

BARNHAM BROOM PARISH COUNCIL

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Meeting of Barnham Broom Parish Council held on
Thursday 15th January 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 Kansey, Ashley Carter-Mayers (Chair), John Cowan, Tim Tucker, Tony Jervis, & Andrew South.

Members of the public: 11, including District Councillor Richard Elliott

Clerk: Miss L Dawson (locum)

1. Attendance / Apologies

1.1. Attendance was NOTED.

1.2. Apologies were accepted for Cllr Andrew Frew.

2. Declarations of interest / Dispensations

2.1. Declarations of interest, Cllr A Carter-Mayers declared an interest on item 8.1.2. and did not speak or vote on the item.

2.2. Requests for dispensation, none.

3. Public participation

A member of the public (MOP) commented on planning application 2025/0966, noting concern regarding surface water flooding on the site and affecting the highway, a flood risk assessment was carried out on 19.12.25 however this concentrated on the two proposed properties which are located in flood zone 1, the map shown in figure 2 on the application shows that the rest of the site, south of the buildings is in a high to medium flood risk zone and the existing drainage is considered inadequate, as previous drainage has been filled on the site.

It was noted that there had been roadworks on Honingham Road and properties had not been informed, Clerk to share <https://one.network/> website on the Facebook page which shows current and future scheduled roadworks, Clerk to be given access to Parish Council Facebook Page.

A MOP requested further information on item 10.4 adopting a climate emergency policy and its effects on the village and requirements for it, it was discussed as something that could make the Council more pro-active in promoting awareness for sustainable practices and address climate change locally.

4. Reports

4.1. Norfolk County Councillor Margaret Dewsbury, none received, Clerk to send meeting dates. Email contact: margaret.dewsbury.cllr@norfolk.gov.uk

4.2. District Councillor Richard Elliott will circulate a written report via the clerk. Also reported on climate emergency, South Norfolk Council (SNC) has resisted declaring a climate emergency as the evidence proves that what the Council are doing makes the environment better for people, and it has the highest record for reducing carbon.

Finance update, the District and County Council budgets will be set in February 26,

generally a settlement from government is part of the whole income of the Councils, the current settlement has been reviewed and the effect for rural places is quite detrimental, the funding formula has been amended to prioritise areas of more deprivation. SNC is in a strong financial position with approximately £59 mil of reserves, however there is no scope to cut council tax, on assumption it will likely be raised to the maximum. Planning continues to be a huge issue, the government have increased housing allocation so it is important for Parish Councils and residents to be active in making views known around transport, community facilities and green infrastructure. Email contact: Richard.Elliott@southnorfolkandbroadland.gov.uk

5. Minutes

5.1. The minutes from the meeting held on 2nd December 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

6. Updates on previous matters and any further actions

6.1. Update on the unity bank account, this is in progress, submission form to be signed and returned to the Clerk.

6.2. It was noted that the mobile phone is now available, Parish Council number 07593 957953.

6.3. Update on the allocation of the £2346.44 CIL income, it was AGREED to allocate to the Neighbourhood Development Plan budget.

6.4. It was NOTED that the letter to District Councillor and SNC 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. A response from the senior planning officer was received on 7/1/2026 stating that they have 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, no further action.

6.5. Update on 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.

6.6. Update on the Village Clusters Housing Allocation Plan (VCHAP). Update on the Village Clusters Housing Allocation Plan (VCHAP). Cllr A Carter-Mayers attended a hearing with SNC along with 4 other residents and Cllr Richard Elliott, who also objected on our behalf. Parish Council views and objections were put forward, and issues including traffic (particularly the crossroads), need for reduced speed limits (in progress and noted that a reduced speed limit in the village would allow other sites to be allocated for housing and therefore no need to re-align crossroads), previously a neighbourhood plan was not pushed through and could have helped shape village before this point, noted the petition, 45 houses on 1.5 hectares (compared to other VCHAP sites on larger parcels of land, density more than anticipated was queried, the build would permanently remove the opportunity for a village green. SNC considered it to be infill to connect both ends of the village. Decision will be made in the next three to four weeks.

6.7. Barclays bank forms, cancel as moving to unity.

6.8. Update on proposed 20mph speed limit, the 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. Up to date bank reconciliation, see Annex A.

7.2. The payments were APPROVED.

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		
Hollinger Print	NDP Newsletter A4 x277	£45.00	£0.00	£45.00
Barnham Broom Village Hall	Neighbourhood Plan Meetings 3.2.26 & 3.3.26	£24.00	£0.00	£24.00
Barnham Broom Village Hall	Parish Council Meetings 23.10.25, 2.12.25, 15.01.26, 19.02.26, 19.03.26	£125.00	£0.00	£125.00

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

7.4. The 26/27 budget was considered and APPROVED, a precept figure of £17,594.00 was AGREED, PROPOSED Cllr A Carter-Mayers, seconded Cllr J Cowan.

7.5. It was AGREED to donate to the Barnham Broom PCC of £600.00 to cover 6 x grass-cuts in 2026.

7.6. It was AGREED to donate to the Village Hall for £2700.00 to cover the grass-cutting and defibrillator hosting, it was AGREED for the Clerk to request three grass-cutting quotes to ensure best value for money.

8. Planning

8.1. Consultee responses to applications received from South Norfolk Council prior to the meeting date.

8.1.1. 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, was ratified.

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 16th January 2026. It was AGREED to respond with OBJECTION due to concern regarding flooding, and highways access.

8.2. 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. The quote for Parish Online mapping software, £70 + VAT per annum, was APPROVED, Clerk to give access to NDP.

9.2. The meeting notes from NDP meeting on 9th December 2025 were received and are available on the Parish Council's website. An update was given by Cllr T

Tucker, Rachel Leggett Associates have been appointed as the consultant, funding secured of £16,000 from SNC, plus £1564.00 raised through local fundraising, to be transferred to the Parish Council who will now manage the accounts. Parish Council is confirmed as qualifying body, Clerk to be the data controller, engagement school prizes have been delivered, WI update sent, VH noticeboard requested, surveys are being finalised, visions and objectives are being drafted, Village Fete penciled for September 2026. Thanks all for the support so far.

9.3. It was NOTED that the grant applications to South Norfolk Council were successful for a total of £16,000.00.

9.4. It was NOTED that the next Neighbourhood Development Plan meeting is scheduled for 3rd February 2026.

10. Administration

10.1. The complaints policy was considered and APPROVED.

10.2. The implementation of gov.uk website domain and migration and also gov.uk email addresses for the Clerk & Parish Councillors were 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. It was AGREED for the Clerk to source a third quote from NALC.

10.3. Update from the A47/Thickthorn Norwich Western Link meeting, Cllr J Cowan reported a meeting is scheduled, no updates since last meeting.

10.4. It was APPROVED to declare a climate emergency policy. Barnham Broom Parish Council will;

- 1- Promote walking/cycling for local journeys. Footpath upkeep, signage etc.
- 2- Promote walking/cycling for local journeys. All new housing developments must have a safe footway to the centre of the village.
- 3- Support local facilities that may be walked/cycled to. For example, the Village Hall & Playing Fields
- 4- Support the use of public transport.
- 5- Acknowledge flooding due to more frequent extreme events and actively pursuing mitigation and prevention.

10.5. Update from the A47 & A11 Alliance meeting, Cllr J Cowan reported that local Parishes South of A47 have come together to get stronger voice in western link updates.

10.6. It was APPROVED to implement a formal Staffing Committee, the terms of reference were agreed and members were elected to be Cllr H Kansy, Cllr J Cowan & Cllr A Frew.

10.7. Norwich Western Link meeting on Wednesday 21 January 2026, Cllr J Cowan will attend on behalf of the Council.

10.8. It was AGREED to publish the circulated useful contact information poster to residents via Facebook and noticeboards.

10.9. It was NOTED that the emergency plan need updating, Clerk to circulate, next meeting.

11. Highways

11.1. Email from NCC Highways regarding the Traffic Regulation Order for proposed speed limit reductions, see item 6.8.

12. Correspondence

12.1. Email circulated from Pride & Place Team at SNBDC with meeting notes from 9th December 2026, Cllr H Kansy attended.

13. Next meeting date(s)

13.1. The 2026 meeting dates were APPROVED.

13.2. Thursday 19th February 2026, 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. Send to Clerk by 9th February 2026.

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. Personnel

15.1. The applicants for the role of Parish Clerk & Responsible Financial Officer were considered. It was APPROVED to appoint Miss Lolly Dawson to the permanent role from 1st February 2026. Terms and conditions of employment were AGREED including LGPS Pension scheme, £10 per month WFH allowance, and NALC Local Government Pay Scale point 23 in the LC2 (below substantive range) and the NALC template contract of employment.

Annex A – Item 7.1 Bank Reconciliation

Barnham Broom PC	
Bank Reconciliation @ 15/1/2026 - 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	£ 14,195.00
Cashbook Payments	£ 15,326.18
Uncashed Payments	£ 919.86
Cashbook Total 14/01/26	£ 17,608.21
Barclays Business Premium 80153745	£ 11,292.36
Barclays Current 80153737	£ 6,315.85
Bank Balance @ 11/01/26	£ 17,608.21
Difference	£ -

Annex B – Item 7.3 25/26 Budget Expenditure Report

Barnham Broom Parish Council
Accounts 2025/26

Budget Monitoring

RECEIPTS	2025/26 Budget	Receipts to date	Over/Under	% vs Budget
Precept	£ 11,729.00	£ 11,729.00	£ -	100%
Rent (9 acres parish land)	£ 940.00	£ -	-£ 940.00	0%
VAT Refund	£ -	£ -	£ -	
Grants	£ -	£ -	£ -	
Other (including Reimbursements)	£ -	£ 32.85	£ 32.85	
Interest (Business Premium Account - Savings)	£ 75.00	£ 86.71	£ 11.71	116%
CIL	£ -	£ 2,346.44	£ 2,346.44	
TOTAL RECEIPTS	£ 12,744.00	£ 14,195.00	£ 1,451.00	111%

PAYMENTS

Administration	2025/26 Budget	Spend to Date	Balance Remaining	% Spend vs Budget	Notes
Salary/PAYE	£ 4,700.00	£ 7,467.08	-£ 2,767.08	159%	
Office Costs and Expenses	£ 550.00	£ 1,247.87	-£ 697.87	227%	
Village Hall Hire	£ 150.00	£ 275.00	-£ 125.00	183%	
Computer Costs (To Reserves)	£ 100.00	£ 386.82	-£ 286.82	387%	
Subscriptions & Training	£ 450.00	£ 823.24	-£ 373.24	183%	
Insurance/Admin	£ 400.00	£ 392.72	£ 7.28	98%	
Audit Fees	£ 70.00	£ 70.00	£ -	100%	
Information Commissioners Office - Registration Fee	£ 35.00	£ 47.00	-£ 12.00	134%	Fee increase
Donation - Group News	£ 50.00	£ -	£ 50.00	0%	
Donation - Churchyard Maintenance (BB PCC)	£ 575.00	£ 575.00	£ -	100%	
Donation - Grass cutting & defibrillator (Village hall)	£ 2,700.00	£ 2,700.00	£ -	100%	
Donation - Charity requests	£ 100.00	£ 65.00	£ 35.00	65%	
Donations - Remembrance Service/Wreath	£ 25.00	£ -	£ 25.00	0%	
Chairperson's Allowance	£ 139.00	£ -	£ 139.00	0%	
			£ -		
Maintenance			£ -		
Village Maintenance - General	£ 1,250.00	£ 380.00	£ 870.00	30%	
Dog bin emptying	£ 450.00	£ 417.00	£ 33.00	93%	
Other			£ -		
Projects/Reserves	£ 1,000.00		£ 1,000.00	0%	
TOTAL PAYMENTS	£ 12,744.00	£ 14,846.73	-£ 2,102.73	116%	
VAT paid		£ 250.76			

Reserves

	Opening Balance @ 01.04.25	Payments	Receipts	Total to 31 March 2026
				£ -
		£ -	£ -	£ -
Election Costs	£ 800.00	£ -	£ -	£ 800.00
Laptop Purchase etc	£ 300.00	£ -	£ -	£ 300.00
General Reserves	£ 16,476.44	£ -	£ -	£ 16,476.44
CIL	£ 243.09	£ -	£ -	£ 243.09
Total	£ 17,819.53	£ -	£ -	£ 17,819.53