

# KIMBERLEY PARISH COUNCIL

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## MINUTES OF THE MEETING OF KIMBERLEY & CARLETON FOREHOE PARISH COUNCIL HELD ON MONDAY 20<sup>TH</sup> MAY 2024, ST MARYS CHURCH, CARLETON FOREHOE

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

1. To elect the Chairman for the ensuing year  
Joy Smiley was proposed by Jane Fraser and seconded by Robert Alston. Joy Smiley signed the acceptance of office
2. To elect the Vice-Chairman for the ensuing year  
Robert Alston was proposed by Jane Fraser proposed and seconded by Joy Smiley.
3. To receive and approve apologies for absence.  
Graham Mann- accepted.  
Under LGA 1972 s85(1) Jack Hornby has vacated his seat as he has not attended meetings for over 6 months
4. To receive declarations of interest and applications for dispensations  
None
5. To approve the minutes of the meeting held Thursday 29 February 2024  
All in agreement the minutes were an accurate record of the meeting
6. Public Forum
  - a. Public Comments  
None
  - b. District Councillor  
None, District Councillor Richard Elliott sent his apologies and his report shared.
  - c. County Councillor  
None, County Councillor Margaret Dewsbury sent her apologies and her report shared.
7. To hear incoming correspondence since last meeting and determine responses where appropriate:
  - a. General Correspondence  
Hedgehog Highway project- noted  
Flooding on Low road – correspondence from Highways and Anglia Water. The leak is not sewage, awaiting remedial work by Highways to be undertaken.
  - b. Mid Norfolk Flooding Campaign  
Tom Fenwick to send potential dates to meet with the Parish Council
8. To review delegation arrangements to the clerk  
The following delegations to the clerk were agreed:  
To incur expenditure, subject to a limit of £500 and consultation with the Chairman, in cases of extreme risk to the delivery of services.  
To submit planning comments on behalf of the Parish Council between meetings with consultation with Councillors.
9. To consider revised Standing Orders  
These were reviewed and agreed

## 10. Finance:-

- a. Review of internal controls and risk assessments  
Internal controls, risk assessments and financial regulations (replacing financial risk assessment) were reviewed and agreed.
- b. To consider the Internal Auditors report for year ending 31 March 2024  
This was received and reviewed. It was raised that on the AGAR Accounting Statement box 7 and 7 should be the same but due to rounding to the nearest pound there is a discrepancy. It was agreed to add a note to the external auditor to explain this difference.
- c. To agree the accounts for year ending 31 March 2024  
These had been circulated and were agreed.
- d. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form  
It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could decide to exempt itself from External Audit. This was considered and it was agreed to exempt from external audit and to authorise the Clerk and Chairman to sign the form.
- e. To consider the assertions on, and complete, the Annual Governance Statement 2023/24 and to authorise the Clerk and Chairman to sign  
The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.
- f. To consider and approve the Accounting Statements 2023/24 and to authorise the Chairman to sign  
The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.
- g. To note payments made since the last meeting
  - a. Jane Fraser, Laptop £300
  - b. NPTS Subscription £55
  - c. Clerk Salary, April £171.75
  - d. HMRC PAYE Month 1 £22.60Payments were noted
- h. To note receipts made since the last meeting
  - a. SNC, Precept £4,361
  - b. HMRC, VAT refund £43.20Receipts were noted
- i. To approve payments
  - a. Clerk Salary, May £171.55
  - b. HMRC Month 2 £22.80
  - c. Carleton Forehoe Fen Lease £5
  - d. Jim Grave, Internal Audit £50All agreed. Clerk will add to the banking for authorisation

## 11. Planning:-

- a. Planning Decisions made by local authority  
None
- b. Any applications received after the publication of the agenda  
None

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

To remove from agenda

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

The taskforce met in March. Project briefs and maps have now been received. Individual parish meetings will be held to discuss these in due course. Changes to speed limits may

be implemented within the next year. Other mitigation may need a consultation and not happen until 2026/27.

**14.** To receive an update on the spending of the Pride and Place, Clean up and Bloom grant. A litter pick has been held by Carleton Forehoe church. Clerk to ask Graham Mann for an update on the Kimberley litter pick.

**15.** Date of next meeting - Monday 16<sup>th</sup> September, St Peters Church, Kimberley

Meeting closed at 20:19