

**Minutes of the Salhouse Parish Council meeting
held on Monday 13th October 2025 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

Present: Wendy Browne (Chair), Julie Redburn, Andrew Peachment and Gary Browne.

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 7

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 Robert Cooper and Mark Baldock (both personal).

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

Cllr. W. Browne declared an interest in item 11vii as a member on the Jubilee Hall committee.

3. To approve the minutes of the Parish Council meeting of 8th September 2025

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

4. Chairs report

The Chair reported on the large oak tree which has been felled on Lower Street all following correct procedures; and Remembrance Service taking place at the Church on Sunday 9th October to which Cllr. Redburn will lay a wreath on behalf of the Parish; telegraph poles erected in village; Neighbourhood Plan household survey live; high vehicle speeds recorded; GT16 updated plans submitted; the resignations of Nick Ball and Gemma Hampton from the PC – thanks given to both for their commitment best wishes for the future. There are now 4 vacancies on the PC.

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

A funding request from the Jubilee Hall was read out by a committee member.

The Churchwarden advised of a new vicar in the Benefice from 2nd December 2025; Christmas Carol service 21st December 2025 3pm; community payback still attending to assist works at the Church; Remembrance Service on 9th November where Tommy silhouettes will be on display.

A member of the public congratulated the Churchwarden for achieving their licence for the Church and thanked them for all they do.

District Cllr. Martin Murrell thanked the Cllrs for their work and reported on the district's submission for a three unitary option – final decision lies with Central Government. GT16 still has a lot of work to do before a decision.

District/County Cllr. Fran Whymark reported on the County's submission for a one unitary Council due to costs and main services; 'Norfolk Community Fund'; Rural Services Network; Hazardous waste days; healthy aging; devolution for Mayor – election May 2026.

A member of the public raised the now exposed ARP shelter as a building of historic interest and should be retained.

The Tree Steward spoke regarding a large tree planting project with Salhouse Broad on 14th and 15th November 2025 – all welcome. Regarding planning application 2025/2900, it was recommended requesting a revised arboricultural tree survey is carried out as works commenced so far may have cut through tree roots - Cllr. Whymark recommended this should be reported to the BDC tree officer and enforcement.

One member of the public left 19:36

6. To receive reports:

- i) **SAM2 data** - reports noted. Data shared with Police and Highways requesting actions to help reduce speeding.
- ii) **Team Salhouse** – report circulated. Group to cease at end of the year.
- iii) **Tree Steward** – report read out.

7. Planning:

i) To note planning report

Report circulated. It was noted the application for the old hairdressers has been withdrawn.

ii) To consider comments to the following planning applications:

2025/2900 - Land East Of Property Number 28 Station Road Salhouse Norfolk Variation of condition (2) amendment of house and garage design and driveway position of permission 2024/3770 (which consented to erection of 1no two-storey self build dwelling with alterations to existing vehicular access) Date of Decision: 02/04/2025 -

Proposal: Variation of condition (2) amendment of house and garage design and driveway position of permission 2024/3770 (which consented to erection of 1no two storey self build dwelling with alterations to existing vehicular access) Date of Decision: 02/04/2025 Condition Number(s): Condition 2 (approved plans/drawings) Conditions(s)

Removal: Amendment to house design, garage design, and driveway position.

Substitute reference to relevant plans and elevation drawings Location: Land East Of Property Number 28 Station Road Salhouse Norfolk Applicant: Mr M Jones Application Type: Removal/Variation of Condition (S73 / S19)

PC comment: Object – due to tree comments raised. Request a further extension of time to further comment.

Object to change in garage double storey – works commenced.

20220663 - Land North Of Green Lane West Rackheath Norfolk - Proposal: Outline application for a mixed use residential led development with up to 3,850 dwellings (class C3); employment land, local centres and community facilities (classes Eg(i, ii, iii) , B2 & B8, C2, C3, E, F1, F2, sui generis); two primary schools, one secondary school (F1 (a)); cycle and vehicle parking for residents, visitors & staff, formal & informal open space, formal & informal landscaping, sports provision (classes E(d), F2(c) & (d), sui generis), orchards & allotments; utilities; energy centres, primary substation, substations, foul water treatment works and pumping stations, sustainable urban drainage infrastructure; internal access and pedestrian & cycle infrastructure, EV charging infrastructure with all matters reserved except vehicular accesses (and associated drainage infrastructure)

PC comment: To be considered at November meeting – request extension of time.

iii) To consider comments to planning applications received after the agenda published

2025/2901 - Land East Of Property Number 28 Station Road Salhouse Norfolk - Retrospective - construction of part driveway (in conjunction with concurrent S.73 application)

PC comment: Object – due to tree comments raised. Request a further extension of time to further comment.

2025/3131 - 2 Farman Close Salhouse Norfolk NR13 6QD - Single-storey Side / Rear Extension and new garage to Semi-detached Bungalow
PC comment: No Objection.

8. Playing Field and Recreation:

i) To receive a report from working group

Working group met to review FC contract and discuss other recreation ground issues which are ongoing. Gym equipment repairs carried out and play equipment repairs booked. Tennis and netball equipment now stored securely by PC.

ii) To consider planting around Parish

Suggestion to hold regular volunteering events and/or look to budget for contractor. Clerk to enquire with Community Payback. Meeting to be arranged with Team Salhouse for schedule of works.

iii) To consider and agree actions regarding trees at recreation ground

It was AGREED to replace the trees which have not survived and to crown lift the birch in the play area and then monitor.

iv) To agree draft field hire contract with football club

AGREED – meeting to be arranged with FC and SUCT to go through.

v) To discuss and consider Salhouse United lease on recreation ground

It was AGREED to arrange a meeting with SUCT to discuss an earlier renewal date.

vi) To consider and agree hedge cutting inside recreation ground and along Thieves Lane

It was AGREED to have hedges inside field and roadside cut during November.

9. Highways

i) To update on bids for Parish Partnership Scheme 2026/27

It was discussed further investigating a path along Norwich Road with Highways and adjacent landowner for further consideration.

ii) To consider submitting bid for posts (3) at Shrubland pond

It was AGREED to submit this bid. PC contribution £643.68 using CIL monies.

10. Neighbourhood Plan (NP)

i) To receive update regarding NP review

Household survey open. Leaflets posted through every property in Salhouse. Over 130 responses received so far. Closing date 31st October 2025.

11. Finance and Administration:

i) To note monthly bank reconciliation report

AGREED by all.

ii) Ratified payment made between meetings:

John E Wright - NP flyers/banners (inc. VAT £30.45)	£182.70
---	---------

iii) Noted direct debit paid:

Anglian water – recreation ground 17/07/25	£28.38
--	--------

iv) Noted direct credit received:

Broadland District Council 2 nd instalment Precept	£1,6066.50
---	------------

v) To approve payments:

S J Martin	September Salary - NET & Expenses	£1,129.92
The Norfolk Pension Fund	September (EE & ER)	£275.13
Paul Green	Maintenance September 25 (1218)	£510.50
NPTS	Budget training Mark	£57.60

Geosphere Ltd (Parish Online)	Mapping Subscription	£105.60
PKF Littlejohn LLP	External Audit	£378.00
Caloo Ltd	Gym equipment repairs	£594.00
Mrs E V Harrison	NP Stage 2 (Data profile)	£1,200.00
All payments AGREED.		

vi) To note the External Auditors report

Report and advisories noted. Conclusion of Audit published.

vii) To consider a grant to the village hall

It was AGREED to consider a grant when reviewing the 2026/27 budget.

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

Email now live clerk@salhouseparishcouncil.gov.uk . Website domain to be updated this week. Council still to consider Cllr .gov.uk email addresses.

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

- *General Correspondence*
- *Broadland's Future for Nature Fund*
- *Acquisition of Go-East Anglia and Passenger First Network Engagement*
- *Broadland DC submits a three unitary proposal*
- *Free Mental Health Awareness Training for the Community*
- *Parishioner correspondence regarding parking issues Lower Street – PC is in communications with Highways and the Police regarding this issue.*
- *Parishioner correspondence regarding new telegraph pole installation - Clerk queried with Highways, and Streetworks department responded that this is permitted development and improvements to broadband infrastructure. Parishioners can object directly to Openreach – information on the notices.*
- *PFR engagement pack and questionnaire*
- *Norwich Western Link project update*

13. Any items for the Parish Council meeting on Monday 10th November 2025

Draft budget.

Meeting closed: 20:54