

# Kimberley and Carleton Forehoe Parish Council

## MINUTES OF A PARISH COUNCIL MEETING HELD AT ST PETER'S CHURCH, KIMBERLEY ON FRIDAY 19<sup>TH</sup> MAY 2017 AT 7.30PM

The following members were present:- Colin House (Chairing), Jane Fraser, and Val Evans.  
The Clerk and County Councillor Margaret Dewsbury were also present.

### Public Comments:

There were no public comments.

### Action

#### 1. ELECTION OF CHAIRMAN

Colin House was elected as Chairman, proposed by Joy Smiley, seconded by Jane Fraser, all in favour.

#### 2. ELECTION OF VICE CHAIRMAN

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

#### 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Diana Hambro and Colin House.

#### 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 3<sup>rd</sup> March 2017 were **agreed** as a correct record and signed, proposed by Jane Fraser, seconded by Val Evans, all in favour.

#### 6. CORRESPONDENCE

The Council received the correspondence which was **noted**.

#### 7. FINANCE

7.1 The 2017/18 financial transactions to date were **noted**.

7.2 The cheque payments were **approved** as presented, proposed by Jane Fraser, seconded by Val Evans, all in favour:

a)	C Moore	Expenses	£28.77
b)	Poringland PC	Practitioners Conference	£16.97
c)	A Barnes	Internal Audit	£40.00
d)	C Moore	Salary April - July	£200.00
e)	HMRC	PAYE April - July	£50.00
f)	Poringland PC	Annual Report	£2.88
g)	Norfolk ALC	Subscription	£84.77
h)	Kimberley PCC	Grass Cutting	£175.00
i)	Carleton Forehoe PCC	Grass Cutting	£175.00
<b>TOTAL</b>			<b>£773.39</b>

7.3 The Financial Risk Assessment was reviewed and **approved**, proposed by Joy Smiley, seconded by Jane Fraser, all in favour.

- 7.4 The Internal Audit Report was presented and **noted**.
- 7.5 The Annual Governance Statement was **approved**, proposed by Joy Smiley, seconded by Jane Fraser, all in favour.
- 7.6 The Annual Accounting Statement was **approved**, proposed by Joy Smiley, seconded by Val Evans, all in favour. **Clerk**

## 8. PLANNING

### 8.1 Applications for consideration

2017/1113 & 1114 7 The Green, Kimberley: Proposed rear extension.

Councillors considered the application, which had arrived after the agenda was published. The application was for a large extension, and included proposals to open a bed and breakfast. Councillors agreed that they were not opposed to the extension, however the business element was of concern. The application suggested two letting bedrooms, which was likely to result in two additional cars. Parking was already a problem in The Green, and the Clerk was asked to confirm with South Norfolk Council whether they allowed parking on The Green. It was anticipated that this additional occupancy would result in more vehicle movements including cars accessing the property, oil deliveries, and septic tank emptying. This would result in additional wear and tear on the road, which would have to be borne by all 8 stakeholders. The Parish Council wished to see a change of use application be required as 66% of the building would be used as a B&B. It was **agreed** that the Clerk would ask South Norfolk Council whether a change of use application would be required, and whether an application would be required for lamp posts in the conservation area. The ownership and parking arrangements on The Green would be confirmed. It was **agreed** that the Vice Chairman and the Clerk would be delegated to formulate the Council's response to the application.

**Clerk**

**Clerk**

**VCH / Clerk**

### 8.2 Planning decisions

None.

## 9. ONGOING MATTERS

### a) Community Emergency Plan

It was noted that the questionnaire would be distributed with the Group News in the next couple of weeks.

### b) Village Gateway Scheme

Michael Edney noted that he could fund the 25% of the village gateway from £1,000 from the Community Action Fund, and with £250 of his ward member budget. Michael **agreed** to make the necessary enquiries.

**ME**

### c) Community Governance Review

Michael Edney confirmed that no parishes would be compelled to opt in to new arrangements against their will. It was **agreed** that the Council would respond stating simply that they wished to remain as they were, and that if alternative arrangements were proposed at a later date, a more robust defence would be submitted, proposed by Jane Fraser, seconded by Joy Smiley, all in favour.

**Clerk**

## 10. NEW MATTERS

### a) Action Plan 2017/18

The action plan was **agreed**, proposed by Val Evans, seconded by Jane Fraser, all

in favour.

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

Friday 8<sup>th</sup> September 2017 at Kimberley Church at 7pm.

The meeting closed at 8.20pm.

**Signed**

**Dated**

DRAFT