

**MINUTES OF THE MEETING OF KIMBERLEY & CARLETON FOREHOE PARISH
COUNCIL HELD ON FRIDAY 27TH NOVEMBER 2020 AT 7PM REMOTELY ON ZOOM**

Present: Colin House (Chairman)
Jane Fraser
Joy Smiley
Catherine Moore, Parish Clerk

Also present: County Councillor Margaret Dewsbury
District Councillor Richard Elliott (7.15pm to 7.25pm)

1. Public Forum

a) Public

No comments.

b) County Councillor

Margaret Dewsbury reported that things at Norfolk County Council had been getting back to normal until the second lockdown was implemented, when libraries and museums were closed again. As much support as possible was being offered to the community. Budget setting was the main focus of the Council. A big deficit was expected within Adult Services, which was expected to be balanced for the current financial year, but deficit in the next year. Adult learning classes had moved online and offered an opportunity to upskill and gain new qualifications.

District Councillor

Richard Elliott asked whether the Council had made progress with the defibrillator. It was confirmed that the Council was considering placing the order at the meeting. Richard noted that income at leisure centres had been hit hard by Covid, with the deficit being met by reserves. He agreed to pass through information regarding budget setting at South Norfolk Council.

2. Apologies

There were no apologies for absence.

3. Declaration of Interest for items on the agenda

There were no declarations of interest.

4. Minutes of the meeting held on Monday 4th September 2020

The minutes of the meetings were **agreed** as an accurate record and would be signed by the Chairman.

5. Matters Arising

a) Move to Unity Trust Bank

The Clerk reported that the bank account had been opened and that the current account switching form had been sent to Unity, although it had not yet been received.

6. Co-option of Parish Councillor

The Chairman reported that Diana Hambro had resigned from the Council. He thanked her for the many years of service she had given to the community, and noted that she would be missed from the Council. It was **agreed** that Colin House would purchase a card and send messages of thanks from councillors. **ACTION: CH**
Graham Mann was co-opted to the Parish Council, proposed by Colin House, seconded by Joy Smiley, all in favour. The Clerk would make contact with Mr Mann to sign the declaration of acceptance of office. **ACTION: Clerk**

7. Correspondence

a) Division Boundaries Norfolk County Council

The proposed changes to the NCC divisional boundaries were highlighted, noting that the parishes to the west of Kimberley would be removed from the division, and North Wymondham would be added. The Council had no comments.

b) Budget Consultation Norfolk County Council

The Clerk reported that NCC was proposing to cut the hours at recycling centres by one hour in summer months; and that verge cutting on C and U roads was proposed to be reduced from two cuts to one cut per year. It was **agreed** to respond noting that some roads did not need cutting, and that the council supported allowing wildflowers to flourish but that the Council should be more responsive to the cutting of visibility splays. **ACTION: Clerk**

Margaret Dewsbury noted that there were plans to move Wymondham and Ketteringham recycling centres, to more accessible locations.

c) Public Space Protection Orders

The Council **agreed** to support the proposal to extend the Public Space Protection Order in South Norfolk, prohibiting dogs from enclosed play spaces. **ACTION: Clerk**

d) Kimberley Footpath 1

Councillors received an email from Wicklewood Parish Council asking them to support the Council in holding Norfolk County Council to account over the cutting of Footpath 1 between the parishes. It was **agreed** that this was important and should be supported, and suggested that the County Councillor should be included within correspondence. **ACTION: Clerk**

e) Norfolk Association of Local Councils

The Clerk reported that Norfolk ALC had changed their governance arrangements to a co-operative, and member councils were entitled to send a representative. There were no volunteers.

f) General Correspondence

None.

8. Finance

a) Financial Transactions to Date

The financial transactions to date were noted. The bank balance at 31st October 2020 was £4,246.14, with £1,600 in earmarked reserves.

b) Payments

It was **agreed** to pay the following:-

C Moore	Salary Oct – Dec 2020	£235.00
HMRC	PAYE Oct – Dec 2020	£58.80
Information Commissioner	Annual Registration Fee	£35.00
C Moore	Zoom	£5.00
Carleton Forehoe PCC	Grass Cutting (Replacement)	£175.00

9. Planning

a) New Applications

None.

- b) Decisions
2020/1387 & 1388 St Marys Court, Barnham Broom Road, Carleton Forehoe:
Erection of single storey building. To include amenities, open plan office and meeting rooms. **APPROVED**
2020/1532 Agricultural barn at Warren Hill, Kimberley: Conversion of agricultural building to residential (following Prior Notification application 2020/0773). **APPROVED**
2020/1647 Church of St Peter, Kimberley: Sycamore tree – Pollard to 6m in height from ground level. **NO OBJECTIONS**

10. Other Matters

- a) Defibrillator in Kimberley Phone Box
The Clerk reported that £800 had been generously donated by the Fete Committee, meaning that the defibrillator was now fully funded. Thanks to the Fete were recorded. It was noted that the defibrillator including installation would cost £1,575 plus VAT and that the annual support was £135 plus VAT. The Clerk noted that for a Council with limited funds the fixed annual price helped with budgeting. It was **agreed** to place the order for the defibrillator and take out the annual support package, proposed by Colin House, seconded by Joy Smiley, all in favour.
ACTION: Clerk
- b) Budget and Precept Setting
The draft budget was presented for consideration. It was **agreed** to increase the precept by 3%, with the final figure dependent on the tax base figure which would be supplied in mid-December. The Clerk was delegated to adjust the contingency figure to allow for a 3% increase.
ACTION: Clerk
- c) Appointment of Internal Auditor
It was **agreed** to appoint Sonya Blythe as internal auditor at a cost of £40.
ACTION: Clerk
- d) Practitioners Conference 2021
It was **agreed** to fund £15 towards the Clerk's attendance at the virtual Practitioners Conference in February 2021.
- e) Neighbourhood Planning
It was **agreed** not to proceed with neighbourhood planning as the work involved was disproportionate to the size of the Council.
- f) Public Rights of Way
No further work had been possible on this due to personal circumstances and the Covid situation.
- g) Western Link - Update
A meeting was scheduled for Monday and an update would be sent.
- h) Meeting Dates 2021
The meeting dates for 2021 were **agreed** as Friday 26th February, Friday 21st May, Friday 3rd September and Friday 26th November.

11. Date of Next Meeting

The next meeting would be Friday 26th February 2021, 7pm on Zoom.

The meeting closed at 8pm

CHAIRMAN