

BARNHAM BROOM PARISH COUNCIL

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

Minutes of the meeting of Barnham Broom Parish Council held on
Thursday 19th February 2026 at 7.30pm in Barnham Broom Village Hall,
Norwich Road, Barnham Broom, Norfolk, NR9 4BU.

Email: clerk.barnhambroompc@gmail.com

Phone: 07593 957953

In Attendance: Cllrs Helen Kansy, Ashley Carter-Mayers (Chair), John Cowan, Tony Jervis, Andrew Frew & Andrew South.

Members of the public: 7, including County Councillor Margaret Dewsbury.

Clerk: Mrs L Cracknell

1. Attendance / Apologies

1.1. Attendance was NOTED.

1.2. Apologies were accepted for Cllr T Tucker.

2. Declarations of interest / Dispensations

2.1. Declarations of interest,

Cllr J Cowan declared an interest on item 10.1 as a NALC board member and left the room during the discussion and decision.

2.2. Requests for dispensation, none.

3. Public participation

An update on the village shop was requested, no further information is available. A query regarding a 2026 Fete in the village, a Neighbourhood Plan member reported that fundraising and community events are still necessary and desirable for the group, but fundraising is no longer a pressure due to grant applications being successful. A query about Parish Council owned land, including the history of Parish land and options for the village to use some of the land, the Clerk reported that the Parish Council owned land is currently rented for agricultural use.

4. Reports

4.1. Norfolk County Councillor Margaret Dewsbury, written report circulated. NCC maintains over 6000 miles of roads, a central government grant for highways maintenance has increased from £56 mill to £83 mill for 2026, which will be used to repair potholes and further resurfacing works. Norfolk libraries annual Digifest 7th year running part of NCC digital inclusion strategy for ages up to 16 to learn computer skills. The Fire Service cadet unit is opening in Fakenham adding to the current 3 across Norfolk. Two new special educational needs schools in Downham Market and Great Yarmouth which will support 270 children. Devolution, is in a period of change, there is a scheduled NCC election this year, no further updates are yet available.

4.2. District Councillor Richard Elliot, written report circulated. The great South Norfolk litter pick, running from 19 February until 31 May 2026, alongside Keep Britain Tidy's Great British Spring Clean, information available from the Clerk or Councillors.

5. Minutes

5.1. The minutes of the meeting held on 15th January 2026 were APPROVED as a true and correct record of the meeting and signed by the Chair.

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6. Updates on previous matters

- 6.1. An update on the unity bank account, this is opened and login details have been received. It was AGREED to transfer £6,000 by cheque from Barclays to unity, and to close both Barclays bank accounts, bank closure forms were signed.
- 6.2. No further update available on the Village Clusters Housing Allocation Plan.

7. Finance

7.1. The bank reconciliation to 31.1.26 was RECEIVED.

Barnham Broom PC	
Bank Reconciliation to 31/01/2026 - carried out by L Dawson	
Barclays Business Premium 80153745	£ 6,172.80
Barclays Current 80153737	£11,646.73
Bank Balance @ 1/4/2025	£17,819.53
Cashbook Income	£15,759.39
Cashbook Payments	£15,849.24
Uncashed Payments	£ 1,442.92
Cashbook Total 14/01/26	£19,172.60
Barclays Business Premium 80153745	£11,292.36
Barclays Current 80153737	£ 7,880.24
Bank Balance @ 31/01/2026	£19,172.60
Difference	£ -

7.2. The payments and receipts were APPROVED.

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
Westcotec	SAM2 Assessments	£90.00	£18.00	£108.00
INCOME				
	Land Rent	£940.00	£0.00	£940.00

7.3. The current 25/26 budget expenditure report was RECEIVED.

7.4. The internal auditor quotes for 2025/2026 were received it was APPROVED to appoint Jo Beardshaw at £150.00, PROPOSED Cllr J Cowan, seconded Cllr A Carter-Mayers.

7.5. The purchase of replacement defibrillator pads, expiry date 28/05/2026, £90.00 + VAT, APPROVED.

8. Planning

8.1. **Consultee responses to applications received from South Norfolk Council.**

8.1.1. None received.

8.2. **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. The emailed response and explanation for the approval from Planning was RECEIVED.

9. Neighbourhood Plan

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- 9.1. The meeting notes from NDP meeting on 3rd Feb 2026, circulated.
- 9.2. Update from the Neighbourhood Plan Steering Group, the last meeting was on ZOOM with the appointed consultants Rachel Leggett, to go through the scope of work and proposed timetable, awaiting a date for a half-day workshop. Timeline expected to be approximately 18 months.

10. Administration

- 10.1. The implementation of gov.uk website domain and migration and also gov.uk email addresses for the Clerk & Parish Councillors was considered. 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. It was APPROVED to accept RLS Computers’ quote of £430.00 + VAT. Each year after quoted at £190.00 + VAT.
- 10.2. The IT Policy was considered and APPROVED.
- 10.3. The Emergency Plan updated documents were APPROVED, Clerk to circulate questionnaire for volunteers and review the plan, it was AGREED to print an A5 insert for the Group News magazine, 274 copies to also include the meeting dates.
- 10.4. A £50.00 budget for stationery was APPROVED.
- 10.5. Update from the A47/Thickthorn Norwich Western Link meeting, Cllr J Cowan reported that they are not meeting until after the NCC elections, there is an issue with bats, a single carriageway being considered, the department of transport and NCC are still progressing the project.

11. Highways

- 11.1. 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 in Barnham Broom. Maps available from the Clerk. Deadline for objections is 17th February 2026.
- 11.2. 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) Order 2026. The Notice appeared in the Eastern Daily Press on Friday 23rd January 2026 and the public consultation period for this scheme closed on the 17th February 2026.
- 11.3. The quote of £45.00 + VAT for a SAM2 device assessment, for SAM2 devices as they are not working. Total £90 + VAT was APPROVED.

12. Correspondence

- 12.1. Email from SNC Town & Parish Pride & Place Forum on 10th February 2026.
- 12.2. Email from NCC, and the Local Liaison Group meeting presentation.
- 12.3. It was NOTED 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.** 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.** 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

- 14.1.** To consider an update on the potential village fete, alongside the Neighbourhood Development Plan working group.

It was RESOLVED to exclude 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.** The current tenancy agreement and land registry information was received.
- 15.1.1. The quotes for tenancy agreement review were received it was AGREED to contact Birketts for a further quote.

Meeting Closed: 21: 24

Signed:

Dated: