

Kimberley and Carelton Forehoe Parish Council Meeting

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Minutes of the meeting of Kimberley and Carleton Forehoe Parish Council
Monday 24th February 2025, at Barnham Broom Village Hall, 7pm

Present Joy Smiley (Chair)
Robert Alston
Jane Fraser
Graham Mann
Martin Care (from item 5)
Maria Hutson, Parish Clerk

Richard Elliott, South Norfolk Council
Margaret Dewsbury, Norfolk County Council
Jay Andrews, Greening Wymondham

1. To receive and approve apologies for absence.
None
2. To receive declarations of interest and applications for dispensations
None
3. To approve the minutes of the meeting held Monday 18 November 2024
Graham Mann proposed and Robert Alston seconded, all in agreement that the minutes were an accurate record of the meeting.
4. To consider co-opting a Councillor
Joy Smiley proposed and all in agreement to co-opt Martin Care as a Councillor. Martin signed the Declaration of Acceptance of Office
5. Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports
A report was circulated from Margaret Dewsbury. She also discussed devolution, the final submission required by central government by 26th September.
Richard Elliott mentioned the VE day grants and a new environmental grant fund soon to be released.
6. To hear incoming correspondence since last meeting and determine responses where appropriate:
 - (a) Consultation on Custom and Self-Build Housing, South Norfolk and Broadland Council
 - (b) VE day Grant, South Norfolk and Broadland Council
 - (c) South Norfolk Litter pick 2025, South Norfolk and Broadland CouncilThese were noted
7. To receive a report from Greening Wymondham
Jay Andrews attended from Greening Wymondham and gave an overview of the community group and the projects it is involved in.
River sampling of the upper Tiffey is currently happening every fortnight and includes testing for e-coli. Greening Wymondham would like to extend the testing along the river to Carleton Forehoe bridge and Wramplingham bridge. Greening Wymondham want to gauge what

interest there is to be involved in testing and how to contact land owners regarding suitable access points to the river. Robert Alston and Martin Care to have further discussions with Jay regarding this.

- 8. To consider the insurance renewal quotes for 25-26
3 quotes were obtained and it was decided to renew with the current insurer, Zzurich, who was also the lowest, at a cost of £363.12

9. Finance:-

- a. To note payments made since the last meeting

Maria Hutson	Wix Invoice 2	£15.24
Maria Hutson	Wix Invoice 1	£108.00
HMRC	PAYE Month 8	£35.80
Maria Hutson	Clerk's salary, November	£224.07
Unity bank	Service Charge	£6.00
Maria Hutson	Clerk's Salary, December	£178.14
HMRC	PAYE Month 9	£24.40
Unity bank	Service Charge	£6.00
Community Heartbeat Trust	Annual service charge	£151.20
ICO	Subscription	£35.00
Maria Hutson	Clerk's Salary, January	£178.34
HMRC	PAYE Month 10	£24.20
Unity Trust	Service Charge	£6.00

These were noted

- b. To note receipts received since the last meeting
None

- c. To receive the 3rd quarter accounts
This were noted

- d. To approve payments

Maria Hutson	Clerk's Salary, February	£178.14
HMRC	PAYE Month 11	£24.40
Kimberley PCC	Kimberley Grass Cutting	£175.00
Carleton Forehoe PCC	Carleton Forehoe Grass Cutting	£175.00
TBC	Annual insurance	£363.12
Barnham Broom VH	Venue Hire	£25.00

These were approved and will be added to the banking for authorisation

- e. To note the tax base for 2025/26
It was noted that the tax base for 25/26 has increased to 65 from 62 for this current financial year.

- f. To receive the asset register for 24/25
This was noted

10. Planning:-

- a. Planning Decisions made by local authority
None
- b. Any applications received after the publication of the agenda
None

11. To receive an update on the Norwich Western Link / A47 Task Force

At the recent liaison group meeting it was stated that the speed reduction/mitigation will still go ahead in and around the parish. A consultation will be held late spring/early summer followed by the formal process. If all goes to plan the new speed limits will be in place spring 26.

12. To review the following policies

- a. Complaints Procedure
- b. Equal and Diversity Policy
- c. Freedom of Information Publication Scheme
- d. Health and Safety Policy

Some comments were raised regarding the content of policies. These will be reviewed at the next meeting

13. Date of next meeting – Monday 19th May, St Mary’s Church, Carleton Forehoe – Annual Parish Meeting and Annual Parish Council Meeting, 7pm

Meeting closed at 8:13pm

DRAFT