

BARNHAM BROOM PARISH COUNCIL

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

Councillors are summoned to attend a meeting of Barnham Broom Parish Council on **Thursday 19th February 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.

L Cracknell

Lolly Cracknell, Parish Clerk & RFO Clerk
clerk.barnhambroompc@gmail.com

Date of issue: 14/02/2026

Agenda

1. Attendance / Apologies

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

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

4. Reports

4.1. Norfolk County Councillor Margaret Dewsbury

4.2. District Councillor Richard Elliot

5. Minutes

5.1. To consider and approve the minutes of the meeting held on 15th January 2026.

6. Updates on previous matters

To receive reports on the progress of items not elsewhere on the agenda from previous meetings and consider any further actions

6.1. To receive an update on the unity bank account and confirm transfer of funds and closure of Barclays accounts.

6.2. To receive an update on the Village Clusters Housing Allocation Plan (VCHAP).

7. Finance

7.1. To receive bank reconciliation.

7.2. To consider and approve the payments and receipts as presented at the meeting.

Company	Description	Net	Vat	Gross
Cllr J Cowan	Mileage Expense	£6.75	£0.00	£6.75
Staff Costs & HMRC	Month 10 January 26 Payroll	£516.31	£0.00	£516.31
Parish Online	Annual Subscription	£70.00	£14.00	£84.00
INCOME				
	Land Rent	£940.00	£0.00	£940.00

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- 7.3. To consider the current 25/26 budget expenditure report.
- 7.4. To consider the quote to appoint an internal auditor for 2025/2026.
- 7.5. To consider the purchase of replacement defibrillator pads, expiry date 28/05/2026.

8. Planning

- 8.1. To consider consultee responses to applications received from South Norfolk Council prior to the meeting date.

8.1.1.

8.2. To receive notification of decisions taken by South Norfolk Council.

- 8.2.1. Appl Number: 2025/0966. App Type: PD Change from Barn to Dwelling.
Location: Rush Green Farm Rush Green Barnham Broom Norfolk NR9 4EA.
Proposal: Notification for Prior Approval for a proposed change of use of agricultural buildings into 2 dwellings. Decision: Approval of details – Approved (Delegated). Date of decision: 21 January 2026.

To receive explanation of approval email from Planning.

9. Neighbourhood Plan

- 9.1. To receive meeting notes from NDP meeting on 3rd Feb 2026.
- 9.2. To receive an update from the Neighbourhood Plan Steering Group.

10. Administration

- 10.1. To consider the implementation of gov.uk website domain and migration and also gov.uk email addresses for the Clerk & Parish Councillors. This is to comply with Assertion 10, *“Assertion 10” refers to a new digital and data governance requirement for English parish and town councils, starting with the 2025/26 financial year. It mandates councils to have proper IT and data protection policies, use a council-owned domain for email and websites, and ensure their websites meet accessibility standards. This is a key part of the AGAR and aims to strengthen compliance in areas like data protection and digital transparency.*
Quotes received from Parish Online, RLS computers & Norfolk ALC.
- 10.2. To consider and approve the IT Policy.
- 10.3. To consider and approve the Emergency Plan Updated documents.
- 10.4. To consider a budget for a stationary order for stamps, paper, folders, dividers.
- 10.5. To receive an update from the A47/Thickthorn Norwich Western Link meeting, Cllr J Cowan.

11. Highways

- 11.1. To receive email from NCC Infrastructure with maps of speed limit proposals for parishes south of the A47, including 20mph on Norwich Road, Mill Road and Bell Road. Maps available from the Clerk. Deadline for objections is 17th February 2026.
- 11.2. To receive the email from NCC Highways. The Norfolk County Council (Barnham Broom, Brandon Prava, Carleton Forehoe, Coston, Kimberley, Runhall, Welborne, Wicklewood and Wymondham Various Roads) Speed Limit Orders 2026. Including the draft (Barnham Broom, Kimberley and Carleton Forehoe, Various Roads) (50 mph Speed Limit) Order 2026. The Notice is to appear in the Eastern Daily Press on Friday 23rd January 2026 and the public consultation period for this scheme will close on the 17th February 2026.
- 11.3. To consider the quote of £45.00 + VAT for a SAM2 device assessment, for both SAM2 devices as they are not working.

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12. Correspondence

- 12.1.** To note update to from SNC Town & Parish Pride & Place Forum on 10th February 2026.
- 12.2.** To receive email from NCC, and the Local Liaison Group meeting presentation.
- 12.3.** To note that the South Norfolk Governance Manager has emailed to advise that the Monitoring Officer has received a request to review the decision regarding the listing of the Bell Inn, Bell Road, Barnham Broom, NR9 4AA, as an Asset of Community Value. The outcome of this review will be communicated to the Parish Council after 24th March 2026.
- 12.4.** To receive email from South Norfolk and Broadland Council, We are now accepting nominations for the 2026 South Norfolk Community Awards! Nominations will close on 15th May 2026. Shared on Facebook.
- 12.5.** To note email from The Greater Norwich Local Plan Review Team, The Call for Sites will be open from **9th February 2026 – 23rd March 2026**. As this is evidence gathering rather than a consultation, there is the possibility that the call for sites may reopen later in the year. You can find more information on this evidence collection here: <https://gnlp.oc2.uk/>

13. Next meeting dates

- 13.1.** Thursday 19th March 2026, Thursday 16th April 2026, Thursday 21st May 2026 6:30pm Annual Parish Assembly followed by 7:30pm Annual Parish Council Meeting.

14. Agenda items for the Next Meeting

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

15. Land Ownership

- 15.1.** To receive the current tenancy agreement and land registry information and any further actions.
 - 15.1.1.** To receive the quotes for tenancy agreement review.