

BARNHAM BROOM PARISH COUNCIL

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

Minutes of the meeting of Barnham Broom Parish Council held on
Tuesday 2nd December 2025 at 7.30pm in
Barnham Broom Village Hall, Norwich Road, Barnham
Broom, Norfolk, NR9 4BU.

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

Members of the public: 4

Clerk: Miss L Dawson (locum)

1. Appointment of additional Locum Clerk support

1.1. It was RESOLVED to appoint Miss Lolly Dawson as temporary Proper Officer & RFO.

2. Attendance / Apologies

2.1. Attendance, noted.

2.2. Apologies were accepted for Cllr Tim Tucker due to alternative commitments.

3. Declarations of interest / Dispensations

3.1. Declarations of interest, none.

3.2. Requests for dispensation, none.

4. Public participation

A member of the public queried the speed reductions on the roads, NCC highways has been contacted by Cllr John Cowan, this is being investigated and the Council is awaiting a further response.

5. Reports

5.1. Norfolk County Councillor Dewsbury, report circulated via email.

5.2. District Councillor Richard Elliott, no report received.

6. Minutes

6.1. The minutes from the meeting held on 23rd October 2025 were APPROVED as a true and correct record and signed by the Chair.

7. Updates on previous matters

7.1. Update on 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, in progress.

7.2. Update on the Re-nomination for The Bell Inn as an Asset of Community Value, it was noted that this has already been re-nominated by a local group and therefore a second nomination is not necessary, it was AGREED to respond via email supporting the existing nomination. Decision is due later in December.

7.3. Update on the letter to the Planning Inspectorate on the Village Clusters Housing Allocation Plan (VCHAP), Cllr A Carter-Mayers reported that the letter has been submitted, as the Parish Council did not make comment at the Regulation 19 stage of consultation they would not normally be eligible to comment or attend the hearing, however the letter has been accepted at the inspectors discretion and appearance at the hearing approved.

7.4. Update on the Barclays bank forms, Cllr A Carter-Mayers to action, next meeting.

7.5. Update on the Remembrance Service, Cllrs A Carter-Mayers & T Tucker attended on behalf of the Council, it was well attended and a good event.

8. Finance

8.1. The bank reconciliation was RECEIVED.

Barnham Broom PC
Bank Reconciliation @ 1/12/25 - carried out by L Dawson

Barclays Business Premium 80153745	£ 6,172.80
Barclays Current 50218049	£ 1,664.46
Barclays Current 80153737	£ 11,646.73
Bank Balance @ 1/4/2025	£ 19,483.99

Cashbook Income	£ 14,162.15
Cashbook Payments	£ 14,406.32
Uncashed Payments	£ 1,050.87
Cashbook Total 1/12/25	£ 20,290.69

Barclays Business Premium 80153745	£ 11,259.51
Barclays Current 50218049	£ 1,664.46
Barclays Current 80153737	£ 7,366.72
Bank Balance @ 1/12/25	£ 20,290.69

Difference	£ -
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8.2. The payments and receipts as presented were APPROVED.

Company	Description	Net	Vat	Gross
S Hunt	Locum services	£130.00	£0.00	£130.00
S Hunt	Locum Services	£311.70	£0.00	£311.70
Microsoft 365	Business standard subscription	£115.20	£23.04	£138.24
	Refund L Dawson			

8.3. It was APPROVED to purchase a Microsoft365 Business Standard license.

8.4. The current 25/26 budget expenditure report was RECEIVED. It was NOTED that the Council is currently over the proposed payment budget, however there is a suitable reserve and no financial concerns.

8.5. It was APPROVED to open a unity T1 account (current) and Instant Access Account (savings) at a cost of £6.00 per month, signatories approved to be Ashley Carter-Mayers, John Cowan, Helen Frew & Andy Frew. L Dawson to be an internet administrator to submit and manage payments.

8.6. It was APPROVED to purchase a mobile phone within a budget of £100, and a PAYG Tesco mobile SIM.

8.7. CIL income from SNC in October 2025 is £2346.44 was NOTED, Clerk has enquired with the CIL team if this can be allocated to Neighbourhood Plan funding, awaiting further information.

9. Planning

9.1. Consultee response to applications received from South Norfolk Council prior to the meeting date.

9.1.1. 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. It was RESOLVED to send responses to Clerk by 10th December 2025, majority decision will be sent by deadline 22nd December 2025.

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

9.2.1. 2025/1866, Barn Owl Farm, Rush Green, Barnham Broom. Erection of 5 bay extension to existing agricultural building. Approval with Conditions.

10. Neighbourhood Plan

- 10.1. The Parish Councils Neighbourhood Development Plan Steering Group Terms of Reference were APPROVED.
- 10.2. It was APPROVED to ratify application to the South Norfolk Council Neighbourhood Planning Grant, maximum £6,000.
- 10.3. It was NOTED that the application to delegate the Parish boundary has been completed and submitted to South Norfolk Council.
- 10.4. It was APPROVED to ratify the application to the South Norfolk Council transition grant application for £10,000 submitted and receipt confirmed 1/12/25. This is received on a first come first serve basis, the Council and NDP Steering Group submitted the application on the day it opened.
- 10.5. It was RESOLVED to delegate authority to the Clerk & RFO, for expenditure items of up to £200.00 per transaction, at the request of the two Councillor representatives on the steering group and within the allocated Parish Council's Neighbourhood Plan budget.
- 10.6. A copy of the letter sent to South Norfolk Council, confirming Barnham Broom Parish Council is the responsible (qualifying) body for developing the Neighbourhood Plan was circulated.
- 10.7. Appointment of a consultant, awaiting update from next NDP meeting, next meeting.
- 10.8. An update from the NDP Steering Group, the next meeting is scheduled for 9th December 2025, additional fundraising opportunities are being investigated.

11. Correspondence

- 11.1. Email from South Norfolk Pride & Place Team, town and Parish Forum invite December 2025.
- 11.2. Email from Cllr Margaret Dewsbury with December & January NCC update.
- 11.3. Email regarding the Open consultation on the proposals for local government reorganisation in Norfolk and Suffolk. <https://consult.communities.gov.uk/local-government-reorganisation/norfolk-suffolk/>
- 11.4. Email from SNC Addressing Officer to confirm that the new development in Barnham Broom has been officially addressed, 1-5 Field View Close, NR9 4FJ.
- 11.5. Email from NCC, Public Budget Consultation 2026-27 closes on Monday 15 December 2025, the consultation is available here: www.norfolk.gov.uk/budget

12. Next meeting date(s)

- 12.1. The next meeting dates were AGREED to be Thursday 15th January 2026, Thursday 19th February & Thursday 19th March 2025.
- 12.2. It was APPROVED to continue monthly meetings on the third Thursday of each month at 7:30pm, this is subject to change.

13. Agenda items for the Next Meeting

- 13.1. To consider the draft budget and precept figure for 26/27.
- 13.2. To consider declaring a climate emergency and any further actions.
- 13.3. To consider an information leaflet to be circulated to all residents.
- 13.4. To consider and adopt a planning protocol.

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.

14. Personnel

- 14.1. The contract of employment and terms for Miss L Dawson were APPROVED and signed.
- 14.2. Update from the Staffing Committee, it was noted that the advert has been published on NPTS website, Clerk to send to NALC and amend to include that training and mentoring will be offered if required, and change application email to the Locum Clerk.
- 14.3. Applicants for the role of Parish Clerk & Responsible Financial Officer, no applicants received.
- 14.4. It was NOTED that the pensions regulator automatic re-enrolment deadline is 22 December 2025, and re-declaration deadline of 23 February 2026, Clerk to complete.

Meeting Closed: 21:04

Signed:

Dated:

DRAFT