Report circulated – it was commented the removal of a hedge along FP14 and to monitor the walking surface caused by wet weather. To investigate whether Parish Partnership scheme covers footpath improvements.

### ii) To discuss and consider parking issues in Cheyney Avenue

The PC has on several occasions investigated with Highways solutions regarding this issue, however not supported by Highways. It was discussed arranging a meeting (Clerk/Cllr. Redburn) with the school to discuss option of parents using the recreation ground car park.

One member of public left the meeting at 20.20.

## 10. Finance and Administration:

### i) To note monthly bank reconciliation report

AGREED by all.

### ii) To approve payments:

S J Martin	November Salary & Expenses	£844.11
HMRC Cumbernauld	November PAYE/NI	£ 10.47
The Norfolk Pension Fund	November (EE & ER)	£245.98
Paul Green	Maintenance November 22 (1098)	£221.50

All Payments AGREED.

### iii) To agree purchase of dog waste bin for Muck Lane and collections

It was AGREED to purchase a new bin and installation on Muck Lane, with collections weekly. It was also AGREED to purchase 2 new bins for replacement at Cheyney Avenue and the recreation ground, with a new post also at Cheyney Avenue.

### iv) To agree purchase of hi vis vests (customised)

It was AGREED to purchase 12 vests printed with 'Salhouse Parish Council' on reverse.

### v) To consider and agree maintenance contract for grass cutting at recreation ground

Three quotes were considered. It was proposed by Cllr. Redburn ; seconded by Cllr. Francomb to appoint Norse (£874.84 + VAT) for 2023. This was AGREED by all. Cllr. Yallop abstained from this decision.

### vi) Policies for Review:

SAM2 risk assessment

This risk assessment was APPROVED with one amendment – Work to only be carried out during daylight.

## 11. Budget

### i) To review draft budget for 2023-24

The draft budget had been circulated. To add budget for pond works. To be finalised/approved at January meeting.

## 12. ACV:

### i) To receive an update from ACV working group and to consider the following recommendations from the ACV working group –

Cllr. Yallop gave a verbal report from the working group - it was considered the legislation is not fit for purpose and does not give the protection as believed it would. The PC has many other priorities including planning, parking, speeding and flooding to focus on. The PC does not have funds to purchase any village assets. Community groups may still be formed to nominate ACVs. For the last 2 years having the working group was a good structure for the PC and served its purpose.

**a. The PC to no longer nominate ACVs within the Parish**

It was proposed by Cllr. Yallop; seconded by Cllr. Peachment to accept the recommendation from the working group for the PC to no longer nominate ACVs within the Parish. This was AGREED by all.

**b. To disband the ACV working group**

It was AGREED by all to disband the ACV working group at this time due to decision 11a.

A member of the public had raised if 2 buildings in the Parish would be nominated for ACVs, however due to the decision made (item a) neither would be nominated by the Parish Council at this time.

**13. Consultations:**

- i) Norfolk Minerals and Waste Local Plan Pre-Submission Extension of time period to make representations

It was AGREED no PC comment to be submitted. Individual comments may be submitted.

**14. To receive correspondence and agree response (if any) – All noted.**

*General Correspondence,*

*NALC newsletters (inc. Wellbeing)*

*Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27 - Your Authority's Audit Appointment for 2022-23 to 2026-2027 will be PKF Littlejohn LLP*

*Street Naming and Numbering Ref SNN1282022 Address Confirmation - Bella Rosa, 2 Hewetson Close*

*Correspondence regarding ACVs*

**15. Any items for the Parish Council meeting on Monday 9<sup>th</sup> January 2023**

Budget and Precept.

Station Road/planning comment.

Meeting closed 20.36.