

BARNHAM BROOM PARISH COUNCIL

<https://barnhambroompc.wixsite.com/home>

Councillors are summoned to attend an Extra Ordinary meeting of Barnham Broom Parish Council on **Thursday 23 October 2025 at 7.30pm** in **Barnham Broom Village Hall**, *Norwich Road, Barnham Broom, Norfolk, NR9 4BU*, for the purpose of transacting the business on the agenda below. Members of the public & press are welcome to attend.

K Walker

Clerk (Locum)
clerk.barnhambroompc@gmail.com

Date of issue: 18/10/2025

Public participation shall be for a maximum of 15 minutes, unless directed by the Chair. Comments must be directed to the Chair. A question posed by a member of the public need not be answered or start a debate. The Chair may direct when a written or oral reply will be given. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
Standing Orders: 2a, 3e & 3f **Vice Chair:** Cllr A Carter-Mayers

Agenda

1. **To Elect a Chair**
2. **To Elect a Vice-Chair (if applicable)**
3. **Attendance / Apologies & acceptance**
 - 3.1. To note attendance
 - 3.2. To receive apologies & consider acceptance for absence
4. **Declarations of interest / Dispensations**
 - 4.1. To receive declarations of interest
 - 4.2. To consider requests for dispensation
5. **Public participation (10 minutes only)**

To receive questions or comments from members of the public on matters on the agenda
6. **Reports**

To receive from:-

 - 6.1. Norfolk County Councillor
 - 6.2. District Councillor
7. **Minutes of meeting held on 4 September 2025***
 - 7.1. To consider approving the minutes (then Chair to sign)
 - 7.2. To receive matters arising from the minutes (information only)
8. **Finance**
 - 8.1. To consider signing the completed mandate change form to remove bank signatories
 - 8.2. To consider approval of circulated payments list (plus any additional payments advised by the Clerk after publication of list or during meeting)*
9. **Planning**
 - 9.1. To consider response to planning applications with consultations as follows:-
 - **Tree Preservation Order 2025 No. SN0774**
Tree(s) at : Riverside Mill Road Barnham Broom Norfolk NR9 4DE
Easting : 607677 Northing : 307487
 - 9.2. To note planning decisions by South Norfolk Council

10. Assets of Community Value (ACV)

- 10.1. Receive outcome of nomination process for the Post Office & Stores
- 10.2. Receive outcome of ACV review for The Bell Inn

11. Village Clusters Housing Allocation Plan (VCHAP)

- 11.1. Receive update on BB1 Inspector visit & consider any appropriate Parish Council action & next steps

12. Neighbourhood Plan

- 12.1. Clarify responsibilities in line with guidance (refer to Clerk's Guidance Report*) & consider any next steps
- 12.2. Review governance documents
- 12.3. Consider submitting boundaries for Neighbourhood Plan to SNC for designation
- 12.4. 2026/27 budget requirement

13. Councillor roles or tasks & scope

- 13.1. Neighbourhood Plan Group
- 13.2. Noticeboard
- 13.3. Post box
- 13.4. Bank balance & transaction information & completion of forms etc
- 13.5. Defibrillator
- 13.6. Village Hall Committee Representative
- 13.7. Remembrance Service/Wreath (including purchase of wreath)

14. Correspondence

- 14.1. To hear correspondence received & consider action

15. Public participation (5 minutes only)

To receive questions or comments from members of the public on matters on the agenda

16. Next meeting

- 16.1. To confirm date & time of next meeting - Previously confirmed for 6/11/25 at 7.30pm, although consider rescheduling to 20/11/25 or 4/12/25
- 16.2. To receive suggestions for agenda items (see Standing Orders 9a & 9c)

To consider excluding the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during the discussion of the following agenda item due to the confidential nature of matters to be discussed. The session cannot be recorded

17. Personnel

- 17.1. Note resignation of Clerk & Responsible Financial Officer (Locum)
- 17.2. Consider approving suggested advert for a permanent Clerk, the salary range & publishing ASAP with industry specific organisations & forums
- 17.3. Agree interview date/s, panel & process

STANDING ORDERS – EXTRACTS (2a, 3e, 3f, 9a & 9c)

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2. DISORDERLY CONDUCT AT MEETINGS

a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct and failing this be excluded from the meeting.

3. MEETINGS GENERALLY

e. Public participation shall be included on the agenda for a maximum of 15 minutes unless directed by the Chairman. Comments must be directed to the Chairman.

f. A question posed by a member of the public need not be answered or start a debate. The chairman may direct when a written or oral reply will be given.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

c. The Proper Officer will decide on whether or not to include any motion on the agenda. An explanation, if requested, on its exclusion shall be given by the Proper Officer. A motion received which is not clear in meaning will be rejected by the Proper Officer.