

MINUTES OF MEETING HELD ON 11 MAY 2026, AT BRITISH COLUMBIA HALL

Present: Cllr C Clark (Chairman), Cllr S Dawson, Cllr R Dawson, Cllr M Harnett, Cllr B Griffin, Cllr J Wright, County Councillor V Holliday (Vice Chair), Jane Phelps (Clerk/RTO)

Members of the public present: 13

Minutes taken by: J Phelps (Clerk/RTO)

1. Election of Chair.

Cllr Holliday proposed that Cllr Clark stand as Chair for the year ahead. Cllr Clark agreed to the proposal. This was seconded by Cllr Dawson. This decision was agreed by all councillors. Declaration of office document was signed by Cllr Clark and witnessed by Jane Phelps.

2. Election of Vice Chair.

Cllr Holliday stated that she that she wished to step down from the role of Vice Chair. The Councillors thanked her for her support as Vice Chair. Cllr Clark proposed that Cllr Dawson stand as Vice Chair for the year ahead. Cllr Dawson agreed to the proposal, and this was seconded by Cllr Harnett. This decision was agreed by all councillors. Declaration of office document was signed by Cllr Dawson, and witnessed by Jane Phelps.

3. To consider for approval the minutes from the Annual Parish Council meeting held on 05 May 2025.

It was agreed that the minutes were an accurate reflection of the meeting. It was proposed by Cllr Holliday to approve the minutes, and seconded by Cllr Clark. Agreed by all councillors.

4. To consider apologies for absence

No apologies had been received.

5. To receive declarations of interest and requests for dispensation by Councillors in any of the items listed.

No declarations were received.

6. Finance – Approval of AGAR

i. To consider and approve the internal auditors report for the year ending March 31st 2026

Jane Phelps (Clerk and RFO), provided some background information of internal auditor's findings. Reports and spreadsheets had been circulated to all councillors prior to this meeting. There had been some issues relating to the keeping of financial records and recording of VAT on purchases. There had been a small discrepancy in last years AGAR forms that had made it complicated to finalise the figures to balance for the 2025/26 financial year. These had been restated on the AGAR forms. There would be some actions to take to revise some of the means of data storage for finances for the 2026/27 financial year. A discrepancy for the bank reconciliation was shown as a surplus in the bank account compared to the Cash Book of £49.20. All reports for the audit and end of year finances would be published on the parish council web page for accessibility to all. It was proposed by Cllr Clark to agree the internal auditors report, seconded by Cllr Clark.

ii. To consider whether to exempt from external audit and if so to authorise the Clerk and Chair to sign the Exemption Certificate document

The Exemption Certificate document was read to the councillors by Jane Phelps. It was agreed by all that Salthouse Parish Council is eligible for exemption to external audit and that the Exemption Certificate should be submitted to PKF Littlejohn LLP.

iii. To consider the assertions on and complete the Annual Governance Statement and to authorise the Clerk and Chair to sign

The Annual Governance Statement had been circulated to the councillors prior to the meeting. Where the boxes with "NO" had been ticked, it was agreed that Jane Phelps would initiate the changes required in order for next years audit to comply more closely with the governance requirements that are in place for Parish Councils for follow. The contents of the statement were agreed by all. It was proposed by Cllr Holliday that this be signed and this was seconded by Cllr S Dawson.

iv. To consider and approve the Accounting Statements and to authorise the Chair to sign. Error on previous year AGAR. Restatement of figures for council to approve.

Jane Phelps explained the errors on the AGAR from last year that would usually be carried over to this year. The errors had been corrected and restated. The accounting statement had been circulated to all councillors prior to the meeting. The statement content was agreed by all. It was proposed by Cllr Dawson that the statement be signed by the Chair, and this was seconded by Cllr Holliday.

v. To notify the parishioners of the Exercise of Public Rights period which will be June 3rd to July 14th 2026 and to notify who will be acting on requests to view.

Jane Phelps notified the attendees that the AGAR audit reports, and financial records for 2025/26 would be published on the Parish Council website. The period of public rights to view financial documents for the 2025/26 year was discussed. It was agreed that Cllr Clark would be the person to host, in the presence of another councillor, at British Columbia Hall, any interested parties wishing to view the files. Cllr Clark would hold the records in readiness for any inspection requests. Notice of the dates would be publicised on the Parish Council website.

7. Other Financial Matters

i. Receipts and Payments

Jane Phelps stated the details of the receipts and payments to date for the 2026/27 year. See details below. The running balance in the bank account was £9,748.84.

Budget (Y or N)	Payee	Description	Receipt Amount	Payment Amount
Y	ICO	DATA PROTECTION FEE		52.00
Y	BRITISH COLUMBA HALL	VILLAGE HALL HIRE		184.98
Y	JANE PHELPS	SALARY		930.98
Y	NATIONAL ALLOTMENT SOCIETY	MEMBERSHIP		84.00
N	SURE COMPUTER SYSTEMS	LAPTOP PURCHASE		572.60
N	NORFOLK PARISH TRAINING AND SUPPPORT	MEMBERSHIP		140.88
Y	NNDC	PRECEPT	5,520.00	
Y	NNCC	RENT		1,500.00

ii. Budget Monitoring and Bank Reconciliations

Jane Phelps reported that all payments that had been made had been for sums included in the budget, except for the laptop purchase.

iii. To discuss update on banking for current account and reserves account to include authorised access and signatories for each

Jane Phelps had been granted access to the Barclays account. Jane Phelps would write to NS&I to advise them of the change of address that was required. Details on updating the mandate for obtaining authorized access would be included in the letter sent.

iv. To consider having a demonstration of Scribe Accounting Software. Purchase if needed starts from £25 per month.

All councillors agreed that at this stage the option for Scribe software would not be taken forward. The new cashbook format that Jane Phelps was developing would suffice to give accurate breakdown and reports for finances.

v. To approve the following payments

Chq. No.	Payee	Amount
101005	Jane Phelps (Clerk)	£526.75
101004	Zurich Insurance	£501.18

Both payments approved by all.

8. To allow public participation limited to 15 minutes (3 minutes per person).

The follow points were raised by parishioners in attendance.

- ❖ Could bollards be placed by the bench to prevent parking in that area?

Cllr Clark explained that this was not Parish Council land and therefore could not be considered further.

- ❖ Does the Parish Council have a policy on residents using herbicides on land that is owned by the Highways Department?

Cllr Clark stated that this had not been raised previously, and therefore there was not a policy in place. It was agreed that this would be raised with the Highways Department to seek their view on this. It was agreed that this would be raised as an agenda item in the July meeting.

- ❖ Could CCTV cameras be used on beach road to prevent illegal/unacceptable use of this area?

Cllr Clark stated that this is a Highways issue and CCTV had been previously raised and Highways had declined this option. This matter was raised in a separate item of this agenda [11 (ii)]

- ❖ The road that leads up to the allotments had been considered as a potential area for a road accident as the visibility was poor. Could a mirror at the junction be considered?

Cllr Holliday stated that this was a Highways issue and this would be requested at a meeting with the Highways Department that Cllr Holliday would be attending. In addition, it was agreed that the hedges would need to be cut as this caused further visual obstruction. It was agreed by all that Cllr Hartnett would request that hedges be cut when seasonally permitted. James Youngman would be approached.

9. County and District Council Reports

Cllr Holliday provided the following written report. She discussed these options and asked if there were any questions following the discussions. There were no questions raised. The report would be published on the Parish Council website.

❖ Help with living costs

The Crisis Resilience Service offers financial support in the short term and ways to improve your financial resilience. Please reach out and if you have any difficulty with an application, get in touch. Find out more at <https://www.norfolk.gov.uk/article/41957/What-the-Crisis-and-Resilience-Service-is>

❖ Food support can be accessed

<https://www.norfolk.gov.uk/accessingfood>

❖ Help with utility bills can be found at

<https://www.norfolk.gov.uk/article/41958/Help-and-advice-with-utility-bills>

❖ Road safety and maintenance

I have asked to meet the Police and Crime Commissioner to discuss road safety as speeding is one of her areas of expertise.

You can report potholes here

<https://www.norfolk.gov.uk/article/63696/?s=road&t=pothole>

I have a meeting with the Highways Area Manager early June to discuss road maintenance.

❖ There is still some money available in the Bus Stop Improvement Programme. This covers new bus stops, bus shelters. Contact me for more details.

❖ Environmental services

To the best of my knowledge, recycling centres can now accept washing machines, tumble driers, dishwashers and cookers at recycling centres, cannot accept fridge freezers and small electricals including batteries light bulbs.

Don't forget the next household hazardous waste day is at Hempton Recycling Centre Friday 29th and Saturday 30th May and at Norwich South Friday 5th and Saturday 6th June. You will need to book a week in advance either online

<https://www.norfolk.gov.uk/article/62632/Norfolk-Recycling-Centre-bookings>

Or by phone, call 03448008020

❖ Transport

For those living on the coast, there are new Coasthopper and Lynx timetables with earlier buses and more links for school children

<https://www.sanderscoaches.com/timetable-improvements-sunday-24th-may-20260>

And for Lynx

https://images-lynxbus.passenger-website.com/downloads/Coastliner_0.pdf

❖ Business support

The New Anglia Growth Hub provides support to grow your business, make it more sustainable and resilient. There are events and funding opportunities, find out more at <https://www.newangliagrowthhub.co.uk>

For advice as to how to employ apprentices, please visit

<https://www.norfolk.gov.uk/article/42789/Employ-an-apprentice>

❖ School transport

For those affected by the most unfortunate closure of Sheringham Sixth Form, NCC is currently setting a new core route area for the former Sheringham core route area. Anyone applying for post-16 travel assistance to Fakenham 6th Form who lives in the Sheringham catchment area will be entitled to travel assistance to Fakenham

10. Planning

- i. **To receive any planning applications and decisions.**
None had been received
- ii. **To receive any applications since the agenda has been published.**
None had been received

11. Parish Matters

- i. **To agree an autumn date for when tenders for grass cutting will be invited and agree a date in December for these to be received by the Clerk for review by Council.**
Cllr Wright, currently the person who has responsibility for the grass cutting, was asked to leave the hall at this point while this topic was discussed. The timetable for the tender process was discussed. Grass cutting usually takes place between March and October each year. Cllr Clark proposed that tenders for this work go out in October this year, with a decision being taken in December on who to award the contract to which would commence in March the following year. The decision was taken that until October this year the grass cutting would be carried out twice each month by Cllr Wright unless requested by Cllr Clark to cut more frequently. This was proposed by Cllr Clark and seconded by Cllr R Dawson. This decision was agreed by all.
- ii. **To update parishioners on the Beach Road situation following the meeting that took place with the Highways Officer.**
The Parish Council awaits updates on the signs that have been ordered by Highways to be placed in the Beach Road area. Cllr Holliday had attended a meeting at the end of January for which progress needed to be chased. Jane Phelps would email the Highways Department. Enforcement of the illegal parking was of most concern. It was agreed by all that this was insufficient. A further meeting with Highways would take place in early June and Cllr Holliday would be taking these concerns forward.
- iii. **To decide upon a date by which Councillors will have Council managed email addresses (gov.uk) in use and compliant with Assertion 10 of AGAR submission. Support for this to be provided as necessary.**
The process for this would require IT support for the majority of the councillors. It was agreed that at the September meeting a date would be set for a workshop at which Councillors may bring devices in to British Columbia Hall and support would be provided by Jane Phelps to enable the email accounts to be setup.
- iv. **To agree on steps to take to resolve the issue with access to Cuckoo Corner.**
As previously decided at the May meeting, a letter would be drafted by Jane Phelps and sent to the person who has erected the fences asking them to install a gate. Content of the letter to be agreed by Cllr Clark before being sent.
- v. **To receive updates and results of inspections on Sports field and Children's Play Area.**
Cllr Griffin had inspected the area and reported that he had no concerns. Records of these inspections would be collected by Jane Phelps for review as necessary. Cllr Griffin would provide copies for Jane Phelps as required.
- vi. **To receive updates on use of allotments and payments received and payments outstanding.**
Allotments running as they should be. No concerns raised. One tenant has an outstanding payment. Jane Phelps would send a third reminder to the tenant.

12. Correspondence

None received.

13. Any other business and items for next agenda

It was agreed that the topic of use of herbicides in Salthouse would be raised at the next meeting

14. Time and date of next meeting

July 6th at 7pm in British Columbia Hall