

SALTHOUSE PARISH COUNCIL

To all members of Salthouse Parish Council. You are summoned to attend the Salthouse Parish Council meeting, which will take place on Monday 6th July 2026 at 7pm at British Columbia Hall.

Jane Phelps, Clerk to Salthouse Parish Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

PARISH COUNCIL MEETING

AGENDA

- 1. To consider and resolve the appointment of a councillor or other suitable person to take minutes of the meeting due to the Clerk's absence.**
Resolved: In the absence of the Clerk, Chair of the Council has agreed to appoint a volunteer that has stepped forward to take on this role. Name of minute taker will be confirmed in the minutes circulated after the meeting.
- 2. Welcome all attendees.**
- 3. To consider apologies for absence and to confirm that meeting is quorate.** Minimum of 3 councillors must be present for meeting to be quorate. Meeting to be rearranged to alternative date if not quorate.
- 4. To consider for approval the minutes of the Parish Council meeting held on 11th May 2026.** To consider matters arising from the minutes (for information only) not included on the agenda.
- 5. To record declarations of interest from members in any item to be discussed and to consider requests for dispensations.**
- 6. To allow public participation limited to 15 minutes (3 minutes per person)**
- 7. County and District Reports**
 - 7.1 To receive any reports/updates from County Councillor and District Councillor (previously circulated)
- 8. Planning**
 - 8.1 To receive any planning applications and Decisions
 - 8.2 To receive any applications since the agenda has been published.
- 9. Finance**
 - 9.1 To agree to amending the Financial Regulations so that all payments may be made by cheque and by bank transfer and continuing with dual authorisation (Ref. 6.5 Financial Regs.)
 - 9.2 To consider payments for approval in table below

Payee	Sum (£)	Detail
Jane Phelps (Clerk)	Sum to be authorised by signatories against payslips presented	May Salary

Jane Phelps (Clerk)	Sum to be authorised by signatories against payslips presented	June Salary
British Columbia Hall	115.00	Hall Hire
North Norfolk District Council	312.00	Waste disposal (Dog Bins)
Jonathon Wright	405.00	Grass cutting
Environment Agency	35.60	General Drainage Charge (GDC) Regional Flood and Coastal Committee (2026-27)

9.3 Receipts

9.4 VAT reclaim - £544.71 received for 2024, 2025 and 2026 budget years.

9.5 Bank reconciliation

9.6 To agree for regular contracted and annual payments to be paid without the need for approval at committee meetings (Ref. Item 6.6 of Financial Regulations). These will still need two signatures for approval for every payment made. These to include:

- Insurance
- NCC Allotment and Playing Field rents.
- Salary for Clerk/RFO
- Grass cutting
- Inspection of play equipment
- Subscription to National Allotment Society
- Dog waste disposal
- Rental for British Columbia Hall
- Data protection fee for ICO
- Membership for NALC or NPTS
- Environment Agency Drainage Charge

10. Parish Matters

- 10.1 To receive updates on Sports field and Children's Play Area
- 10.2 Update on new playing equipment for the playing field
- 10.3 Heath Report
- 10.4 Agreement to alter the Heath Management Committee Constitution to allow any Parish Council representative to sit on the Committee.
- 10.5 Update on Highways re Beach Road and Allotment Entrance
- 10.6 To discuss use of herbicides on Highways land
- 10.7 To agree who will draft a letter concerning the gate request for Cuckoo Corner

11. Correspondence

12. Agenda items for the next meeting

- Tender documents to approve for the grass cutting contract.
- Allotment tenancy documents to approve.
- To approve the following policies and documents; Code of Conduct, Lone worker Policy, Training & Development Policy, Grant Awarding Policy, Co-option Policy.
- To consider a bottle bank for the village

13. Date of Next Meeting

14th September at 7pm at British Columbia Hall