

**MINUTES OF THE MEETING OF KIMBERLEY & CARLETON FOREHOE PARISH
COUNCIL HELD ON THURSDAY 6TH MAY 2021 AT 6.30PM REMOTELY ON ZOOM**

Present: Colin House (Chairman)
Val Evans
Graham Mann
Catherine Moore, Parish Clerk

Also present: County Councillor Margaret Dewsbury and one member of the public.

1. Election of Chairman

Colin House was elected as Chairman, proposed by Val Evans, seconded by Graham Mann, all in favour. The Declaration of Acceptance of Office was signed and held up to the screen.

2. Election of Vice Chairman

Joy Smiley was elected as Vice Chairman, proposed by Colin House, seconded by Val Evans, all in favour.

3. Public Forum

a) Public
No comments.

b) County Councillor
Margaret Dewsbury noted it was quiet at the County Council due to purdah.

District Councillor
Not present.

4. Apologies for Absence

Apologies were received from Joy Smiley.

5. Declaration of Interest for items on the agenda

Graham Mann declared an interest in item 10b(i) as he was the applicant. It was noted that the application had been considered between meetings, and Graham had not been included in the circulation.

6. Minutes of the meeting held on Friday 26th February 2021

The minutes of the meetings were **agreed** as an accurate record and would be signed by the Chairman.

7. Matters Arising

a) Telephone Box
A stone chip had smashed a pane of glass, the replacement part had been ordered and the Clerk would bring it over and replace it at the same time as the signage.

8. Correspondence

a) Verge Cutting Regime
An email had been received suggesting that roadside verges should be left wild. It was noted that Norfolk County Council only cut when safety dictates, and that it could be a landowner cutting more frequently. The situation would be monitored.

b) Armed Forces Covenant

It was **agreed** to sign the Armed Forces Covenant, proposed by Colin House, seconded by Val Evans, all in favour.

c) B1135 Road Condition

An email from Garvestone Parish Council was considered, asking all parishes along the route to join them in calling for improvements to the condition of the road. The Council agreed with the comments made and would be interested in joining this campaign. Colin House agreed to be the point of contact. **ACTION: Clerk**

d) General Correspondence

None.

9. Finance

a) Financial Transactions to Date

The financial transactions to date were noted. The bank balance at 31st March 2021 was £1,804.05.

b) Review of Internal Controls

The review of internal controls was **agreed**.

c) Internal Audit Report

The internal audit report and action plan was **noted**, with the recommendation that there should be an audit trail for the donations towards church grass cutting.

a) Approve Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were shared on screen and **agreed**, proposed by Colin House, seconded by Graham Mann, all in favour. It was **agreed** that the Council would declare itself exempt from external audit. **ACTION: Clerk**

d) Payments

It was **agreed** to pay the following:-

C Moore	Salary & Expenses April – June 2021	£271.29
HMRC	PAYE April – June 2021	£58.60
Norfolk ALC	Subscription	£87.03
Carleton Forehoe Fen	Fen Lease	£5.00
Sonya Blythe	Internal Audit	£40.00

10. Planning

a) New Applications

None.

b) Applications Considered Between Meetings

2021/0469 & 0470 Former Gravel Pit, Wymondham Road, Kimberley: Change of use agricultural pasteurisation tunnels for the preparation of mushroom compost to class E(g) and B8 use. **NO OBJECTIONS**

c) Decisions

2021/0707 7 Low Road, Carleton Forehoe: Non material amendment to 2020/0224 – Addition of 2 x air source heat pumps on side of building.

APPROVED

11. Other Matters

a) Public Rights of Way

No further work had been possible as the Norfolk Record Office had not been open. The deadline for applications to change the definitive map was 1st January 2026.

ACTION: JS

b) Western Link - Update

Email updates had been circulated including those from Highways England, and it was anticipated that the Berrys Lane junction would be closed.

c) Privacy Statement

The Privacy Statement was reviewed and **agreed**.

ACTION: Clerk

d) Return to Face to Face Meetings

A report and risk assessment was presented noting that a return to face to face meetings was required now that Zoom meetings could no longer be held. It was felt that the churches were not the ideal venue due to bat droppings, and temperature in the winter, however it was felt that one meeting per year should take place in each village. It was **agreed** to hold the September meeting at Kimberley Church, the November and February meetings at Barnham Broom Village Hall, and the May meeting in Carleton Forehoe Church. The Clerk was asked to enquire about Wednesday evenings.

It was **agreed** that if another lockdown occurred and Zoom meetings were not legal, the Council would give the Clerk delegated powers in consultation with the all Councillors via a Zoom meeting, to be held on the scheduled date of the Council meeting, and to be open to the public to observe.

ACTION: Clerk

12. Date of Next Meeting

The next meeting would be Friday 3rd September 2021 at 7pm in Kimberley Church.

13. Public Participation

A member of the public was asked whether defibrillator training would be available. The Clerk noted that the defibrillator was designed to be used by someone with no training or experience, however she would make enquiries into this, and could see if there was enough interest.

ACTION: Clerk

A member of the public noted that the Zoom login details for the meeting had been hidden by the wood on the notice board, it was suggested that if Zoom meetings resumed, the login details should be more visible.

The meeting closed at 7.20pm

CHAIRMAN