

SALTHOUSE PARISH COUNCIL

To All Members of Salthouse Parish Council

You are summoned to attend Salthouse Parish Council Meeting, which will take place on
Monday 16th March 2026, at 7pm at British Columbia Hall

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Jane Phelps, Clerk to Salthouse Parish Council

AGENDA

Welcome all attendees. 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.

1. **To record declarations of interest from members in any item to be discussed and to consider requests for dispensations.**
2. **To consider for approval the minutes of the Parish Council meeting held on January 12th 2026.**
3. **To consider matters arising from the minutes (for information only) not included on the agenda.**
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**
5. **To allow public participation limited to 15 minutes (3 minutes per person)**
6. **County and District Reports**
 - 6.1 To receive any reports/updates from County Councillor and District Councillor (previously circulated)
7. **Planning**
 - 7.1 To receive any planning applications and Decisions
 - PF/25/1285 Site: Marlpit Cottage, Cross Street, Salthouse, Holt, Norfolk, NR25 7XH, Proposal: Repairs, renovation and connecting amenities to storage barn (part retrospective) Decision: Approve. Issued Date: 12th February 2026
 - PF/25/2669 Site: 13 Bloomstiles, Salthouse, Holt, Norfolk, NR25 7XJ, Proposal: Detached outbuilding in rear garden to replace existing summerhouse. Decision: Approve. Issued Date: 5th February 2026

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

8. Finance

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

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

8.3 To consider list of payments for approval

- National Allotment Society £84.00
- Training for Clerk
 - ✓ *Year End, Clerk Induction, Assertion 10 – digital and data compliance, Clerk Networking – Pensthorpe* £271.20
- Data Protection Fee – Information Commissioners Office £52.00
- Village Hall Hire £184.98
- Staff costs and expenses Clerk (Jane Phelps)
from 12/12/26 to 15/03/26
 - Salary for hours worked (before tax) £1,130.98
 - Salary for hours worked (after tax) £930.98
 - Expenses £130.18
 - TOTAL PAYABLE £1,061.16**

Costs for approval for 2026-27 Budget

- Laptop, **software update (subject to price confirmation for software at point of purchase on-line)** and data transfer £687.60
- Membership to Norfolk Parish Training and Support £140.88
- **IT Support for web and data management** **£ TBC**

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

8.5 Reconciliation of Bank Statement for February

8.6 To review and agree Asset Register

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

9. Parish Matters

9.1 To review and agree new Standing Orders document

9.2 To discuss access at Cuckoo Corner

9.3 To review and agree new policy documents

- Data Protection Policy
- Internal Control Policy
- IT Policy

9.4 To review and agree new documents

- General Risk Assessment
- Privacy Statement

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

9.6 To receive updates on use of allotments and payments received

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

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

10. Correspondence

10.1 To receive any correspondence

11. Date of Next Meeting

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