

**MINUTES OF THE MEETING OF KIMBERLEY & CARLETON FOREHOE PARISH COUNCIL  
HELD ON MONDAY 27<sup>TH</sup> NOVEMBER 2023 AT 7PM AT BARNHAM BROOM VILLAGE HALL**

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

**Also present:** County Councillor Margaret Dewsbury, District Councillor Richard Elliott

1. To receive and approve apologies for absence, and approve extended absence where relevant.  
Apologies were received and accepted from Joy Smiley
2. Public Forum
  - a. Public Comments  
None
  - b. District Councillor  
An update was given on the ongoing work regarding Fly Tipping. The Public Spaces Protection Order regarding vehicle related anti-social behaviour is now being enforced for the next 3 years. SNC is working to improve digital communications with residents.
  - c. County Councillor  
A report had been circulated and noted. Margaret Dewsbury said that flooding is currently the biggest problem and Parish Councils are being asked to keep an eye on ditches and report problems as appropriate. An issue was raised regarding a blocked pipe under Low Road, Carleton Forehoe which will be raised with Adam Mayo by Margaret Dewsbury and the Clerk
3. To receive declarations of interest and applications for dispensations  
Robert declared an interest in the Local Cluster Plan agenda item 6a
4. To approve the minutes of the meeting held Monday 26 September 2023  
The minutes were agreed as a true record which was proposed by Jane Fraser, seconded by Graham Mann, 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  
Notice of the "Village Clusters Housing Allocations Plan - Alternative Sites & Focused Changes consultation" received. Agreed that Graham Mann will lead on commenting on this.
  - b. Review of Polling districts and stations  
Jane Fraser sent comments via email about the appropriateness of Barnham Broom village hall as a polling station
7. Finance:-
  - a. To receive the second quarter financial statement  
The statement was noted.
  - b. To note the Salary uplift of the Clerk  
The salary uplift was noted and agreed.
  - c. Consider appointing an internal auditor for 23/34

A number of quotes were received. Jim Graves will charge £50 for undertaking the audit. It was agreed to appoint Jim Graves as internal auditor.

- d. To note outstanding CIL payments.  
£447.86 of CIL funding was noted and discussions will take place as to what the money will be spent on. It was agreed that the setting up of the website could be set against some of this.
- e. Consider the draft budget  
The draft budget for 24/25 was considered. Jane Fraser proposed accepting the budget with an increase of 8%, £4,361, seconded by Robert Alston and agreed by all.
- f. To approve payments

Clerk Salary, October - December	£535.62
HMRC Quarter 2	£109.80
Back pay to former clerk	£8.90
HMRC (Back pay)	£2.00
Steve Jackman	£135
Website hosting (paid by clerk)	£108
Community Heartbeat Trust	£151.20
Barnham Broom Village Hall	£25

Jane Fraser and Robert Alston to authorise these payments

8. Planning:-

- a. Planning Decisions  
None
- b. Any applications received after the publication of the agenda  
None

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

It has been agreed by Norfolk County Council that mitigations can be put in place before the NWL work commences which will include reduced speed limits through both villages and restricting HGVs. It was planned to close Berry's Lane from March 2024, however the delays on starting the A47 work could mean a delay on this closure.

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

Jane Fraser submitted a proposal regarding formal renaming of the Parish Council to Kimberley and Carleton Forehoe Parish Council. This which seconded by Robert Alston, the motion was unanimously agreed.

11. To consider meeting dates for 2024

The dates were agreed as;

Thursday 29<sup>th</sup> February, 7pm, Barnham Broom Village Hall

Monday 20<sup>th</sup> May, 7pm, St Mary's Church, Carleton Forehoe – Annual Parish Meeting and Annual Parish Council Meeting

Monday 16<sup>th</sup> September, 7pm, St Peter's Church, Kimberley

Monday 18<sup>th</sup> November, 7pm, Barnham Broom Village Hall

12. Date of next meeting – To be confirmed in item 11

Monday 29<sup>th</sup> February, 7pm, Barnham Broom Village Hall

Meeting closed – 20:07