

**Minutes of the Salhouse Parish Council meeting
held on Monday 14th October 2024 at 7.00pm
in the Jubilee Hall, Lower Street, Salhouse**

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

In Attendance: Sarah Martin, Parish Clerk

Members of Public: 9

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

Apologies were received and accepted from Cllr. Leathers, Hampton and Peachment (all personal).

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

Cllr. Wendy Browne declared an interest in item 11v as village hall trustee.

3. To approve the minutes of the Parish Council meeting of 18th September 2024

The minutes were proposed to be approved, with no amendment, by Cllr. W. Browne and seconded by Cllr. D. Francomb - all AGREED and signed by the Chair.

4. To receive Chair's Report

The Chair reported: a very informative defibrillator awareness training session which was open to the community and held on 4th October 2024, and looking for interest to hold another one; as darker nights approaching reminder to keep safe and clearly seen if walking or cycling; memorial service for Sarah Cator and sad news of the passing of another Cator family member; remembrance service at the Church in November where the PC will lay a wreath and 'Tommy's' will be displayed.

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

District Councillor Martin Murrell spoke regarding the current administration; full Council meeting to be held this week; a new Compliance Manager in place; challenge to winter fuel payments.

County Councillor Fran Whymark reported on park & ride new contracts and Sprowston site to be new transport hub; Crowdfund Norfolk supporting environmental, sustainability and net zero projects in Norfolk.

Questions were asked to the District Councillors regarding the new Rackheath medical centre and NDR upcoming road closures.

The Churchwarden spoke regarding community payback workers assisting with the churchyard clearing/conservation commencing soon, and to be an ongoing regular project; village hall Christmas fair on 30th November 2024.

SAGA magazine contribution closing date 7th November 2024.

A member of the public spoke regarding the traffic modelling for the GT16 development not factoring in all the new and proposed developments around the area; and Highways and Flood Management requesting further information.

A member of the public reported abandoned signage along Stonehouse Road/Bell Lane.

6. **To receive reports:**
- i) **SAM2 data** – data from Norwich Road and Bell Lane circulated.
 - ii) **Team Salhouse** – report circulated, thanks given.
 - iii) **Tree Steward** – report sent it – trees on recreation ground tended and growing well. Tree works carried out at the recreation ground around the play area.
 - iv) **Parish Footpaths** – awaiting update of works landowner due to carry out on FP14.
7. **Planning:**
- i) **To receive a planning report**
Report circulated – no further comments.
 - ii) **To consider comments to the following planning applications:**
2024/2122 - School Farm, 41 Lower Street, Salhouse, Norfolk, NR13 6RE - Proposed single storey flat roof extension (amended application)
PC comment: No Objection.
 - iii) **To consider and agree any further comments re GT16 North Rackheath development (20220663)**
PC to attend meeting next week with Taylor Wimpey.
 - iv) **To consider comments to planning applications received after the agenda published - if any**
20221003 - Land Off Green Lane East Little Plumstead - Reserved Matters Application for Details of Appearance, Layout, Landscaping, Scale and Access of 130 Residential Dwellings following Outline Planning Permission 20200202
PC to request extension to comment.
8. **Playing Field and Recreation:**
- i) **To receive a report from working group**
Autumn maintenance due to be carried out. Contractor to look at gate mechanisms whilst on site and report back. Bike racks under investigation.
 - ii) **To update on Bell Pond works and agree any actions**
Awaiting official quote for works and timescales.
CIL monies AGREED to be used.
Finalising arrangements for disposal of scrub.
 - iii) **To consider cleaning of play area equipment**
It was AGREED to proceed with clearing as per quote provided by Oddbods £615 + VAT.
AGREED to be funded with CIL monies.
9. **Highways**
- i) **To receive a report from working group**
Clerk following up with BDC regarding path from Salhouse to Rackheath to be installed as part of the GT16 planning application – no confirmation received yet.
County Cllr. Fran Whymark to rearrange cancelled meeting with Highways regarding the GT16 development.
 - ii) **To update on bank clearing opposite old post office**
Local landowner offered to assist with clearing and disposal of scrub.
 - a. **To agree for Clerk to sign Memorandum of Understanding on behalf of PC**
This was AGREED by all. Clerk to sign and submit.
 - b. **To agree to purchase equipment to be provided for the works**
It was AGREED by all to purchase necessary fuel and oil for the works.

- iii) **To discuss and agree Parish Partnership scheme 2025/26 bids**
Suggestion for gateways along Norwich Road, and roundels in Parish forwarded to Highway to be appraised and reported back on.
- iv) **To consider Urban Grass Cutting Scheme**
It was AGREED not to proceed with this scheme. Clerk to advise NCC Highways.

10. Neighbourhood Plan

- i) **To receive an update regarding the Neighbourhood Plan review**
Advised by BDC to proceed with NP review.
Cllrs Cooper and G Browne, along with the Clerk, to attend an online meeting hosted by BDC on Wednesday 13th November 2024.
- ii) **To agree consultant to carry our review of Neighbourhood Plan**
Clerk still awaiting details from contractors regarding when they can carry out a review before agreeing contractor.

11. Finance and Administration:

- i) **To note monthly bank reconciliation report**

AGREED by all.

- ii) **To approve payments**

S J Martin	September Salary - NET & Expenses	£1,069.55
HMRC Cumbernauld	September PAYE/NI	£ 34.24
The Norfolk Pension Fund	September (EE & ER)	£ 261.96
Paul Green	Maintenance September 24 (1173)	£ 311.75
Target Trees	2422 - works at recreation ground	£ 500.00
Salhouse 2000	Hall hire 01/07 to 16/09 24	£ 64.00
Norfolk PTS	Autumn seminar	£ 56.00
SLCC	Annual Membership Clerk	£ 188.00
Salhouse United Charities Trust	Annual Rent Recreation ground	£ 398.00

All Payments AGREED.

- iii) **To consider items for inclusion in budget for 2025/26**

It was discussed inclusion of a reserve for reinstating the recreation ground; play area routine cleaning; hedge cutting.

- iv) **To consider full council training**

Clerk to arrange suitable date for all Councillors to attend.

- v) **To consider a donation to the Jubilee Hall towards Christmas tree (LGA 1972 s.44)**

It was proposed by Cllr. Cooper to donate £200; seconded by Cllr. Francomb and AGREED by all.

- vi) **To agree Team Salhouse winter plant spend**

It was AGREED to allow a spend of approximately £50.

- vii) **To consider a donation to Community Heartbeat for defibrillator training**

It was proposed by Cllr. G Browne to donate £100; seconded by Cllr. Redburn and AGREED by all.

- viii) **To review and adopt the Biodiversity Policy**

It was AGREED to adopt the biodiversity policy and action plan presented.

12. Consultations:

- i) **Broadland & South Norfolk Design Code - 2nd public consultation**

Individuals to submit own comments.

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

- *General Correspondence*
- *Parishioner correspondence re footpaths in Parish*
- *Norfolk County Council Highways Grit Bin Audit 2024*
- *BDC parish carbon literacy training - new dates*
- *Town and Parish Summit- Wed 13th Nov @ 9am*
- *BDC Winter Pressures Grant*

14. Any items for the Parish Council meeting on Monday 11th November 2024

Draft budget for review
Parish Partnership Scheme bids
Neighbourhood Plan

Meeting closed: 20:36