

# *Kimberley and Carleton Forehoe Parish Council*

## **MINUTES OF A PARISH COUNCIL MEETING HELD AT ST PETER'S CHURCH, KIMBERLEY ON FRIDAY 30<sup>th</sup> MAY 2014 AT 7.45PM**

The following members were present:- Joy Smiley, Jane Fraser, Val Evans and Diana Hambro. The Clerk, District Councillor Edney and two members of the public were also present.

### **Public Comments:**

None

### **Action**

#### **1. ELECTION OF CHAIRMAN**

Colin House was elected as Chairman, proposed by Joy Smiley, seconded by Diana Hambro, all in favour. As he was not present, it was agreed that the statutory Declaration of Acceptance of Office would be signed at the next meeting.

#### **2. ELECTION OF VICE CHAIRMAN**

Joy Smiley was elected as Vice Chairman, proposed by Jane Fraser, seconded by Diana Hambro, all in favour. In the absence of the Chairman, Mrs Smiley took the chair.

#### **3. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mr 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 28<sup>th</sup> March 2014 were agreed as a correct record and signed.

#### **6. CORRESPONDENCE**

The Council received the correspondence which was noted. The Clerk was asked to follow up the speed camera van violations captured query by asking whether any of these had resulted in a fixed penalty.

**Clerk**

#### **7. FINANCE**

7.1 The 2014/15 financial transactions to date were noted.

7.2 The Council considered whether the Responsible Financial Officer should be an appointed councillor, or whether this should sit with the Clerk. The Clerk noted that normally where the clerk was not appointed RFO, they would not undertake any tasks relating to finance, and that the RFO was accountable to the auditor should any queries arise. As the Clerk presently carried out all tasks relating to finance, it was agreed that Responsible Financial Officer would be added to the Clerk's job description, proposed by Joy Smiley, seconded by Val Evans, all in favour. It was acknowledged that this could be reviewed in the event of a change of staff.

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

7.3.1	HMRC	Clerk's PAYE	£50.00
7.3.2	J Plunkett	Internal Audit Fee	£28.00
7.3.3	Norfolk ALC	Subscription	£79.79
7.3.4	Kimberley PCC	Grass Cutting Grant	£150.00
7.3.5	Carleton Forehoe PCC	Grass Cutting Grant	£150.00
<b>TOTAL</b>			<b>£457.79</b>

7.4 The 2013/14 Internal Audit Report was received and noted.

7.5 The 2013/14 Annual Audit Return was received, approved and signed, proposed by Diana Hambro, seconded by Val Evans, all in favour.

## 8. PLANNING

6.1 The following planning application was considered:

2014/0684 – **4 Low Road, Carleton Forehoe** Extension to annexe to add garage and sunroom to main house. It was felt that the house had already been extended to the permitted limit, and that the extension would join the annexe to the house.

Clerk

6.2 The following planning decision was noted:

2013/2175 9 St Marys Court, Barnham Broom Road, Carleton Forehoe: Conversion and extension of existing single storey barn from agricultural to office use, within St Mary's Court development. The building will join the main barn creating a courtyard containing office space and utilities (revised application). Approved.

## 9. ONGOING MATTERS

a) Water Grups

Diana Hambro reported that these would be installed shortly.

DH

b) Kimberley War Memorial

The Clerk reported that following the last meeting, she had heard of some funding which could be available and had submitted an application. A decision was expected in June. It was **agreed** that if this funding was not awarded, an application would be made to the district councillor's funding pot. It was suggested that an application could be made to the District Councillor for the Carleton Forehoe memorial, although this may need to be done by the PCC.

## 10. NEW MATTERS

None

## 11. DATE AND TIME OF NEXT MEETING

Friday 25<sup>th</sup> July 2014 7pm at Carleton Forehoe Church.

The meeting closed at 8.05pm.

**Signed**

**Dated**