

Minutes of the meeting of Kimberley and Carleton Forehoe Parish Council
Monday 15th September 2025, St Peter's Church, Kimberley, 7pm

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

Richard Elliott, District Councillor

1. To receive and approve apologies for absence.
None
2. To receive declarations of interest and applications for dispensations
None
3. To approve the minutes of the meeting held Monday 19th May 2025
Robert Alston proposed and Martin Care seconded, all in agreement the minutes were an accurate record of the meeting
4. Public Forum
 - a. Public Comments
 - b. District Councillor
 - c. County CouncillorReports have been circulated from the District and County Councillors

Richard highlighted the key points from his report which were the Asylum seekers in Diss, use of arable land for solar farms, job losses at Lotus, Hethel and the Warm Homes initiatives. He discussed who may be eligible for Warm Homes funding and gave the signposting.

5. To hear incoming correspondence since last meeting and determine responses where appropriate:
 - Local government Reorganisation updates
 - Norwich Western Link updates
 - South Norfolk Village Clusters – plan submitted
 - South Norfolk Council Licensing Act 2003: Statement of Policy Review
 - Public consultation on draft South Norfolk Landscape Susceptibility in relation to energy generation, storage and transmission Supplementary Planning Document (SPD)
 - Invitation to Bid for Parish Partnership 2026/27
 - Norfolk Minerals and Waste Local Plan - Notice of Adoption

These were noted

6. To consider moving to a .gov.uk email through Parish Online
All in agreement for clerk to move the email address to .gov.uk with Parish Online.
7. To receive an update on the Fen lease and consider what next steps should be taken

The Fen charity in Carleton Forehoe currently has 2 local residents as trustees. From work the vicar has undertaken the original statute states that the trustees should be the local vicar, a Parish Councillor and a local resident. There are also concerns that the Fen should be bringing in a funding stream for and improvements of the condition of the woodlands need to be undertaken.

It was proposed that a letter is written to the Trustees requesting that a Parish Councillor and the vicar become trustees as per the articles of association. The letter will also request the date of the next meeting so a Councillor can attend.

All in agreement, clerk to draft letter and circulate before sending

8. To receive an update on Kimberley Village green and consider what action to be taken
There is an oak that is dying on the green which has now been marked up, possibly for removal. Another tree on the corner of the green has had a chunk taken out of it. Clerk to contact Helen Sibley at South Norfolk Council and ask what action can be taken and also confirm the grass cutting area and schedule. The triangle at the junction is also overgrown, to be reported to Highways.

9. To receive an update on the clearing of the footpath in Kimberley and consider quotes and risk assessments.

The paths have been inspected by Martin Care and he thinks that the work can be undertaken by a working party. He has also been in touch with Roger Norton, local tree surgeon, who is able to provide some wood chippings for the path free of charge. It was agreed that the phone box, parish noticeboard and village noticeboard are maintained as part of this project. Martin will look at having an Autumn and Spring working group to undertake this work.

10. Finance:-

- a. To note the conclusion of the Annual audit
This was noted
- b. To note the uplifted LGS pay scales
This was noted
- c. To note payments made since the last meeting

Unity Bank	6.00
HMRC, PAYE Month 3	72.80
Clerk Salary, June	129.74
Unity Bank, service charge	6.00
HMRC, PAYE month 4	40.60
Clerk Salary, July	161.94
HMRC, PAYE month 5	40.40
Clerk Salary, August	162.14
Unity Bank, Service charge	6.00

- d. To note receipts made since the last meeting
None

- e. To approve payments

Clerk Salary, September	193.14
HMRC PAYE Month 6	48.40

11.Planning:-

- a. Planning Decisions made by local authority
Hall Farmhouse, Barnham Broom Road, Carleton Forehoe, NR9 4AL, Replacement tiles to single storey extension – Supported by Parish Council and approved by South Norfolk Council
7 The Green, Kimberley, NR18 9EY, Installation of through floor lift – Supported by Parish Council and approved by South Norfolk Council
- b. Any applications received after the publication of the agenda
None

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

Speed limits should be implemented later in the year. There will not be any monitoring of the speed limits. Roads south of the A47 have now been closed except the Honingham Road. Other alternatives for the Norwich Western Link do not seem suitable at the moment.

13.To review the following policies

- a. IT Policy
- b. Financial Regulations
- c. Internal Control
- d. Risk Assessment
- e. Standing orders

An error on the frequency of meetings was amended.

It was agreed to adopt the policies.

14.Date of next meeting - Monday 17th November, Barnham Broom Village Hall

Meeting closed 20:10

BUDGETS