

# *Kimberley and Carleton Forehoe Parish Council*

## **MINUTES OF A PARISH COUNCIL MEETING HELD AT ST MARY'S CHURCH, CARLETON FOREHOE ON FRIDAY 17<sup>TH</sup> MAY 2019 AT 7.30PM**

The following members were present:- Colin House (Chairman), Joy Smiley, Jane Fraser, Diana Hambro and Val Evans. The Clerk, County Councillor Margaret Dewsbury and five members of the public were also present.

### **Public Comments:**

A member of the public asked why issued with the posts and signage on The Green was not brought up at the time that they went in, and how long they had to be there before they became an issue? In reply, it was noted that the issue was raised some time ago and the Council was under the impression that South Norfolk Council had written to the householder. It was noted that the signs for the fete and the plant stall were for community benefit. In reply, the householder felt that the Parish Council should be even handed in its approach, which included the parking issues. It was noted that the Green was owned by South Norfolk Council and it was for them to determine how they acted, however they did consult with the Parish Council on such matters.

### **Action**

#### **1. ELECTION OF CHAIRMAN**

Colin House was elected as Chairman, proposed by Joy Smiley, seconded by Jane Fraser, all in favour. The Declaration of Acceptance of Office was duly signed.

#### **2. ELECTION OF VICE CHAIRMAN**

Joy Smiley was elected as Vice Chairman, proposed by Diana Hambro, seconded by Val Evans, all in favour.

#### **3. APOLOGIES FOR ABSENCE**

None.

#### **4. DECLARATION OF INTERESTS AND DISPENSATIONS**

There were no declarations of interest.

#### **5. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 15<sup>th</sup> March 2019 were **agreed** as a correct record and signed by the Chairman.

#### **6. MATTERS ARISING**

##### **a) Wicklewood Road Hedges**

The Clerk noted that Norfolk County council would be inspecting once these had been cut.

#### **7. GENERAL POWER OF COMPETENCE**

It was **agreed** that the Council qualified for the General Power of Competence and would adopt the Power, proposed by Colin House, seconded by Jane Fraser, all in favour.

#### **8. CORRESPONDENCE**

The correspondence was noted.

#### **9. FINANCE**

##### **9.1 The 2019/20 financial transactions to date were **noted**.**

9.2 The cheque payments were **approved** as presented:

a)	C Moore	Salary April - June 2019	£228.80
b)	HMRC	PAYE April – June 2019	£57.20
c)	Carleton Forehoe Fen	Lease	£5.00
d)	Norfolk ALC	Subscription	£86.52
e)	P James	Internal Audit	£43.50
f)	Kimberley PCC	Grass Cutting	£175.00
g)	Carleton Forehoe PCC	Grass Cutting	£175.00
<b>TOTAL</b>			<b>£771.23</b>

9.3 Internal Audit Report

The Internal Audit Report was **noted**.

9.4 Review of Internal Controls

The internal controls were reviewed and **agreed**.

9.5 Annual Governance Annual Return 2018/19

The Annual Governance Statement was **agreed**. The Annual Accounting Statement was **agreed**. Proposed by Colin House, seconded by Joy Smiley, all in favour.

9.6 Certificate of Exemption

It was **agreed** to declare the Council exempt from external audit, proposed by Colin House, seconded by Joy Smiley, all in favour.

10. **PLANNING**

10.1 Applications for consideration

None.

10.2 Planning Decisions

None.

11. **ONGOING MATTERS**

a) Signs and Posts outside School Lodge

Covered under public participation.

b) Community Emergency Plan

The Emergency Plan had been signed off and distributed. As it contained personal information, it was **agreed** that the co-ordinator would hold hard copies, and that the churches would have notices saying who the co-ordinators were. Joy Smiley agreed to put an article in the next Group News advertising the new Plan.

JS

c) Speed Monitoring Tubes

It was **agreed** that the tubes would be placed after the flashing sign, between the Dereham junction and the Wymondham junction. The Clerk was asked to check whether they went across the whole road.

Clerk

d) Defibrillator in Kimberley Phone Box

It was suggested that the South Norfolk Council Member Budget could be applied to for this project. It was suggested that a councillor might like to take forward seeking quotes and funding for the scheme.

- e) Local Council Award Scheme Re-accreditation  
It was **agreed** that the Council met the criteria for re-accreditation under the Local Council Award Scheme, and the Clerk was asked to make the application.

**Clerk**

- f) Public Rights of Way  
Deferred to next meeting.

- g) 2019/20 Action Plan  
The 2019/20 Action Plan was **agreed**.

**12. DATE AND TIME OF NEXT MEETING**  
Friday 6<sup>th</sup> September 2019 at Kimberley Church.

The meeting closed at 8.15pm.

**Signed**

**Dated**