

**MINUTES OF THE MEETING OF KIMBERLEY & CARLETON FOREHOE PARISH
COUNCIL HELD ON FRIDAY 21ST APRIL 2023 AT 7.45PM AT KIMBERLEY CHURCH**

Present: Colin House (Chairman)
Graham Mann
Joy Smiley

Jane Fraser

Catherine Moore, Parish Clerk

Also present: District Councillor Richard Elliott, County Councillor Margaret Dewsbury
and 2 members of the public.

1. Public Forum

a) Public

A member of the public noted that the area behind the phone box on the Green needed be better looked after. Joy Smiley had discussed this with the landowner who would bring a machine to sort out the brambles, and she had also spoken to South Norfolk Council about their maintenance regime.

District Councillor

Richard Elliott wished both villages success with their Coronation events.

County Councillor

Margaret Dewsbury noted that she had chased up the Highways Engineer about the long overdue reinstatement at the Green.

2. Apologies for Absence

Apologies for absence were received from Val Evans.

3. Declaration of Interest for items on the agenda

None.

4. Minutes of the meeting held on Friday 24th February 2023

The minutes of the meeting were **agreed**, proposed by Colin House, seconded by Joy Smiley, all in favour.

5. Matters Arising

a) Reinstatement at Kimberley Green

The Clerk reported that both she and County Councillor Margaret Dewsbury had chased the new person responsible for this, with no satisfactory outcome yet.

ACTION: MD / Clerk

6. Correspondence and Consultations

a) Request for Remembrance Project Grant

The request for a financial contribution towards a website dedicated to remembrance of the war fallen of the wider Group of parishes was considered. It was **agreed** to make a one off contribution of £20, proposed by Joy Smiley, seconded by Jane Fraser, all in favour.

ACTION: Clerk

b) General Correspondence

None.

7. Finance

a) Year End Finance 2022/23

The Clerk presented the year end financial report.

b) Receive Internal Audit Report

The internal audit report was received and noted. A receipt would be requested for the Church grass cutting in 2024.

ACTION: Clerk

c) Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were agreed, proposed by Graham Mann, seconded by Colin House, 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, proposed by Graham Mann, seconded by Jane Fraser, all in favour:-

C Moore	Salary April – 8 th May 2023	£119.49
HMRC	PAYE April – 8 th May 2023	£16.80
Kerrie Wilton	Internal Audit Fee	£45.00
Norfolk ALC	Annual Subscription	£99.51
Carleton Forehoe Fen	Fen Lease	£5.00
Carleton Forehoe PCC	Coronation Grant	£100.00
Kimberley PCC	Coronation Grant	£100.00

8. Planning

a) New Applications

None.

9. Recruitment of Parish Clerk

It was noted that there had been two expressions of interest in the role. It was suggested that the recruitment of the Clerk should be left for the new Parish Council, as it should be their process.

It was **agreed** to exclude the press and public to discuss the local clerks who had expressed an interest in the vacancy, proposed by Colin House, seconded by Joy Smiley, all in favour.

It was **agreed** to request the CV from the second candidate and to interview both candidates initially with the three remaining councillors. If either or both were felt suitable, they would then be asked to attend a further informal meeting with the three re-standing councillors and the two incoming councillors, after which a decision would be made on recruitment with a view to a start date of Tuesday 9th May 2023. The Clerk was delegated to make the decision based on the decision of councillors, which would be ratified at the next Parish Council meeting.

ACTION: Clerk

10. Date of Next Meeting

The next meeting would be Friday 19th May 2023 at 7pm at Carleton Forehoe Church.

Following the meeting personal gifts of thanks were presented to the Clerk and the Chairman. The meeting closed at 8.40pm.

CHAIRMAN