

Salthouse Parish Council Meeting

MINUTES OF THE MEETING HELD ON MONDAY 6th JULY 2026

AT BRITISH COLUMBIA HALL

Present: Cllr C Clark (Chair), Cllr M Harnett, Cllr B Griffin, Cllr S Dawson (Vice Chair), Cllr R Dawson, Cllr J Wright

Apologies : Cllr Victoria Holliday, Jane Phelps.

Minutes taken by Carole Griffin in the absence of Jane Phelps, Parish Clerk

Members of the Public: 10

MINUTES

1. It was resolved that in the absence of the Clerk, that Carole Griffin was appointed to take the minutes for this meeting.

2. Welcome to all attendees.

The Chair welcomed all present and thanked them for their time.

3. To consider apologies and to confirm that the meeting is quorate.

Apologies received from Cllr V Holliday and Jane Phelps (Clerk). Meeting was quorate.

4. To consider for approval the Minutes of the Parish Council meeting held on 11th May 2026.

Minutes were agreed as an accurate record of the meeting. Signed by the Chair Cllr Clark.

5. Declarations of Interest and Dispensations in respect of Disclosable Pecuniary Interests.

There were none.

6. To allow public participation limited to 15 minutes.

Marl Pits updates were requested. None given as this part of the Salthouse Heath Management.

7. County and District Council Reports.

Read out by the Chair on behalf of absent NNDC Councillor and NCC Councillor, both reports will be on the website. NCC do have funds available for Parish Council Projects ranging from £250 to £1000 which could be used for the playing field equipment.

8. Planning.

Bard Swallows Purdy St, demolition of barn and hangar, no opposition from Council

9. Finance.

9.1 It was agreed that Finance Regulations would be amended to state that online banking could be used for payments when authorised using dual signatures. This would be in addition to cheques with two signatures.

9.2 Payments were approved. To be paid using Barclays online banking.

- Jane Phelps (Clerk) salary for May and June
- British Columbia Hall Hire - £115.00
- NNDC Waste Disposal - £312.00

- Jonathon Wright - Grass Cutting - £405.00
- Environment Agency £35.60

9.3 Receipts

£544.71 VAT reclaim had been received for the trading period of 2023, 2024 and 2025.

9.4 See item 9.3.

9.5 Bank reconciliation was presented. This was to be signed by the Chair, Cllr Clark.

9.6 Regular contracted payments

It was agreed that in line with item 6.6 of the Finance Regulations that regular contracted payments would not be presented for approval in each meeting. These would be paid with dual authorisation. All payments that are non-contractual will be presented at meetings for approval. Details of all payments made would be published in the Cash Book and in Bank Reconciliation.

10. Parish Matters

10.1 Playing Field Report. Monthly report sent to Clerk; everything seems okay now.

10.2 New Play equipment discussion – Linda and Elise investigated and have had a meeting with ‘Playdale Equipment,’ the discussions included the possibility of plastic flooring, climbing frame and swings, 20-year guarantee insurance, stainless steel would not be covered because of proximity to the sea. The area will need strimming, but a fence will not be needed, a guide price of £25,000 was suggested for installation, equipment, include sensory items to help getting grants. Grants potentially from Windfarm, Broadlands, Flagship funded earlier equipment. PC to review the plans from ‘Playdale’ and start to investigate grants.

Tenders needed for any contractual work grass cutting and grounds maintenance work. New tender documents to be prepared by September.

Cllr B Griffin proposed a Bottle Bank, we would receive £40 per load, shared with the Village Hall. Staff in the village shop still get people asking why it is not there anymore. This could be a money-making project, however there was no interest from the public in the hall, so it was rejected.

Concern about human waste on Little Eye, Salthouse Heath and on the beach, due to inconsiderate people and the increase in wild camping, signs by the National Trust, Norfolk Wildlife Trust and Heath Management would help – no overnight camping, no human waste or dog waste in bags etc.

10.3 Heath Report. The Heath Management Committee Constitution needs to be amended so that any Salthouse Parish Councillor can sit on the committee. The Councillors proposed Cllr S Dawson on join the Heath Committee Cllr M Harnett seconded this.

10.4 The Heath Committee AGM to be Sep/Oct 2026 which should be on the website. The present Committee who SPC appoints consists of Charles, Clifford and Neil, the new Management Committee would be Charles, Clifford, Neil plus Sarah. The Second tier which the Heath Committee appoint consist of Mark, Will, Andy, and Ben. Sarah will do what she can to keep the PC informed.

10.5 Beach Road no turning signs, NCC Highways not prepared to put no overnight parking, no Traffic Regulation Order (TRO). Council to pursue NT & NWT to put up signs on their land. Allotment entrance, not allowed to put mirrors up, this can only be done on private land. Asking NCC Highways for a sign saying Concealed Entrance. White lines around Salthouse Village Green, Chase NCC Highways, are the contractors coming back to put back the white lines after they resurfaced the road. A meeting will be held with NCC Highways in July.

- 10.6 Use of herbicides on Highways land. Cllr J Wright informed the meeting that a NCC Council worker on quad bike sprays the verges with Herbicide (Roundup) he had been round every village using Roundup from the NNC Council
- 10.7 To agree who will write the letter on the request for a gate on Cuckoo Corner.
- 10.7 Tenancy agreements for allotments, policies to be updated.

11. Correspondence

12 . Agenda items for next meeting

Grass cutting tender documents.

Allotment tenancy documents to be agreed.

To approve policies and documents for publication on the website

- Code of conduct
- Lone Worker Policy
- Training and Development Policy
- Grant Awarding Policy
- Co-opting Policy
- Disciplinary and Grievance Policy

11. Date of Next Meeting

Monday 14th September 2026, 7pm, British Columbia Hall, Salhouse.