

**Minutes of the Salhouse Parish Council meeting  
held on Wednesday 18<sup>th</sup> September 2024 at 6.30pm  
in the Jubilee Hall, Lower Street, Salhouse**

**Present:** Robert Cooper (Chair), David Francomb, Andrew Peachment, Gemma Hampton, Nick Ball and Wendy Browne (18:48).

**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.

**1. To receive and accept any apologies for absence**

Apologies were received and accepted from Cllrs. Redburn, Leathers and G. Browne (all 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 12<sup>th</sup> August 2024**

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

**4. To receive Chair's Report**

Chair thanked those who sent in reports and noted they will be presented at the October meeting. It has been indicated that the new Rackheath Medical Centre once opened will move Salhouse residents to this practice, however this will be followed up with the District Councillors for clarification.

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

No District and County Councillor present.

A member of the public spoke regarding the GT16 submitted traffic assessment.

A member of the public spoke regarding the state of the pavements on Cheyney Avenue/Ward Road following recent fibre installations.

**6. Planning:**

**i) To receive a planning report**

Report circulated. Noted Barnes Cottage appeal dismissed.

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

**20220663** - Land North Of Green Lane West, Rackheath, NR13 6NZ - Outline application for a mixed use residential led development with up to 3,850 dwellings (C3)

**PC comment:** Discussed comments to be submitted, however it was AGREED to request a further extension to comment and meeting with developer and Rackheath PC to seek clarifications.

**2024/2441** - Low Hamlet, 86 Norwich Road, Salhouse, Norfolk, NR13 6PB - Variation of condition 2 of 20212186 and 2023/1684 - changes to size of garage

**PC comment:** No Objection.

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

**2024/2510** – Manestee, 42 Lower Street, Salhouse, Norfolk, NR13 6RH - Rear dormer window

**PC comment:** No Objection.

**7. Highways**

i) **To consider bids for the Parish Partnership scheme 2025/26**

It was AGREED to investigate with the Highways Engineer gateways along Norwich Road and roundels at entrance to village.

Clerk to chase outstanding PP schemes.

**8. Finance and Administration:**

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

AGREED by all.

ii) **To approve payments:**

S J Martin	August Salary - NET & Expenses	£976.46
HMRC Cumbernauld	August PAYE/NI	£ 68.30
The Norfolk Pension Fund	August (E & ER)	£291.83
Paul Green	Maintenance August 24 (1170)	£375.25
PKF Littlejohn LLP	External Audit 2023/24	£378.00
Pauline Garner	Team Salhouse Expenses	£ 89.28
Salhouse Events Team	Donation	£300.00
Community Action Norfolk	Silver subscription	£ 50.00

All payments AGREED.

iii) **To receive the External Auditors report**

Report noted – no issues identified. Conclusion of audit has been published.

iv) **To agree appointment of Internal Auditor for 2024/25**

It was AGREED to appoint Susan Lake at a cost of £100.

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

It was AGREED to purchase a poppy wreath (£20) and donate £100.

**9. To receive correspondence and agree response – all noted.**

- *General Correspondence*
- *Norwich Western Link project update*
- *Glass Bank Adopter Payment – interest submitted.*
- *Temporary road closures around Parish*

**10. Any items for the Parish Council meeting on Monday 14<sup>th</sup> October 2024**

Parish Partnership bids  
Biodiversity policy  
Neighbourhood plan review  
Pond project

Meeting closed: 19:38