

**Minutes of the Salhouse Parish Council meeting
held on Monday 14th September 2026 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 7

1. To receive and accept apologies for absence

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 19th August 2026 and to approve an amendment to the minutes of the meeting held on 6th July 2026

The minutes of meeting 19th August 2026 were proposed to be approved, with no amendment, by Cllr. W. Browne and seconded by Cllr. Redburn - all AGREED and signed by the Chair.

The minutes of meeting 6th July 2026 were considered and agreed the amendment at the last meeting was incorrect and the minutes presented were accurate. Proposed Cllr. Redburn and seconded by Cllr. W. Browne - all AGREED and signed by the Chair.

4. Chairs report

The Chair reported on the Government's withdrawal of its decision regarding plans for Local Government Reorganisation (LGR) in Norfolk. Parishioners should continue to contact BDC/NCC as previously advised. The Neighbourhood Plan consultation remains open until 21 September, and parishioners are encouraged to submit their comments.

The tennis nets in the MUGA are being used; however, they will be winterised at the end of September. The nights are drawing in, and residents are reminded to remain visible and take care when out and about.

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

Apologies were received from District Councillor Fran Whymark, who was unable to attend. County Councillor Ed Matthews reported on assistance available from NCC Norfolk Crisis Services with school meals and school uniform. He also reported that Local Government Reorganisation (LGR) is currently on hold and that it is not yet known whether Mayors will still be appointed. District Councillor Martin Murrell reported that the Magna Medical Centre is due to open on 21 September and that residents can register to move to this centre. An update on the pharmacy, dentist and opticians will be provided when further information is received. There was not a great deal to report from the District. The quarterly performance report is available to read and shows that 13 out of 28 measures are not meeting their targets. In relation to economic development, there is currently nothing further coming forward. GT16 is progressing with the first planning application being written up.

A parishioner raised concerns about the condition of Footpath 12 (Howletts Loke to Church) following cutting works. Concerns were also raised that the roads have been re-chipped, but road markings have not yet been reinstated, which is considered a safety concern for both road users and pedestrians.

A parishioner kindly cleaned the brass plaque on the Diana Memorial Tree at Shrubland Pond and tidied the area around the pond. The Council expressed its thanks.

It was raised that the hedge on the corner of Lower/Upper Street is intruding onto the carriageway.

Thanks were given to the Parish Council Chair and Councillors for all that they do.

A member of the public spoke regarding residents on Topcliffe Avenue receiving letters from NCC regarding the use of small posts to protect the verges, with the letters warning of potential court action. It was noted that, without the posts, the verges could become muddy due to vehicles parking on them, as is the case on Cheyney Avenue.

Thanks were given to Cllr. W. Browne for organising the litter pick. Thanks were also expressed for the installation of the hearing loop in the hall, which is working well.

County Cllr. Matthews reported to the Council the importance of being aware of the orientation of smart meters.

A member of the public spoke regarding the proposed refurbishment of the map boards and commented that the timber is in good condition. It was therefore suggested that the refurbishment works be carried out in situ.

6. Planning:

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

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

2026/2358 – Saffron, Chapel Loke Salhouse Norfolk NR13 6RA - Single storey extension to north east with associated internal alterations Application Type: Householder

PC comment: No objection.

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: It was agreed to submit a further objection response, expressing the Council's concerns, particularly regarding the travel plan, having considered the agent's comments and the Parish Council's previous objection.

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

7. Playing Field and Recreation:

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

A monthly meeting was held with the Football Club, which was positive and constructive. The FC advised that they are investigating portable lighting and also raised the issue of demarcating the car park to assist with parking arrangements.

The cricket club representative will revisit possible training at the recreation ground later on in the year, ahead of next season.

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

No report received.

iii) **To consider any requests from football club**

It was AGREED to allow the FC to use the MUGA lights during the winter months. The lights are not to be moved or interfered with and must be switched off at the end of each use. The second request, to extend the lease to allow 12 months' usage, will be considered fully at the next meeting following the Clerk seeking further clarification.

iv) **To update on community litter pick**

The litter pick held on Saturday was successful – thank you to all who joined in.

The PC also noted that, following its participation in the Big Broadland Litter Pick earlier in the year, it had been successful in securing a £250 grant award.

v) **To consider and agree update of parish map boards and costings**

It was AGREED to update the parish map boards using CIL monies.

vi) **Update on play area improvements**

Cllr W. Browne spoke regarding quotes received for play equipment. It was discussed that some remedial works, including litter bins, benches, bike racks and painting the play tower, could be

undertaken now, as the lease for the recreation ground needs to be extended before further long-term investments are made.

vii) To note RoSPA Annual Inspection report, and agree any actions arising

The RoSPA play area inspector suggested some advisory tasks which could be undertaken. Clerk to obtain quotes for the minor works proposed.

8. Highways

i) To receive SAM2 data

SAM2 data from Norwich Road and Lower Street was circulated and shared with the Police. The data recorded instances of excessive speed along Norwich Road.

It was noted that one device may need to be returned to the manufacturer for investigation to determine whether it is operating correctly.

ii) To consider bids for Parish Partnership Scheme 2027/28

Clerk to investigate the cost of a new SAM2 device and clarify the wording of the bid regarding the speed limit for the proposed SAM2/3 location. Clerk to also enquire whether replacement pedestrian gates on Footpath 14 would be eligible for funding.

9. Neighbourhood Plan (NP)

i) To receive update regarding NP review

The consultation remains open until 21st September 2026. Following the close of the consultation, the Steering Group will collate and consider all responses.

10. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) RATIFIED payments made between meetings:

S J Martin	July Salary - NET & Expenses	£1,157.98
The Norfolk Pension Fund	July (EE & ER)	£276.04
Paul Green	Maintenance July 26 (1259)	£244.00
Norfolk Parish Training & Support	Councillor training	£76.80
Compasspoint Planning & Rural Consultants	NP Stage 3	£2,819.00
Rackheath PCC	Grant maintenance Church	£100.00

iii) To approve payments:

S J Martin	August Salary - NET & Expenses	£1,214.26
The Norfolk Pension Fund	August (EE & ER)	£324.22
Paul Green	Maintenance August 26 (1262)	£412.25
Mrs E V Harrison	Stage 3 NP consultancy	£400.00
SLCC	Annual Membership	£200.00
Community Action Norfolk	Silver membership	£50.00
The Broads Society	Annual Subscription	£20.00
All payments AGREED.		

iv) NOTED payments received (July/August 2026):

Salhouse Rovers FC	Field hire 1 st to 31 st August 2026	£193.12
Broadland District Council	NP grant 25%	£1500.00
The Mardle	Donation bench	£370.50
BDC	Litter picking grant award	£250.00
Salhouse Rovers FC	Field hire 1 st Sept to 31 st Dec 2026	£772.50

v) NOTED payments paid by Direct Debit:

Lloyds monthly bank charges (26 th June/25 th August/28 th August 2026)	£12.75
Anglian Water – recreation ground	£27.65
HMRC (PAYE)	£444.72

vi) NOTED National Joint Council (NJC) 2026-27 pay review and backdated pay

vii) To agree Councillor budget training attendance

AGREED for Cllr. W. Browne to attend on 21st October 2026. Clerk to book. One other Cllr. To attend if requested.

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

AGREED by all.

ix) To consider appointment of Internal Auditor for 2026/27

AGREED to appoint Sue Lake as independent internal auditor.

x) To consider re subscription to Community Action Norfolk

AGREED to re subscribe to silver membership at a cost of £50.00.

xi) To consider membership to the Broads Society

It was AGREED to subscribe for a year at £20.00.

xii) To consider granting delegated authority to the Clerk to appoint an independent data protection specialist, if required

Proposed by Cllr. Redburn; seconded by Cllr. W Browne – all AGREED for delegate authority to Clerk to arrange if required.

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

AGREED to purchase a poppy wreath and make a donation totalling £120.00 under S137.

xiv) Policies for review: All policies APPROVED as presented.

- Planning Policy
- FOI & Publication Scheme
- Social Media Policy

11. Consultation:

i) Proposed development on land north of Rackheath from 5pm on Tuesday 1st September 2026 until midnight on Monday 14th September 2026.

PC met with Taylor Wimpey and Rackheath PC to review the proposed phase 1 application. It was AGREED for individual responses to be submitted.

ii) Greater Norwich Local Plan 2045 Scoping Consultation (17th August – 28th September 2026 (closing at 5pm)

Cllrs to send comments to Clerk to submit a general comment from a Salhouse perspective, and for individual responses to be submitted.

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

- *General Correspondence*
- *NPTS newsletter*
- *Letter from NCC Deputy Leader*
- *North Norfolk Local Plan Scoping Consultation & Further Call for Sites – sites submitted in Salhouse; however, not reviewed yet.*
- *Parishioner email regarding overgrown hedges in Parish – reported to Highways and response received actions taken.*
- *EIR request regarding Neighbourhood Plan*
- *Big Broadland Litter Pick 2026 - Prize Draw Winners!*
- *Let's Go! Explore South Norfolk and Broadland - New Tourism initiative*
- *SNN0932026 - Confirmation of a property name addition*
- *Parishioner correspondence re Connect bus issues with timetables – agreed to write to company expressing concerns of parishioners. County Councillor to also raise at County Hall.*
- *Salfest - thanks*

13. Any items for the Parish Council meeting – Monday 12th October 2026

Pond maintenance; Football Club lease extension request; Parish Partnership Scheme bids

Meeting closed: 20.46