

**MINUTES OF THE MEETING OF KIMBERLEY & CARLETON FOREHOE PARISH COUNCIL  
HELD ON MONDAY 11<sup>TH</sup> SEPTEMBER 2023 AT 7PM AT KIMBERLEY CHURCH**

**Present:** Joy Smiley (Chair)  
Graham Mann  
Jane Fraser  
Robert Alston  
Jack Hornby  
Maria Hutson, Parish Clerk

**Also present:** County Councillor Margaret Dewsbury, 1 member of the public

**1. To receive and approve apologies for absence, and approve extended absence where relevant**

None

**2. Public Forum**

**a. Public Comments**

The member of the public stated that the 30mph sign that has now been reinstated outside her house that had been knocked over. She also commented that there were a lot of overgrown brambles on the edge of the village green. Joy Smiley to raise this with the adjacent land owner to request they are cut back. Concern was also raised to the condition of the oak tree on the green – clerk to contact SNC.

**b. District Councillor**

Not present

**c. County Councillor**

No updates at this time

**3. To receive declarations of interest and applications for dispensations**

None

**4. To approve the minutes of the meeting held Monday 22<sup>nd</sup> May 2023**

The minutes of the meeting were agreed, proposed by Jane Fraser, seconded by Robert Alston, all in favour.

**5. Matters arising from the minutes (for information only)**

None

**6. To hear incoming correspondence since last meeting and determine responses where appropriate:**

**a. General Correspondence**

Bruno Peak and D-Day celebrations – correspondence was noted

**b. Formal Consultation South Norfolk Council: Public Spaces Protection Order – Vehicle Related Anti-social Behaviour – Parish Council support proposal, clerk to email SNC officer confirming this.**

**7. Finance:-**

**a. To receive the first quarter financial statement**

The statement was noted

**b. Review of internal control and risk assessment**

The reviewed documents were agreed and will be added to the website

**c. Consider appointing an internal auditor for 23/34**

The previous internal auditor to be contacted for a quote.

**d. To approve payments**

Clerk Salary, July- September	£435.64
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Joy Smiley and Jane Fraser to authorise these payments

## 8. Planning:-

### a. Applications considered between meetings

[2023/2041 | Proposed sliding glazed doors and entrance area extension | Warren Hill Wymondham Road Kimberley Norfolk NR18 9EX \(southnorfolkandbroadland.gov.uk\)](#)

The Parish Council supported this.

### b. Planning Decisions

2023/2041 – This has been approved with conditions by South Norfolk Council.

### c. Any applications received after the publication of the agenda

[2023/2623 | Conversion of agricultural building to residential \(Resubmission of 2020/1532\) | Agricultural Building At Warren Hill Wymondham Road Kimberley Norfolk \(southnorfolkandbroadland.gov.uk\)](#) The Parish Council supports this application. Clerk to

log this on the planning portal.

## 9. To discuss the condition of trees on Kimberley Green

This was also discussed under item 2a. Clerk to contact South Norfolk Council and raise concerns about the condition of the Oak Tree on the Village Green.

## 10. To receive an update on public rights of way

To be deferred until the next meeting

## 11. To receive an update on the Norwich Western Link / A47 Task Force

Jane Fraser gave an update. NCC now drawing up project briefs for each Parish. Joint document being put together by the A47 task force which will be used by the team project team. A promotional event has been proposed late October led by Jerome Mayhew and George Freeman

## 12. To review the Data Protection Policy and Privacy Statement

The reviewed documents were agreed and will be added to the website

## 13. To receive an update on the process of formal renaming of Parish Council to Kimberley and Carleton Forehoe Parish Council

The Clerk updated the details from South Norfolk Council on the process which will include a consultation of residents. Councillors will consider this and discuss this at a future meeting.

## 14. Consideration of future website hosting

The clerk updated on the withdrawal of the free web hosting. A number of quotes were presented and a discussion was had as to which was most appropriate. It was agreed to ask Steve Jackman to build a website and purchase the domain from WIX which was proposed by Robert Alston and seconded by Jane Fraser

## 15. Discussion on email correspondence

It was agreed that the Clerk will reduce the amount of emails sent to all Councillors with only those emails significant to the parish to be forwarded. More general emails will still be sent to the Chair.

## 16. Consideration of “Toad Crossing” signs in Carleton Forehoe.

A request has been made for “Toad Crossing” signs to be displayed in Carleton Forehoe. It was considered that the signs would not be in keeping with the area. It was also thought that due to the narrowing of the road at that point vehicles would naturally slow down.

## 17. Date of next meeting - Monday 27<sup>th</sup> November 2023, Barnham Broom Village Hall, 7pm

Meeting closed at 20:15