

BARNHAM BROOM PARISH COUNCIL

Website: <https://barnhambroom-pc.gov.uk/>

Councillors are summoned to attend a Barnham Broom Parish Council meeting to be held on **Thursday 17th September 2026 at 7.30pm** in **Barnham Broom Village Hall, Norwich Road, Barnham Broom, Norfolk, NR9 4BU**, for the purpose of transacting the business on the agenda below.
Members of the public & press are welcome to attend.

L Cracknell

Lolly Cracknell, Parish Clerk & RFO Clerk

Date of issue: 11/9/2026

Agenda

1. Attendance / Apologies

- 1.1. To note attendance
- 1.2. To receive apologies & consider acceptance for absence

2. Declarations of interest / Dispensations

- 2.1. To receive declarations of interest
- 2.2. To consider requests for dispensation

3. Public participation

To receive questions or comments from members of the public on matters on the agenda

4. Reports

- 4.1. Norfolk County Councillor
- 4.2. District Councillor

5. Minutes

- 5.1. To consider and approve the minutes of the meeting that was held on 16th July 2026.

6. Updates on previous matters

To receive reports on the progress of items not elsewhere on the agenda from previous meetings and consider any further actions

- 6.1. To receive an update on the Emergency Plan documents.
- 6.2. To receive an update regarding the dog waste bin on Mill Road. Street Furniture Application sent 17/6/26, chased 8/7/26.
- 6.3. To receive an update on the trod repair from Highways and County Cllr Malcolm Latache.
- 6.4. To receive an update on CIL projects.
 - 6.4.1. Bell Road Trod.
- 6.5. Update on new noticeboard and the street furniture application.

7. Finance

- 7.1. To receive bank reconciliation.
- 7.2. To consider and approve the payments and receipts as presented at the meeting, also including any additional payments received before the meeting.

Company	Description	Net	Vat	Gross
Staff Costs	Month 5 & 6 including back pay	£1724.50	£0.00	£1724.50

Email: clerk@barnhambroom-pc.gov.uk
Phone: 07593 957953

Westcotec	SAM2 Training Session for volunteer	£12.50	£0.00	£12.50
Hollinger Print	NDP Newsletter	£45.00	£0.00	£45.00
Unity	Monthly Fee 30.9.26	£7.00	£0.00	£7.00
Unity	Monthly Fee 31.10.26	£7.00	£0.00	£7.00
PKF Littlejohn	External Audit for 25/26	£210.00	£42.00	£252.00

7.3. To consider the current budget expenditure report and accounts update.

7.4. To receive Section 3 of the AGAR the External Auditors Report and Certificate 2025/2026.

7.5. To receive the notice of conclusion of audit from PKF Littlejohn, external auditors and note publication dates of 17th September to 1st October 2026.

7.6. To note that all

8. Planning

8.1. To consider consultee responses to applications received from South Norfolk Council prior to the meeting date.

8.1.1. 2026/2366, Location: Rush Green Farm Barns Rush Green Barnham Broom Norfolk. Proposal: Conversion of two agricultural buildings to two dwellings, including partial demolition, and change of use of agricultural land to residential Application Type: Full Planning Permission. Deadline for response 9 September 2026, extension requested and approved.

8.1.2. 2026/2440, Location: 2 Rush Green, Farm Barns, Rush Green, Barnham Broom, NR9 4EA. Proposal: Detached single-storey garage. Application Type: Full Planning Permission. Deadline for Comments: 22 September 2026.

8.1.3. AMENDMENT to 2026/2440 Location: 2 Rush Green, Farm Barns, Rush Green, Barnham Broom, NR9 4EA. Proposal: Proposed Detached single-storey garage. Deadline for comment 2 October 2026.

8.1.4. 2026/2405, Location: Agricultural building north of Wymondham Road, Barnham Broom. Proposal: Extension to Agricultural Building. Planning Type: Full Planning Permission. Deadline for comment 24 September 2026.

8.2. To receive notification of decisions taken by South Norfolk Council.

8.2.1. None received prior to Agenda being published.

9. Neighbourhood Plan

9.1. To receive an update from the Neighbourhood Plan Steering Group.

9.1.1. To consider and approve the amended Terms of Reference.

9.2. Invite to Neighbourhood Planning Network Meeting, 14th October 6:30pm, consider attendance.

9.3. To consider a response to the Greater Norwich Local Plan Scoping Consultation open 17th August to 18th September 2026.

10. Highways

10.1. To receive any highways reports or updates.

10.2. To receive a SAM2 update and speed statistics if available.

10.2.1. To approve SAM2 training at a cost of £12.50.

10.2.2. To note a second assessment of sign 8205 has been arranged as it is still faulty after last work was completed. Westcotec have agreed to assess FOC.

- 10.3. To consider request for a Vehicle Activated Sign, a fixed flashing speed sign, cost approx., £7000 - £8000, parish partnership scheme would be suitable for 50/50 funding with NCC Highways if they approve.
- 10.4. To receive parish partnership scheme invitation to bid for 2026/2027.

11. Administration

- 11.1. To receive the list of all policies and procedures.
- 11.2. To review and approve the Complaints Policy.
- 11.3. To review and approve the Data Protection Policy.
- 11.4. To review and approve the FOI publication scheme.
- 11.5. To review and approve the Grant Awarding Policy.
- 11.6. To consider and approve a Health & Safety Policy.
- 11.7. To review and approve of the Internal Control Policy.
- 11.8. To consider and approve a Reserves Policy.
- 11.9. To review and approve the Travel and Expenses Policy.
- 11.10. To consider a letter to local farming companies regarding heavy goods vehicles using Bell Road and Mill Road, applying the speed limit and reminder to clean the road from mis in the winter months.
- 11.11. To consider electing a representative to be part of the Tree Council.

12. Correspondence

- 12.1. To receive Parish Council update from NCC Deputy Leader.
- 12.2. To receive South Norfolk Council invitation to Town and Parish Forums, 22nd September 1pm, 20th October 1pm, 10th November 2pm, 8th December 2pm, consider Councillors to attend.
- 12.3. Norwich Western Link invite to meeting 11th September 2026.
- 12.4. To receive SNBDC Food Waste update, rollout rescheduled 28 September to week commencing 9 November 2026.

13. Next meeting dates, all held at Barnham Broom Village Hall

- 13.1. Thursday 15th October 2026 7:30pm
- 13.2. Thursday 19th November 2026 7:30pm
- 13.3. Thursday 17th December 2026 7:30pm
- 13.4. Thursday 21st January 2026 7:30pm
- 13.5. Thursday 18th February 2026 7:30pm

14. Agenda items for the Next Meeting