

SALTHOUSE PARISH COUNCIL

Minutes of Meeting of Salthouse Parish Council, March 16th 2026

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

Apologies: Cllr E Vardy (County Cllr)

Members of public in attendance: 10

Minutes taken by Jane Phelps, Clerk

All attendees were welcomed by Cllr Clark. The meeting was quorate.

1. To record declarations of interest from members in any item to be discussed and to consider requests for dispensations.

There were no declarations declared.

2. To consider for approval the minutes of the Parish Council meeting held on January 12th 2026.

The minutes were approved by all as a true and accurate record of the meeting.

3. To consider matters arising from the minutes (for information only) not included on the agenda.

There were no matters arising.

4. To review the precept sum for 2026/27 with a proposed increase of £700 for the purchase of IT equipment to provide efficient and secure administration of the Parish Council's business

It was agreed by all to request the increase.

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

It was requested that the sign used to mark out and reserve a parking space for the mobile Post Office vehicle be used on Tuesdays. Merlin Turville-Petre volunteered to put the sign out for future visits that were to be made by the Post Office.

Merlin Turville-Petre gave an update on the bus shelter painting project. He stated that the fund raising was almost completed. Painting would begin in a month or so. Crowd funding had been successful. He confirmed that there would be a painting exhibition in the church later this year. He stated that there may be opportunities for funding to be provided to those who may be having difficulties in paying for their allotments. It was agreed that the details of those who had not yet paid their rents would not be shared and the data relating to this would be protected. However, Cllr Clark suggested that the minutes would state that if villagers wished to seek help with funding, that they could approach Melvin Turville-Petre directly.

A question was raised on the progress with the nets on the goal posts being replaced. The response was given noting that the nets are now fitted, and that help would be sought from residents to anchor down the netting at the rear of each goal.

6. County and District Reports

Cllr. Victoria Holliday gave a verbal presentation. Topics included:

- Rises in Council Taxes
 - The Local Plan - housing proposals
 - The prospect of establishing a Neighbourhood Plan for Salthouse
 - The prospect of £500 of funding becoming available for the benefit of the village
 - Continuing problems of vehicles in Beach Road – The Clerk will write to the Highways Dept. Christopher Purvis
 - Plans to meet with the Heath Management Committee
 - Continuing problems with mobile phone connectivity – advised villagers to log their details into the Map My Mobile app.
 - Details of how to join free first aid courses
- Full details are posted onto the Salthouse Parish Council Website
<https://www.salthouseparishcouncil.gov.uk>

7. Planning

7.1 To receive any planning applications and decisions

No planning updates to advise of.

7.2 To receive any applications since the agenda has been published.

None to advise of.

8. Finance

8.1 To review and agree the Salthouse PC Financial Regulations and Procurement policy

These documents had been distributed prior to the meeting to all councillors. It was agreed by all that the documents be adopted.

8.2 To approve the request for an increase in precept for 2026/27 by £700 to fund the new laptop

This was agreed by all.

8.3 To consider list of payments for approval

- National Allotment Society £84.00 – Approved by all
- Training for Clerk £271.20 - Approved by all
- Data Protection Fee – Information Commissioners Office - £52.00 – Approved by all
- Village Hall Hire £184.98 – Approved by all
- Staff costs and expenses Clerk (Jane Phelps) from 12/12/26 to 15/03/26 £930.98 – Approved by all

Costs for approval for 2026-27 Budget

- Laptop, and data transfer £687.60 – Approved by all
- Membership to Norfolk Parish Training and Support £140.88 – Approved by all

8.4 To approve the person nominated for year-end audit – Dan Andrews, Barclays Bank Cost = £40 – Approved by all

8.5 Reconciliation of Bank Statement for February

Agreed and signed by Cllr Clark. Bank balance was £7,965.48 on 27th Feb 2026

8.6 To review and agree Asset Register

Details previously circulated. Approved by all.

8.7 To receive any other financial matters (for information only)

No matters raised.

9. Parish Matters

9.1 To review and agree new Standing Orders document

Document previously circulated – Approved by all

9.2 To discuss access at Cuckoo Corner

Following a full discussion on this matter, it was agreed by all that the Clerk should write to the person who has erected the fencing and request that a gate is installed to allow access into the area that is used by some residents. This would be discussed further at the Heath Management Committee meeting.

9.3 To review and agree new policy documents

- Data Protection Policy
- Internal Control Policy
- IT Policy

All policy documents had been previously circulated to councillors. All three policy documents were approved by all.

9.4 To review and agree new documents

- General Risk Assessment
- Privacy Statement

Documents were circulated prior to the meeting. All documents were approved by all.

9.5 Receive updates on Sports field and Children's Play Area

The sports field and play area had been recently inspected and were in good condition and ready to be used by the community.

9.6 To receive updates on use of allotments and payments received

Two allotment holders are yet to pay. Cllr Clark would be contacting them directly to establish why the payments are late. The rents will need to be raised in October 2026. Advice will be sought from National Allotment Society on best approach to take.

9.7 To decide on the strategy that will be used to calculate the new rates for allotment rents

To be discussed at the next meeting.

9.8 To set and agree a date for the Heath Committee AGM

Cllr Holliday will be writing to the committee to agree a date to meet for discussions and to set a date for an AGM.

10. Correspondence

10.1 To receive any correspondence

None received.

11. Date of Next Meeting

Monday 11th May 2026, 7pm at British Columbia Hall