

# Kimberley and Carleton Forehoe Parish Council

## MINUTES OF A PARISH COUNCIL MEETING HELD AT ST PETER'S CHURCH, KIMBERLEY ON FRIDAY 11<sup>th</sup> MAY 2018 AT 7.25PM

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

### Public Comments:

None.

### Action

#### 1. ELECTION OF CHAIRMAN

Colin House was elected Chairman, proposed by Joy Smiley, seconded by Jane Fraser, all in favour. The declaration of acceptance of office was signed.

#### 2. ELECTION OF VICE CHAIRMAN

Joy Smiley was elected Vice Chairman, proposed by Colin House, seconded by Diana Hambro, all in favour.

#### 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from District Councillor Michael Edney and County Councillor Margaret Dewsbury.

#### 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 9<sup>th</sup> March 2018 were **agreed** as a correct record and signed, proposed by Val Evans, seconded by Jane Fraser, all in favour.

#### 6. CORRESPONDENCE

The correspondence was noted.

#### 7. FINANCE

7.1 The 2018/19 financial transactions to date were **noted**.

7.2 The cheque payments were **approved** as presented, proposed by Colin House, seconded by Diana Hambro, all in favour:

a)	C Moore	Expenses	£111.34
b)	C Moore	Salary April – June 2018	£200.00
c)	HMRC	PAYE April – June 2018	£50.00
d)	Norfolk ALC	Subscription	£84.90
e)	Mrs A Barnes	Internal Audit	£40.00
f)	Kimberley PCC	Grass Cutting	£175.00
g)	Carleton Forehoe PCC	Grass Cutting	£175.00
<b>TOTAL</b>			<b>£836.24</b>

7.3 The Internal Audit Report was presented and **noted**. There were no matters for attention.

7.4 The Annual Governance Statement was **agreed**, proposed by Colin House,

seconded by Joy Smiley, all in favour.

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

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

## 8. **PLANNING**

8.1 Applications for consideration  
None.

8.2 Planning Decisions  
2017/2773 Former Gravel Pit, Wymondham Road, Kimberley: Change of use from part of the ex gravel pit to storage of up to 150 caravans / motor homes.

**APPROVED**

It was confirmed that the above application had been approved and that the Parish Council could not appeal. It was suggested that the District Councillor could be lobbied to push applications to committee where required, and this would give the Council an opportunity to present their case.

It was **agreed** to make a request to Highways to extend the 40mph to cover this area, as 'stacking' was a concern.

**Clerk**

## 9. **GENERAL DATA PROTECTION REGULATION**

- a) Data Protection Policy
- b) Data Protection Risk Assessment
- c) General Privacy Policy
- d) Information Audit

The above documents were **approved**, proposed by Colin House, seconded by Jane Fraser, all in favour. The Clerk noted that implementing GDPR was an ongoing process and that there were some matters to be addressed, as well as the information audit to complete. The website would be updated with these documents.

**Clerk**

## 10. **ONGOING MATTERS**

a) Community Emergency Plan

There had been one additional response from Carleton Forehoe, although people were willing they did not want to put their names forward formally. It was **agreed** that Jane and Val would be added, and that Joy would go back to South Norfolk Council with this.

**JS**

## 11. **DATE AND TIME OF NEXT MEETING**

Friday 31<sup>st</sup> August 2018 at Kimberley Church, 7pm.

The meeting closed at 7.55pm.

**Signed**

**Dated**