

# BARNHAM BROOM PARISH COUNCIL

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

Councillors are summoned to attend a meeting of Barnham Broom Parish Council on **Thursday 15<sup>th</sup> January 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 Dawson*

**Lolly Dawson Locum Clerk**  
[clerk.barnhambroompc@gmail.com](mailto:clerk.barnhambroompc@gmail.com)

**Date of issue:** 09/01/2025

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## 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 Dewsbury

4.2. District Councillor

### 5. Minutes

5.1. To consider and approve the minutes from the meeting held on 2<sup>nd</sup> December 2025

### 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.

6.2. To note the mobile phone, is now available, Parish Council number 07593 957953.

6.3. To receive an update on the allocation of the £2346.44 CIL income.

6.4. To note the letter to District Councillor and SNBC planning department regarding the procedural concerns raised on the Asset of Community Value and approved Planning application at the Post Office and Stores was sent on 6/1/26, and receive response from 7/1/2026 stating that the senior planning officer has determined there is no reason for the decision to be reviewed, due to it being a prior approval application which gives extended permitted development rights, and that an ACV listing is not a material consideration under a Prior Approval.

6.5. To receive an update on the The Bell Inn as an Asset of Community Value. Email received 17/12/25 stating 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.

Email: [clerk.barnhambroompc@gmail.com](mailto:clerk.barnhambroompc@gmail.com)

Phone: 07593 957953

- 6.6. To receive an update on the Village Clusters Housing Allocation Plan (VCHAP).
- 6.7. To receive an update on the Barclays bank forms.
- 6.8. To receive an update on proposed 20mph speed limit, preliminary consultation has been undertaken, NCC Highways propose to proceed with advertisement of the TRO and the legal notices for this advertisement are being finalised by NPLaw, the County Council's legal service provider. We are awaiting further information from NPLaw regarding the date for commencement of the formal advertisement but expect this to be in early January.

## 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
Tesco	Refund L Dawson New phone and PAYG SIM	£58.26	£11.65	£69.91
L Dawson	Month 9 December Payroll	£499.98	£0.00	£499.98
HMRC	Month 9 December Payroll	£124.80	£0.00	£124.80
L Dawson & HMRC	Month 10 January 26 Payroll	TBC		

- 7.3. To consider the current 25/26 budget expenditure report.
- 7.4. To consider and approve the budget and precept figure for 26/27.
- 7.5. To consider a donation to the Barnham Broom PCC of £600.00 to cover 6 x grass-cuts in 2026.
- 7.6. To consider the donation to the Village Hall for £2700.00 to cover the grass-cutting and defibrillator hosting.

## 8. Planning

- 8.1. To consider consultee responses to applications received from South Norfolk Council prior to the meeting date.
  - 8.1.1. To note the response of NO OBJECTION to application 2025/3441, Location: 21 The Grove, Spur Road Barnham Broom Norfolk NR9 4BS Proposal: Outline planning permission for the erection of 1 self-build dwelling. Application Type: Outline Planning Permission.
  - 8.1.2. 2025/0966, Proposal: Notification for Prior Approval for a proposed change of use of agricultural buildings into 2 dwellings. Location: Rush Green Farm Rush Green Barnham Broom Norfolk NR9 4EA. Application Type: Prior Notification - Agricultural to Residential. Deadline for comment 12 January 2026, extension approved to 16<sup>th</sup> January 2026.
- 8.2. To receive notification of decisions taken by South Norfolk Council.
  - 8.2.1. Appl Number: 2025/2402. App Type: Approval of Condition Details. Parish: Barnham Broom. Location: Land North Of Colton Road Barnham Broom Norfolk. Proposal: Details of condition 4, 5, 7 and 10 of 2024/3308 - (4) On-site parking for Construction Workers, (5) Construction Traffic Management Plan and Access Route, (7) habitat management and monitoring plan and Approval of Details Reserved by the Statutory Biodiversity Gain Plan Condition (10) Construction Environmental Management Plan. Decision: Approval of details – Approved (Delegated). Date of decision: 16 December 2025.

## 9. Neighbourhood Plan

- 9.1. To consider the quote for Parish Online mapping software, £70 + VAT per annum.
- 9.2. To receive meeting notes from NDP meeting on 9<sup>th</sup> December 2025.

**9.3.** To note that the grant applications to South Norfolk Council were successful for a total of £16,000.00.

**9.4.** To note the next Neighbourhood Development Plan meeting is scheduled for 3<sup>rd</sup> February 2026.

## **10. Administration**

**10.1.** To consider and approve a complaints policy.

**10.2.** 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.

**10.3.** To receive an update from the A47/Thickthorn Norwich Western Link meeting, Cllr J Cowan.

**10.4.** To consider adopting a climate emergency policy, Cllr J Cowan.

**10.5.** To note the update from the A47 & A11 Alliance meeting, Cllr J Cowan.

**10.6.** To consider a formal Staffing Committee, adopt terms of reference and elect members.

**10.7.** To note attendance for the Norwich Western Link meeting on Wednesday 21 January 2026.

**10.8.** To consider publishing a useful contact information poster to residents.

**10.9.** To receive an emergency plan update, Cllr J Cowan.

## **11. Highways**

**11.1.** To consider the email from NCC Highways regarding the Traffic Regulation Order for proposed speed limit reductions in the area.

## **12. Correspondence**

**12.1.** To note update from Pride & Place Team at SNBDC with meeting notes from 9<sup>th</sup> December 2026.

## **13. Next meeting date(s)**

**13.1.** To consider and approve the 2026 meeting dates.

**13.2.** Thursday 19<sup>th</sup> February 2026, Thursday 19<sup>th</sup> March 2026, Thursday 16<sup>th</sup> April 2026, Thursday 21<sup>st</sup> 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. Personnel**

**15.1.** To consider any applicants for the role of Parish Clerk & Responsible Financial Officer.