

BARNHAM BROOM PARISH COUNCIL

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

Councillors are summoned to attend an Ordinary meeting of Barnham Broom Parish Council on **Thursday 4 September 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: 29/08/2025

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 **Chair:** Cllr J Grint

Agenda

1. Attendance / Apologies & acceptance

- 1.1. To note attendance
- 1.2. To receive apologies & consider acceptance for absence

2. Declarations of interest / Dispensations

- 2.1. To receive declarations of interest
- 2.2. To consider requests for dispensation

3. Public participation (10 minutes only)

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

4. Reports

To receive from:-

- 4.1. Norfolk County Councillor
- 4.2. District Councillor

5. Minutes of meeting held on 3 July 2025*

- 5.1. To consider approving the minutes (then Chair to sign)
- 5.2. To receive matters arising from the minutes (information only)

6. By-election

- 6.1. Consider whether poll cards should be sent

7. Internal council affairs

- 7.1. Consider changing correspondence address of Council (& purchase of post box)
- 7.2. Receive update on .gov e-mail addresses / website & consider next steps

8. Finance

- 8.1. To receive update on adding of bank signatories
- 8.2. To consider removal of bank signatory (& who will complete mandate change form)
- 8.3. To note transfer of £5000 from Business Premium Account to Community Account
- 8.4. To receive bank reconciliation*
- 8.5. To consider approval of circulated payments list (plus any additional payments advised by the Clerk after publication of list or during meeting)*
- 8.6. National Salary Award 2025-26

* Supporting documentation

9. Planning

9.1. To consider response to planning applications with consultations as follows:-

- **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

- **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

- **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)

9.2. To review planning applications without consultations as follows:-

- **2025/2152** (see decision w/e 15 August)

- **2025/2355**

- **2025/2472**

- **2025/2438**

- **2025/2402**

9.3. To note planning decisions by South Norfolk Council

10. Assets of Community Value (ACV)

10.1. Receive outcome of nomination process for The Bell Inn

10.2. Consider response to nomination for the Post Office & Stores

11. Neighbourhood Plan

11.1. Receive update from Representative/s

11.2. Clarify responsibilities in line with SNC guidance & consider any next steps

11.3. Review governance documents

11.4. Consider submitting boundaries for Neighbourhood Plan to SNC for designation

11.5. Receive funding application update

12. Councillor roles or tasks & scope

12.1. Neighbourhood Plan Group

12.2. Noticeboard

12.3. Post box (if applicable)

12.4. Bank balance & transaction information & completion of forms etc

13. Correspondence

13.1. To hear correspondence received & consider action

14. Public participation (5 minutes only)

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

15. Next meeting

15.1. To receive suggestions for agenda items (see Standing Orders 9a & 9c)

15.2. To confirm date & time of next meeting - scheduled for 6/11/25 at 7.30pm

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

16. Personnel

16.1. Consider when to commence Clerk recruitment process

16.2. Consider when to commence Trustee recruitment process