

BARNHAM BROOM PARISH COUNCIL

Minutes of an Ordinary Meeting of Barnham Broom Parish Council held on **Thursday 4 September 2025** starting at **7.32pm** in **Barnham Broom Village Hall**, Norwich Road, Barnham Broom, Norfolk, NR9 4BU

Present:

Councillors: J Grint (Chair), A Carter-Mayers, J Cowan, T Tucker, R Hill & J Dennis

County Cllr Dewsbury
District Cllr Elliot

Clerk (Locum) – K Walker

Press: 0

Public: 32

	Minute Ref No:
1. Attendance / Apologies & acceptance	
1.1. As above	25/093
1.2. None	25/094
2. Declarations of interest / Dispensations	
2.1. Cllr Hill – 9.1 (2025/1866)	25/095
Cllr Grint – 9.1 (2025/1866)	
Cllr Dennis – 9.1 (2025/1866)	
2.2. None	25/096
3. Public participation (10 minutes only)	25/097
Questions & comments from members of the public were received & included:-	
• Difficult to hear everything being said by Councillors & requested they speak up • As little detail regarding planning applications is on the agenda, had Councillors done their due diligence • By-election – directed to South Norfolk Council due to being in ‘pre-election period’ • Had all Councillors completed & updated their Declarations of Interest forms • A request for an update on what was being done to prevent the 40 house site for development was received	
4. Reports	
Received from:-	
4.1. Norfolk County Council – County Cllr Dewsbury had circulated a report prior to the meeting & briefly summarised the content	25/098
4.2. South Norfolk Council – District Cllr Elliot had circulated a report prior to the meeting & briefly summarised the content	25/099
5. Minutes of meeting held on 3 July 2025	
5.1. Approved by all as true record of meeting & signed by Chair	25/100
5.2. No matters arising	25/101
6. By-election	
6.1. It was resolved that poll cards should be sent	25/102
7. Internal council affairs	
7.1. Correspondence address of Council - Following permission from Barnham Broom Village Hall Committee, it was resolved to change the correspondence address of Barnham Broom Parish Council to c/o Barnham Broom Village Hall, Norwich Road, Barnham Broom, Norfolk, NR9 4BU. A post box would be purchased by the Council & installed FOC	25/103

Signed:..... (Chair)

Date:.....

by the Village Hall Caretaker. One key will be held by Cllr Grint & the other by the Village Hall Caretaker, as the Post Person might not be able to distinguish between Village Hall & Parish Council post. Unopened Parish Council post should be handed in the first instance to Cllr Grint who will notify the Clerk & they will make arrangements for handover or collection

- 7.2. The Clerk provided an update on .gov e-mail addresses / website requirements due to assertion 10 of the AGAR. It was decided to defer action to a future meeting 25/104

8. Finance

- 8.1. Adding of bank signatories – Cllr Carter-Mayers now has access, Cllr Grint is awaiting pin 25/105
 8.2. Removal of bank signatory - Cllr Carter-Mayers to complete mandate change form 25/106
 8.3. Transfer of £5000 from Business Premium Account to Community Account – noted 25/107
 8.4. Bank reconciliation - accepted 25/108
 8.5. Payments list as detailed - approved by all 25/109

Ref	Payee	Description	Amount
P031	Councillor (J Cowan)	Mileage (Norwich Western Link meeting attendance)	£ 6.75
P032	SNC	Dog bin emptying	£ 500.40
P033/34/35	HMRC / Clerk	Staff Costs (Sep 25) / Expenses (Sep/Oct 25)	£ 1,329.75
P036/37	HMRC / Clerk	Staff Costs (Oct 25)	£ 1,048.00
			£ 2,884.90
Pre-approved:-			
TRANSFER - from Business Premium Account to Community Account (£6000 - depending on receipt of precept part 2)			
Election costs (upto a maximum of £3700 ex VAT)			
Post box (upto a maximum of £30 ex VAT)			
<u>If applicable:-</u>			
Backpay (@ £0.46 per hour)			

- 8.6. National Salary Award 2025-26 – noted. Backdated pay will be calculated & processed 25/110

9. Planning

- 9.1. Applications (with consultations) – responses:-

- **Tree Preservation Order 2025 No. SN0757**

Tree(s) at: Land East Of Bell Road And South Of Norwich Road Barnham Broom Norfolk NR9 4AA

Easting: 608000 Northing: 307371

Response to proposal: **SUPPORT**

25/111

- **2025/1866**

App Type: Full

Location: Barn Owl Farm Rush Green Barnham Broom Norfolk NR9 4EA

Proposal: Erection of 5 bay extension to existing agricultural building

Response to proposal: **SUPPORT**

25/112

- **2025/2098**

App Type: PD Change from Class E to Dwell

Location: Barnham Broom Post Office Bell Road Barnham Broom Norfolk NR9 4AA

Proposal: Prior approval for change of use from commercial (class E) to residential (class C3)

Response to proposal: **NO COMMENT**

25/113

- 9.2. Applications (without consultations) – reviewed:-

25/114

- **2025/2152**
- **2025/2355**
- **2025/2472**
- **2025/2438**
- **2025/2402**

9.3. Decisions – noted:-

25/115

- **2025/1459**

App Type: Listed Building

Location: Knights Bridge Structure Reference TG00216 Mill Road Barnham Broom Norfolk NR9 4DE

Proposal: Works following a bridge strike: remove damaged brickwork and rebuild using matching bricks, remove eastern wingwall bricks and mortar and rebuild using matching bricks

Decision: Approval with Conditions (Delegated)**Date of decision: 10 July 2025**

- **2025/2152**

App Type: Agricultural

Location: St Michaels Honingham Road Barnham Broom Norfolk NR9 4DB

Proposal: General purpose agricultural building

Decision: Prior Approval Required (Delegated)**Date of decision: 13 August 2025****10. Assets of Community Value (ACV)**

- | | | |
|-------|---|--------|
| 10.1. | Nomination process outcome for The Bell Inn - A decision has been reached that Bell Inn has been approved by South Norfolk Council as an asset of community value and will be added to the Council's Community Asset successful register for a period of five years | 25/116 |
| 10.2. | Nomination for the Post Office & Stores – It was resolved to support as per previous decision (25/020) | 25/117 |

11. Neighbourhood Plan

- | | | |
|-------|--|--------|
| 11.1. | Update from Representative/s – An update compiled by the Chair of the Neighbourhood Plan Working Group was read out by Cllr Tucker | 25/118 |
| 11.2. | Clarification of responsibilities in line with SNC guidance & consideration of any next steps – deferred to EGM | 25/119 |
| 11.3. | Review of governance documents – deferred to EGM | 25/120 |
| 11.4. | Submission of boundaries for Neighbourhood Plan to SNC for designation – deferred to EGM | 25/121 |
| 11.5. | Funding application update – The Clerk confirmed the form had been forwarded to Cllr Tucker, who had in turn forwarded it to the Neighbourhood Plan Working Group. To date the Clerk has not yet received anything back & is unable to submit the application without certain information that only the Neighbourhood Plan Working Group are able to provide. Once received, the Clerk will submit | 25/122 |

12. Councillor roles or tasks & scope

- | | | |
|-------|--|--------|
| 12.1. | Neighbourhood Plan Group – deferred to EGM | 25/123 |
| 12.2. | Noticeboard – Cllr Grint | 25/124 |
| | Facebook page – Access to be given (by Cllr Carter-Mayers) to the Clerk | 25/125 |
| 12.3. | Post box – Cllr Grint | 25/126 |
| 12.4. | Bank balance & transaction information & completion of forms etc. – Cllr Grint | 25/127 |

13. Correspondence

- | | | |
|-------|---|--------|
| 13.1. | All correspondence of note circulated to Councillors prior to meeting. The Clerk ran through the following items & Council agreed the required action:- | 25/128 |
| | <ul style="list-style-type: none"> • Member of public comments relating to company promotion signage on private land – noted | |

14. Public participation (5 minutes only)

25/129

Questions & comments from members of the public were received & included:-

- Clarity was sought around aspects of the Neighbourhood Plan & Working Group
- Planning voting process & information detailed in minutes or provided to Planning Department if not quorate

Signed:..... (Chair)

Date:.....

15. Next meeting

- | | | |
|-------|---|--------|
| 15.1. | Suggestions for agenda items - none | 25/130 |
| 15.2. | Date & time of next meeting – 6/11/25 at 7.30pm | 25/131 |

It was resolved under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the press and public during the discussion of the following agenda item due to the confidential nature of matters to be discussed. The session could not be recorded

16. Personnel

- | | | |
|-------|---|--------|
| 16.1. | Clerk recruitment – deferred to January meeting | 25/132 |
| 16.2. | Trustee recruitment – deferred until leave date confirmed | 25/133 |

Meeting closed: 9.32pm