

**Minutes of the Salhouse Parish Council meeting  
held on Monday 9<sup>th</sup> October 2023 at 7.00pm  
in the Jubilee Hall, Lower Street, Salhouse**

**Present:** Robert Cooper (Chair), David Francomb, Julie Redburn, Lynn Yallop, Helen Reeve, Gary Browne, Wendy Browne, John Leathers and Andrew Peachment.

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

**Members of Public: 4**

For the benefit of the public, all votes taken were by a show of hands and/or a verbal response from each individual Councillor.

**MINUTES**

- 1. To receive and accept any apologies for absence**  
Apologies were received and accepted from Cllr. Ball (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 meeting of 11<sup>th</sup> September 2023**  
The minutes were proposed to be approved, with no amendment, by Cllr. W Browne and seconded by Cllr. Redburn - all AGREED and signed by the Chair.
- 4. Chair's Report, to include consideration to any matters arising, not on this Agenda**  
The Chair reported on the recent Police priorities meeting (SNAP) which he and a member of the public attended virtually. The priority for the Parish is speeding vehicles along Norwich Road. The Police gave support for speed reductions on Honeycombe Road and Bell Lane. Parking issues at The Stag public house were raised and being monitored. The next meeting is on 18<sup>th</sup> December 2023 at 6.30pm online.  
The North Rackheath public consultation was held, and comments may be submitted until 21<sup>st</sup> October 2023. There will be a further opportunity for all to comment when the revised Masterplan application is submitted to the planning authority in November.  
There is a hazardous waste amnesty on 21<sup>st</sup> and 22<sup>nd</sup> October 2023 9-4pm at the North Norwich Recycling Centre.
- 5. Public Participation and to receive District and County Councillor reports**  
District Councillor Martin Murrell sent apologies to the meeting.  
District and County Councillor Fran Whymark reported on : GT16 (North Rackheath) development and the importance of Salhouse and Rackheath working together; NNUH AGM and area for local stroke patients; spending a day with the ambulance service to observe; head of Flood Alliance urging all landowners to clear our ditches; BDC purchased 7 properties for temporary accommodation; BDC agreed to apply to central government for funding of 40% towards purchasing properties for Afghan refugees.
- 6. To receive reports:**
  - i) SAM2 data**  
Data from Lower Street and Norwich Road circulated.
  - ii) Team Salhouse**  
Report circulated.  
Thanks given to all volunteers for their continued hard work.

## **7. Planning:**

### **i) To receive a planning report**

Report circulated – no further comments.

### **ii) To consider a comment to planning application:**

**20230123 - Barnes Cottage 9 Upper Street Salhouse NR13 6RZ** - Erection of dwelling in rear garden and conversion of two semi-detached dwellings into a single detached dwelling with associated alterations to parking and access

**PC comment:** Objection – within conservation area, trees and would set a precedent.

### **iii) To consider comments to planning applications received after the agenda published if any**

None.

## **8. Playing Field and Recreation:**

### **i) To receive a report and agree any actions**

Report circulated – no further comments.

### **ii) To consider and agree recommendations regarding car park works**

Three quotes were obtained and circulated. It was noted that contractor A's quote had increased by £500.

Following a discussion, it was proposed by Cllr. Redburn and seconded by Cllr. Francomb to award the contract to GB Driveways at a cost of £7,500.00 + VAT. S106 monies to be used to fund this project.

Further recommendations/Actions AGREED:

- Clerk to raise chest-press design to manufacturer for advice
- Working group to investigate options of replacing play tower for Clerk to obtain quotes to then be presented to Council and public to be consulted.
- Clerk to order soft close gate mechanism
- To investigate with Highways improvements under PP scheme for visibility at car park entrance (kerbing and reduce width of entrance.
- Clerk to write to FC to advise portable goal posts and dugouts must be removed off the pitches and secured when not in use as per the contract.
- Clerk to seek quotes for hedge cutting
- Clerk to request copies of all risk assessments from the FC for September and monthly going forward.

### **iii) To agree purchase of litter bin**

It was proposed by Cllr. W Browne; seconded by Cllr. Leathers to purchase a litter bin from AdvancedScape. Clerk to order.

### **iv) To consider request to Bring Waffle n Shake Shack to Salhouse Village**

It was AGREED for visiting twice a month for a 3-month trial, but to request a litter bin is supplied at each visit and any litter cleared from site.

## **9. Highways**

### **i) To consider and agree setting up of working group and actions**

It was AGREED to set up this working group with the ToRs presented and the following Cllrs. Cooper, Leathers, Ball, Yallop, G & W Browne and Peachment. Members of the public also welcome to join the group.

### **ii) To receive update on and agree any actions on Honeycombe Road trod path**

Cllrs. Redburn, Leathers, Francomb and Cler to meet to progress this.

### **iii) To consider bids for Parish Partnership Scheme 2024/25**

To investigate kerbs at recreation ground and village gateways at all entrances to the Parish.

**10. North Rackheath (GT16) Working group**

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

Report circulated – no further comments.

**ii) To consider and agree recommendations from working group**

Recommendations AGREED:

- Submit SAGA article for next edition
- To request a further consultation day due to lateness of public being advised
- to agree to NOT duplicate on the approach being taken by Rackheath re Neighbourhood Plan
- To request to TW to reconsider and/or explain why the Station Road closure cannot be the other side of the bridge.
- That TW keep front and centre thoughts on traffic calming options re routes leading into/providing access to the Development from surrounding parishes

**iii) To consider consultation to Parish on GT16 road proposals/infrastructure**

This task to be undertaken by the Highways working group either via consultation or Open Day event.

One member of the public left 20.51

**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	£682.16
The Norfolk Pension Fund		September (EE & £ER)	£164.17
Paul Green		Maintenance September 23 (1132)	£373.25
Royal Mail Group Limited		Self Addressed Envelopes (GT16 questionnaire)	£ 15.50
Salhouse United Charities Trust		Annual rent recreation ground	£398.00
Salhouse 2000		Hall hire (July-Sept 23)	£ 48.00

All payments AGREED.

**iii) To agree Clerks attendance at NPTS Seminar on 16<sup>th</sup> October 2023**

AGREED.

**iv) To consider and agree Councillors training**

AGREED full Council training.

**v) To update on Data Protection support**

Contract extended 2 months to be reviewed at next meeting.

**vi) To review and agree the following policies:**

- **Co-option Policy (and application form)**
- **Training & Development**

Both policies AGREED.

To investigate Chair/Vice Chair media training.

**12. To receive correspondence and agree response (if any) – all noted.**

➤ *General Correspondence*

➤ *The Broads Authority has adopted the Coastal Adaptation Supplementary Planning Document.*

➤ *South Norfolk Council, Annual Rough Sleeper Estimate 2022 - 27th September into the morning of the 28th September 2023*

**13. Any items for the Parish Council meeting on Monday 13<sup>th</sup> November 2023**

Bell pond; Station Road junction; Dog bin Howletts Loke.

Meeting closed 21:01