

**MINUTES OF THE MEETING OF KIMBERLEY & CARLETON FOREHOE PARISH
COUNCIL HELD ON FRIDAY 4TH SEPTEMBER 2020 AT 7PM REMOTELY ON ZOOM**

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

Also present: County Councillor Margaret Dewsbury

1. Public Forum

a) Public

No comments.

b) County Councillor

Margaret Dewsbury reported that Norfolk County Council was receiving additional for support following the outbreak of Covid-19 at Banham Poultry. It was thought that this had been contained.

Highways work was continuing. Adult Education was restarting, with more online courses being offered. The Archive Centre would be reopening on 15th September for pre-booked visits. Museums and libraries were reopening where possible. Employees were not expected to return to County Hall before Christmas due to social distancing requirements in stairwells and offices, and the limited capacity of the lifts. Margaret was thanked for her attendance at the Highways England meetings.

District Councillor

Not present.

2. Apologies

Apologies for absence were received from District Councillor Richard Elliott.

3. Declaration of Interest for items on the agenda

Jane Fraser declared an interest in item 8a(i) as a close neighbour of the property. Colin House declared an interest in item 8b(i) as the applicant.

4. Minutes of the meeting held on Monday 22nd April 2020

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

5. Matters Arising

None.

6. Correspondence

a) Parish Partnership Fund 2021/22

The Clerk noted that the next round of 50/50 funding for small highways work was open for applications, and asked for suggestions if the Council wished to make use of this.

b) Anonymous Letter re: 9 Station Road

The Clerk reported that an anonymous complaint had been received regarding the siting and laying of services to a mobile home at the above property. This had been forward directly to planning enforcement at South Norfolk Council, who were

responsible for looking into this, and who had confirmed that there was no breach of planning rules. This could not be communicated to the writer as no contact details had been given.

7. Finance

a) Financial Transactions to Date

The financial transactions to date were noted. The bank balance at 31st July 2020 was £2,619.54, with £800 in earmarked reserves.

b) Payments

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

C Moore	Salary July – Sept 2020	£241.40
HMRC	PAYE July – Sept 2020	£60.20
C Moore	Stamps & Zoom	£22.00

c) Review of Internal Controls and Risk Assessments

The documents were reviewed and **agreed** as presented.

d) Consider moving banking to Unity Trust Bank

The Clerk outlined the options for moving the Council's banking arrangements from Barclays to Unity Trust Bank, noting that it was becoming increasingly difficult to deal with mainstream banks when a complex signing mandate was required. The cost to the Council to bank with Unity Trust would be £6/month and it was felt that this was worthwhile in terms of time saved writing cheques, postage, and frustrations when mandate changes were required. The bank offered BACS payment options with two councillors logging in to release the payments. The Clerk's other councils used Unity Trust. It was **agreed** to move to Unity Trust Bank, proposed by Colin House, seconded by Diana Hambro, all in favour.

8. Planning

a) New Applications

2020/1387 St Marys Court, Barnham Broom Road, Carleton Forehoe: Erection of single storey building. To include amenities, open plan office and meeting rooms. Colin House and Diana Hambro had viewed the plans and visited the site. The proposal would complete the development and was in keeping with the other buildings. It was noted that this would not disrupt the footpath access to the church. It was **agreed** to recommend approval of the application.

ACTION: Clerk

2020/1532 Agricultural building at Warren Hill, Kimberley: Conversion of agricultural building to residential (following Prior Notification application 2020/0773).

The proposal was in keeping with the surrounding area and did not make changes to the outside of the building. It was **agreed** to recommend approval of the application.

ACTION: Clerk

b) Decisions

2020/0600 Land north west of Norwich Road, Kimberley: Proposed over 55's self build dwelling (resubmission of 2019/2486).

REFUSED

2020/0773 Agricultural barn at Warren Hill, Kimberley: Notification of prior approval for a proposed change of use and associated building works of an agricultural building to a dwelling house.

APPROVED

9. Review of Policies

The following policy documents were reviewed and approved as presented: Complaints Policy; Equal Opportunities Policy; Filming at Meetings Policy; Financial Regulations; Health and Safety Policy; Standing Orders; Training Policy.

10. Ongoing Matters

a) Defibrillator in Kimberley Phone Box

The Clerk reported that an application had been made to the Fete Committee for funds towards the remaining £800 that was required. The equipment would cost around £1,600 and a fully managed solution was available from Community Heartbeat Trust – further information would be sought on this. Once any contribution from the Fete Committee was confirmed, the Clerk would look for further funding for the balance. Information would be circulated to Councillors regarding the managed solution.

ACTION: Clerk

b) Public Rights of Way

This would be resumed once the Archive Centre re-opened.

ACTION: JS

c) Norwich Western Link

Jane Fraser gave an update on the current situation. There was a consultation that required a response by 20th September. It was noted that mitigation measures were required for the route through to the A11, which needed to make drivers uncomfortable in using a rat run route. It was **agreed** that information would be received at the meeting on 17th September and discussions would take place with parishioners on what would be acceptable. It was likely that chicanes would be installed, together with a weight limit on Carleton Forehoe bridge. The revised roundabout design had changed things considerably as it would stop traffic at the source. Different mitigation would be needed for Kimberley as it was a designated HGV route. The traffic modelling would be examined to see whether traffic would be pushed through Kimberley.

ACTION: Clerk

11. New Matters

a) Neighbourhood Planning

The Clerk presented a report outlining the process and costs associated with Neighbourhood Planning, following a request from a councillor to consider this. Councillors were asked to digest this before the next meeting.

ACTION: All

b) Kimberley Green Roadway

Correspondence had been received from a resident of The Green, and it was noted that this issue should be led by the District Councillor, Richard Elliott. It was noted that the Parish Council supported the concept of improving the roadway but could not give a financial contribution. The Clerk was asked to forward the matter to Richard Elliott to look into.

ACTION: Clerk

c) CPRE Planning Alliance

This was removed from the agenda as it was old correspondence.

12. Date of Next Meeting

The next meeting would be Friday 27th November 2020, 7pm on Zoom.

The meeting closed at 8.20pm

CHAIRMAN