

BARNHAM BROOM PARISH COUNCIL

Minutes of an Ordinary Meeting of Barnham Broom Parish Council held on **Thursday 3 July 2025** starting at **7.31pm** in **Barnham Broom Village Hall**, Norwich Road, Barnham Broom, Norfolk, NR9 4BU

Present:

Councillors: J Grint (Chair), J Cowan, T Tucker, R Hill & J Dennis

County Cllr Dewsbury
District Cllr Elliot

Clerk (Locum) – K Walker

Press: 0

Public: 34

	Minute Ref No:
1. Attendance / Apologies & acceptance	
1.1. As above	25/052
1.2. Received from Cllrs Carter-Mayers & Harvey & accepted	25/053
2. Declarations of interest / Dispensations	
2.1. Cllr Tucker – 8.1	25/054
2.2. None	25/055
3. Locum Clerk	25/056
The appointment of the above Locum Clerk on a month-to-month employed basis effective from 1/6/25 was ratified. The terms were approved by all & the contract signed by the Chair	
4. Public participation	25/057
Questions & comments from members of the public were received & included:-	
<ul style="list-style-type: none"> • A statement from the Post Office, detailing the impact of an ACV, was read out • Comments relating to amendments to planning at The Bell Inn were read out • Clarification public would not be able to speak throughout the meeting was sought • Views on contamination & drainage were shared in relation to planning application • Comments about confidence in the Parish Council, needing to recognise there was a problem & resignation/s were conveyed • Expression that biggest issue faced was proposed 40 house site for development • Criticism of no Neighbourhood Plan to date • Councillor attendance at meetings – certain members had been absent for several meetings & reasons should be given 	
5. Reports	
Received from:-	
5.1. Norfolk County Council – County Cllr Dewsbury had circulated a report prior to the meeting & briefly summarised the content	25/058
5.2. South Norfolk Council – District Cllr Elliot gave a Village Clusters Housing Allocation Plan (VCHAP) update. A reassessment of highways had been agreed but NCC Highways had been unable to respond so far. There would be an opportunity to make recommendations to the inspector in the autumn, although a coordinated approach would be required. Further information would be shared once it becomes available	25/059
6. Minutes of meeting held on 22 May 2025	
6.1. Approved by all as true record of meeting & signed by Chair	25/060
6.2. No matters arising	25/061

Signed:..... (Chair)

Date:.....

7. Finance

- | | |
|--|--------|
| 7.1. Adding of bank signatories – paperwork submitted | 25/062 |
| 7.2. Removal of bank signatories - mandate change form signed | 25/063 |
| 7.3. Reversion to cheque payments noted & DD form for HMRC payments signed | 25/064 |
| 7.4. Bank reconciliation - accepted | 25/065 |
| 7.5. Receipts - none | 25/066 |
| 7.6. Payments list as detailed - approved by all | 25/067 |

Ref	Payee	Description	Amount
P011	Councillor (J Cowan)	Mileage (Litter Picking Equipment Collection/Return)	£ 18.00
P012	HMRC / Clerk	Staff Costs / Expenses (May 25)	£ 33.60
P013/14	HMRC / Clerk	Staff Costs / Expenses (Jun 25)	£ 365.00
P015	Barnham Broom Village Hall	Hall Hire (May 24-Jan 25)	£ 125.00
P016	Barnham Broom Village Hall	Grant (Grasscutting & Defibrillator)	£2,700.00
P017	Barnham Broom PCC	Grant (Churchyard Maintenance)	£ 575.00
P018	NALC	Subscription Fees (25/26)	£ 191.75
P019	A Barnes	Locum Meeting Cover (22/5/25)	£ 169.62
P020	PR Love (reimbursed to R Hill)	Village Sign Painting	£ 380.00
P021	Zurich Municipal	Insurance (1/8/25-31/7/26)	£ 392.72
P022	NPTS	Whole Council Training (19/6/25)	£ 354.00
P023	1st Barnham Broom Brownies	Grant (Charity Request)	£ 65.00
P024/25/26	HMRC / Clerk	Staff Costs / Expenses (Jul 25)	£1,094.69
P027/28/29	HMRC / Clerk	Staff Costs / Expenses (Aug 25)	£ 933.53
			£7,397.91
Pre-approved - Office printer upto a maximum of £150 (ex VAT)			

- | | |
|--|--------|
| 7.7. £50 donation to Group News – pre-approved for when needed | 25/068 |
|--|--------|

8. Planning

- | | |
|---|--------|
| 8.1. Applications:- | 25/069 |
| <ul style="list-style-type: none"> 2025/0151 (amended)
 Proposal: Outline planning application for 1 self-build dwelling
 Location: The Bell Inn Bell Road Barnham Broom Norfolk NR9 4AA
 Applicant: Ms Lisa Oakey
 Application Type: Outline Planning Permission
 Response to proposal (amended): OBJECT with comments as follows:- <ul style="list-style-type: none"> On the grounds of impact (noise or disturbance) on existing businesses If it were to go ahead, conduct a land contamination & drainage report | |
| 8.2. Decisions - None | 25/070 |

9. Groups / Committees

- | | |
|---|--------|
| 9.1. Neighbourhood Plan | |
| 9.1.1. An update on the creation of a Neighbourhood Plan Group was received | 25/071 |
| 9.1.2. It was resolved to support a Neighbourhood Plan & confirmed responsibility must lie with the Parish Council | 25/072 |
| 9.1.3. It was resolved to apply for a £6000 District Council grant (using the parish boundary map given to the Clerk) as soon as possible & look into other options for financing, possibly by increasing the precept (providing there is sufficient support), when drafting the 2026-27 budget | 25/073 |
| 9.2. South Norfolk Housing Cluster | |
| 9.2.1. The Barnham Broom Community Group were recognised for their work relating to the South Norfolk Housing Cluster | 25/074 |
| 9.2.2. The group will provide a supportive role to the Parish Council | 25/075 |
| 9.3. Assets of Community Value (ACV) | |
| 9.3.1. An update was received confirming the Assets of Community Value (ACV) Group had submitted an application | 25/076 |

Signed:..... (Chair)

Date:.....

- 9.3.2. It was clarified the Parish Council's involvement would entail supporting the application for an ACV, as per their previous decision (25/020) 25/077

10. Councillor roles or tasks & scope

Roles/tasks were assigned & the scope of involvement defined as follows:-

- 10.1. Neighbourhood Plan Group – Cllrs Cowen & Tucker will represent the Council & their view but will report back to full Council to make any necessary decisions 25/078
- 10.2. South Norfolk Housing Cluster Group – N/A as per 9.2.1 & 9.2.2 25/079
- 10.3. Assets of Community Value (ACV) Group/Committee - Cllrs Tucker & Cowen will represent the Council's view & report back to Council. Any Council decisions required will be made by full Council 25/080
- 10.4. South Norfolk Council Meetings (where applicable) - Cllr Tucker will represent the Council & their view but will report back to full Council to make any necessary decisions 25/081
- 10.5. Facebook page – until a permanent Clerk is appointed Cllr Carter-Mayers to continue managing page, although only to post information advised by the Clerk 25/082
- 10.6. Internal Control Officer - deferred to a future meeting 25/083
- 10.7. In all other instances &/or mediums than those described above, Council members are acting as an individual representing their own views, not those of the Parish Council 25/084

11. Historical council documentation

It was noted that Cllr Grint was temporarily storing the historical council documentation collected from the former Clerk 25/085

12. Correspondence

- 12.1. All correspondence of note circulated to Councillors prior to meeting. The Clerk ran through the following items & Council agreed the required action:- 25/086
- Member of public comments criticising Council / Press Right of Reply request - statement to be put on website & noticeboard, once wording finalised
 - FOI requests / Expression of interest in renting Parish Council owned land - noted
 - Asset of Community Value Nomination – support as per previous decision (25/020)
 - Local Government Reorganisation Survey – Cllrs & Clerk to disassemble poster & info
 - Parish Partnership Scheme Initiative (deadline for submissions 1/12/25) - noted
 - Traffic Regulation Order (TRO) Preliminary Consultation (1/7/25 e-mail) – in favour

13. Next meeting

- 13.1. Suggestions for agenda items - none 25/087
- 13.2. Frequency of meetings - to remain as bi-monthly, unless a meeting required sooner, then an extraordinary one would be called 25/088
- 13.3. Date & time of next meeting – 4/9/25 at 7.30pm 25/089

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

14. Personnel

- 14.1. Following an update on working hours it was resolved to pay the Clerk (Locum) for additional hours. Payments list was amended to reflect this for the August payment 25/090
- 14.2. It was decided not to progress any Clerk application/s received, to review the recruitment process at the September meeting & remove any advert/s in the meantime 25/091
- 14.3. Trustee recruitment - deferred to a future meeting 25/092

Meeting closed: 9.31pm