

BARNHAM BROOM PARISH COUNCIL

<https://barnhambroompc.wixsite.com/home>
clerk.barnhambroompc@gmail.com

Minutes of the Extra Ordinary meeting of Barnham Broom Parish Council on
Thursday 23 October 2025 at 7.30pm in Barnham Broom Village Hall.

Present: Councillors J Cowan, T Jervis, A Frew, H Kansy, A Carter-Mayers (Chair), A South, T Tucker (part).

Clerk (locum): S Hunt

Members of the press and public: 19, including County Councillor Dewsbury

1. Elect a Chair

Cllr A Carter-Mayers was PROPOSED by Cllr J Cowan, seconded by Cllr H Kansy and signed a declaration of acceptance of office.

2. Elect a Vice-Chair

Cllr J Cowan was PROPOSED by Cllr A Carter-Mayers, seconded Cllr T Tucker and signed a declaration of acceptance of office.

3. Attendance / Apologies

- 3.1. Attendance was noted.
- 3.2. Apologies, none.

4. Declarations of interest / Dispensations

- 4.1. Declarations of interest, for transparency Cllrs T Jervis and H Kansy advised the meeting that they were members of the Neighbourhood Plan Group.
- 4.2. Requests for Dispensations, none.

5. Public participation

- It was agreed by the chair that the opportunity to speak would be accorded to the public in attendance during item 12.
- Concern was expressed over the matter to be addressed at item 10.1. The Parish Council was asked to object strongly to the planning permission having been granted.
- The Parish Council was asked if it could obtain the evidence that Highways had utilized to reach their decision on the adjustments to the cross roads in the centre of the village with regard to the development on the meadow.
It was AGREED under this item that the Parish Council will write to Highways and ask what travelling model data was used, this to be obtained if possible and shared with residents. In comparison to other junctions in similar villages an explanation should be sought as to why Barnham Broom is being altered but not others.
- The Council was asked to publicise the dates for involvement with the speed reduction scheme – believed to be the 20th November – and to clarify exactly what is being proposed so that residents may remain informed. An ex councillor attended the meetings so may have the information.
County Cllr Dewsbury has received a poster concerning highways rangers – this will be forwarded onto the clerk for information.

6. Reports

- 6.1. Norfolk County Council – County Cllr Dewsbury had circulated a report prior to the meeting & briefly summarised the content. It was AGREED that the Council would publicise the Hazardous waste days at the recycling centres on the website. Booking system remains the same.
- 6.2. South Norfolk Council – None received.

7. Minutes

The minutes of the meeting held on 4th September 2025 were APPROVED as a true and correct record of the meeting and signed by the Chair.

8. Finance

- 8.1. Removal of bank signatories – It was AGREED to sign the bank mandate to enable the Removal of Jacqueline Grint and Robert Harvey. Signed by Cllrs J Cowan and A Carter-Mayers. Cllrs T Tucker and H Kansy volunteered to go onto the bank account as replacement, AGREED.
- 8.2. The payments list as detailed was APPROVED by all.

9. Planning

9.1. Response to planning applications

- 9.1.1. **Tree Preservation Order 2025 No. SN0774.** Tree(s) at: Riverside Mill Road Barnham Broom Norfolk NR9 4DE. Response to proposal: **SUPPORT**

9.2. Planning decisions, noted.

- 9.2.1. 2025/2438 Old Hall Farm, Honingham Road, NR9 4DB. Non Material amendment to 2025/0852 – Overlay fibre cement roofing sheets with metal profile sheets to match painted bars. Retain metal profile sheets to both gables and not replace with feather edge boarding as per approval. Approval with no conditions. (Delegated). Date of Decision: 3rd September 2025.

10. Asset of Community Value (ACV)

- 10.1. Nomination process outcome for the Post Office & Stores - A decision has been reached that the Post Office & Stores 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. It was NOTED by the meeting that this was awarded on a Wednesday, with planning then being passed on the property Friday of the same week. The Chairman read the response received to the meeting. It was AGREED that the Parish Clerk contact both the District Councillor and Planning Department to express the procedural concerns that this raises as it clearly demonstrates a lack of communication between the departments, and negates the protection that the ACV should have afforded. Letter to be copied to all Councillors. Responses to be published.
- 10.2. Review for the Bell Inn – Governance Manager concluded that the asset should not remain listed as an asset of community value
 - 10.2.1. Re-nomination for the Bell Inn – It was resolved to support as per previous decisions (25/020). Clerk to Liaise with Cllr Cowan to draft response. Clerk to send.

11. Village Clusters Housing Allocation Plan (VCHAP)

11.1. No date yet available for inspectorate visit. The four original objectors can appear in front of the inspectorate in January at the hearing.

It was AGREED that the Clerk send a letter, this to contain the information regarding the petition although it was noted by the meeting that this will not add weight to the letter it was felt that those who had taken the time to show their objection should be recognized. Draft to be agreed by all Councillors, Clerk to send. The Council expressed its support for all those who were objecting.

12. Neighbourhood Plan

These items taken out of order: 12.3, 12.2, 12.1 then 12.4.

The Neighbourhood plan group were thanked during the item for an excellent launch event which was very well supported within the Parish with great engagement. The chairman thanked the members and members of the community for their hard work, the Council understood how time consuming the work undertaken has been.

12.1. Clarify responsibilities/delegation. Parish Council chair to arrange a meeting between Neighbourhood Plan Group and Parish Council to enable the project to continue to move forwards. It was accepted that slight changes were needed to the submitted documents to enable the plan to be successful – the benefits that the Council could bring were discussed, along with the ways that the two groups could support each other and work collaboratively to ensure the best outcome for the Plan and the community.

This meeting to determine:

Terms of Reference

Roles and responsibilities

The best way that the Council can support the Neighbourhood Plan Group.

All to be agreed within the boundaries permitted to each organization.

12.2. Governance documents as submitted to the Parish Council on the 27th August 2025 were noted.

12.3. It was AGREED that the boundaries for Neighbourhood Plan be sent to SNC for designation. The boundary to be submitted is the Parish Boundary as requested by the Neighbourhood Plan Group. Clerk to action.

12.4. An indicative draft 2026/27 budget requirement to be set at £6,000.00 for drawing up of the budget as an illustration – to be reviewed during budget setting as the impact of this figure was not available to Councillors.

13. Councillor roles

13.1. Neighbourhood Plan Group, next meeting.

13.2. Noticeboard, Cllr Ashley Carter-Mayers volunteered to update the noticeboard as necessary.

13.3. Post box, Cllr Ashley Carter-Mayers to empty on behalf of the Parish Council and pass correspondence to the Clerk – the locum clerk handed over the key to the box which had been returned by Jacqueline Grint.

13.4. Bank balance & transaction information & completion of forms etc, Next meeting. Cllr H Kansy appointed as Internal Controls on behalf of the Council.

13.5. Defibrillator, Jacqueline Grint had expressed her willingness to continue managing the Defibrillator and was thanked for her ongoing support.

13.6. Village Hall Committee Representative, It was **AGREED** that Mr Andrew Frew represent the Council on the Village Hall Committee.

13.7. Remembrance Service/Wreath (including purchase of wreath), this is held by the Village Hall, and will be checked for quality. Cllrs A Carter-Myers and T Tucker to

attend the service and lay the wreath on behalf of the Council.

14. Correspondence

14.1. All correspondence of note circulated to Councillors prior to meeting.

15. Public Participation

It was NOTED that the Emergency Plan is out of date and this will be revisited in due course.

At each meeting could Cllr Cowan be consulted prior to the agenda being sent to establish if there are any Highways/Flooding matters that need including.

16. Next meeting

16.1. Date & time of next meeting – 20/11/25 at 7.30pm

16.2. Agenda items:

- To agree a date for the Annual Parish Meeting.
- To approve a mobile phone for the Parish Clerk and agree terms (PAYG/CONTRACT)
- To revisit meeting schedule and agree monthly dates – excluding August and January.
- December meeting - Emergency Plan – Cllr Andrew Frew to lead.
- Budget (include Phone).
- Apologies sent in advance from Cllr Andrew Frew.

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 item due to the confidential nature of matters to be discussed. The session cannot be recorded.

17. Personnel

17.1. The resignation of the locum Clerk & Responsible Financial Officer, K Walker, was noted, leave date not yet confirmed.

It was APPROVED to appoint S Hunt as an additional locum Clerk if required, to provide administrative support, so that the locum Clerk & Council can call upon them, should the need arise due to the extensive hourly requirements currently at Barnham Broom.

It was noted that the hours allocated are insufficient for the current work load and the current locum has been working in excess of the agreed hours.

17.2. The meeting received the draft advert for a permanent Clerk.

Advert to be amended as follows:

Remove Salary band and replace with 'Based on NALC Scales'.

Change first sentence under Key Responsibilities to read monthly meetings – not January and August.

Hours to be altered to read '6 contractual plus 2 additional hours for the first six months' to Allow for the current increased workload and for settling into the role.

Add 'And mobile phone' alongside laptop as equipment provided. Remove all references To mileage, but add 'and agreed expenses to be paid'.

Closing date: 21st November 2025.

Applications as detailed to be sent to chair Cllr A Carter-Myers.

Remove date of interviews.

To be circulated to members of the staffing committee and with their agreement to be Published on all possible professional sites.

17.3. It was AGREED that a temporary staffing committee be formed comprising:

Councillors A Carter-Mayers, J Cowan, H Kansy, T Tucker. Substitute member to be Councillor Tony Jervis in the event that any member is unavailable.

Cllr T Tucker left the meeting.

It was AGREED that a meeting of this group be called urgently during w/c 3rd November.
The Council DELEGATED to this committee the following:
Agreeing a job description – to be sent out to applicants.
Agreeing the contract and terms of employment.
Agreeing the person specification, scoring system for applicants and shortlisting process.
Setting interview dates, and inviting successful candidates.
Setting interview questions, and agreeing format and scoring of interviews.
Recommendation of successful candidate to be taken to full council for ratification.

Meeting Closed: 10:45pm

Signed:

Dated: