

Minutes of the meeting of Kimberley and Carleton Forehoe Annual Parish Council
Monday 18th May 2026, St Mary's Church, Carleton Forehoe, 7:20pm

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

1. To elect the Chairman for the ensuing year
Robert Alston was proposed by Joy Smiley and seconded by Jane Fraser. Robert Alston signed the acceptance of office
Joy Smiley was thanked for all her hard work as Chair.
2. To elect the Vice-Chairman for the ensuing year
Graham Mann was proposed by Robert Alston and seconded by Jane Fraser. All in agreement.
3. To receive and approve apologies for absence.
None
4. To receive declarations of interest and applications for dispensations
None
The Clerk reminded Councillors that if any changes occur their Declaration of Interest form must be updated, the clerk can assist with this
5. To approve the minutes of the meeting held Thursday 9 February 2026
Jane Fraser proposed, Martin Care seconded, there were a true record. All in agreement.
6. Public Forum
 - a. Public Comments
 - b. District Councillor
 - c. County CouncillorNone
7. To hear incoming correspondence since last meeting and determine responses where appropriate:
 - a. General Correspondence
Town and Parish Council Forums, Permissive paths, Norfolk Constabulary contact details, Milestones, South Norfolk Litter Picks, Environment Agency Maintenance.
These were noted.
8. To review delegation arrangements to the clerk
The following delegations to the clerk were agreed: To incur expenditure, subject to a limit of £500 and consultation with the Chairman, in cases of extreme risk to the delivery of services. To submit planning comments on behalf of the Parish Council between meetings with consultation with Councillors.
9. Finance:-
 - a. To consider the Internal Auditors report for year ending 31 March 2026
This was noted - there were no recommendations

Signed

Date

- b. To agree the accounts for year ending 31 March 2026
These had been circulated and were agreed.
- c. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form
It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could decide to exempt itself from External Audit. This was considered and it was agreed to exempt from external audit and to authorise the Clerk and Chairman to sign the form.
- d. To consider the assertions on, and complete, the Annual Governance Statement 2025/26 and to authorise the Clerk and Chairman to sign
The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf
- e. To consider and approve the Accounting Statements 2025/26 and to authorise the Chairman to sign
The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf
- f. To note the dates for exercise of public rights
It was noted that the Electors Rights will be posted from Wednesday 3rd June to Tuesday 14th July
- g. To note payments made since the last meeting

Clerk Salary, March	167.24
HMRC, month 12	41.8
Unity Trust, Service Charge	7
NPTS, annual subs	£57.50
HMRC PAYE Month 12	£24.20
Clerk Salary, April	£178.34
Unity Trust, Service Charge	£6.00

- h. To note receipts made since the last meeting

South Norfolk DC, precept	£4,520.00
HMRC VAT refund	£49.34
South Norfolk, CIL	£356.36

- i. To approve payments

Clerk Salary, May	£167.24
HMRC PAYE Month 2	£41.80
Carleton Forehoe Fen Lease 25/26	£5.00
Jim Grave, Internal Audit	£53.00
Carleton Forehoe Fen Lease 26/27	£5.00

- j. To consider opening a savings account with Unity Trust
It was agreed to open a savings account and the paperwork was signed.

Signed

Date

10. Planning:-

- a. [2026/0063 | Replacement windows and doors | Gelham Barn Barnham Broom Road Carleton Forehoe Norfolk NR9 4AL](#)
It was agreed to support this application, clerk to log comments
- b. [2026/0982 | Rear Single-Storey Extension & Front Open Porch - External refurbishment | 10 Station Road Kimberley Norfolk NR18 9HB](#)
To note delegated comments to support application
- c. Planning Decisions made by local authority
None
- d. Any applications received after the publication of the agenda
None

11. To receive an update on the Fen Lease and consider the payment of the annual contribution

New constitution has been drafted with changes in governance and objectives. All trustees to stand down with re-appointment at a public meeting, hopefully facilitated by the PCC.

The Parish Council's Insurance company have confirmed;
"Regarding your query, your public liability will automatically extend to any land owned by the council. If you are renting this land, and the council is deemed responsible for this land by an agreement or contract, then your Public Liability will extend to this land. This is on the condition that the land is maintained and risk assessed."

The Parish Council will continue to pay a £5 annual lease to the trust.

12. To consider refurbishing the noticeboards with magnetic backs

It was agreed to allocate £250 for each noticeboard for Mike Ammiss to supply and fit magnetic boards (£175) and generally service the boards/locks. Clerk to arrange this.

13. To receive an update regarding Highways issues and engineer visit

Joy Smiley spoke with Adam Mayo regarding the issues. He acknowledged the poor state of the roads. Pothole repairs and surface dressing will be undertaken on 9th June.

He will look at the Oak Tree on the green and see if possible to add linings to the road to protect it.

It was raised that there are advertising boards on the B1108 which could distract drivers. This will be monitored.

Jane Fraser raised that some sat nav systems are directing cars the wrong side of the road at the Wymondam Road/Barnham Room junction with Norwich Road (B1108). Situation to be monitored and Clerk to follow up with Highways.

A bridge inspection has been undertaken on the Carleton Forehoe bridge and met the safety requirements.

Martin Care reported that the bus along the Watton Road is not stopping at the correct place and is missing pedestrians and unsafe. Clerk to raise this with the bus company.

Signed

Date

Clerk to contact Adam Mayo regarding what speed signage and mitigation will be put in place when the new speed limits are put in place to ensure vehicles comply.

14. To receive an update on CIL funds and projects.

It was agreed to allocate £500 towards upgrading the notice boards (item 12). Work will continue maintaining the footpath in Kimberley. It was agreed to look at planting additional trees on Kimberly green to replace some of those that have been removed.

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

An objection to the reduced speed limits has been lodged, this has delayed the process.

16. To review the following policies

- a. FOI Publication scheme

The annual review was agreed with no amendments

17. Date of next meeting - Monday 14th September, St Peters Church, Kimberley

Meeting closed at 20:09

DRAFT

Signed

Date