

BARNHAM BROOM PARISH COUNCIL

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

Minutes of the Barnham Broom Parish Council meeting held on
Thursday 17th September 2026 at 7.30pm in **Barnham Broom Village Hall**, *Norwich Road,
Barnham Broom, Norfolk, NR9 4BU.*

In attendance: Cllrs Tim Tucker, John Cowan, Andrew South, Andrew Frew, Ashley Carter-Mayers (Chair) & Tony Jervis.

Members of the public: 8

Parish Clerk & RFO: Mrs Lolly Cracknell

1. Attendance / Apologies

1.1. Attendance was NOTED.

1.2. It was AGREED to accept apologies for Cllr Helen Kansy due to alternative commitments.

2. Declarations of interest / Dispensations

2.1. None.

3. Public participation

Speeding, an update on speed reduction process was discussed, the TRO is being processed no timeline is known. A resident queried the Greater Norwich Local Plan Scoping consultation, Clerk to add link to News Page of Parish Council website.

4. Reports

4.1. Norfolk County Councillor Malcolm Latache reported that Local Government Reorganisation is currently on hold. District Council elections should take place in May 2027. This does not affect the progress toward devolution, of electing a Mayor for Suffolk and Norfolk who will manage Police, Fire and some planning matters. Environmental Delivery Plan, 15,780 new homes in Norfolk and fund improvements to rivers, wetlands, unlock housing delayed, more information [HERE](#). Highways are trailing a new pothole repair machine. Disabled people to get free 24-hour travel on buses from April 2027. There is a current NCC fostering campaign. Police and Crime Plan consultation is open. For more details on any items Email: Malcolm Latache.cllr@norfolk.gov.uk or call: 01603 224428.

4.2. District Councillor Richard Elliott, no report received. **t** 07733 002897
e richard.elliott@southnorfolkandbroadland.gov.uk

5. Minutes

5.1. The minutes of the meeting that was held on 16th July 2026 were APPROVED as a true and correct record of the meeting and signed by the Chair.

6. Updates on previous matters

6.1. Update on the Emergency Plan documents, in progress, it was AGREED to add a section on wildfires.

6.2. Update regarding the dog waste bin on Mill Road. Street Furniture Application sent 17/6/26, chased 8/7/26, 2/9/26 & 15/9/26, awaiting approval from NCC Highways and SNC for location. The price for a dog bin in 26-27 is £148.50 for twice a week collection.

Email: clerk@barnhambroom-pc.gov.uk

Phone: 07593 957953

- 6.3. Update on the trod repair past the Church from Highways and County Cllr Malcolm Latache reported this has been repaired and cleared in places, further repairs when A47 work is completed.
- 6.4. Update on CIL projects.
- 6.4.1. Bell Road Trod, Highways visited the site and have determined this project as not feasible, due to steep inclines and insufficient space on either side of the road.
- 6.5. Update on new noticeboard and the street furniture application, emailed 2/9/26 chased 15/9/26. Once location is approved by NCC Highways, Clerk can order and Cllrs to install.

7. Finance

7.1. The bank reconciliation was RECEIVED, See Annex A.

7.2. The payments were APPROVED.

Company	Description	Net	Vat	Gross
Staff Costs	Month 5 & 6 including back pay	£1724.50	£0.00	£1724.50
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. The current budget expenditure report and accounts update was RECEIVED, See Annex B.

7.4. Section 3 of the AGAR the External Auditors Report and Certificate 2025/2026 was RECEIVED.

7.5. The notice of conclusion of audit from PKF Littlejohn, external auditors was RECEIVED and the publication dates of 17th September to 1st October 2026 were NOTED.

7.6. It was NOTED that all relevant documents were published on the website and noticeboard by 17th September 2026.

8. Planning

8.1. **Consultee responses to applications received from South Norfolk Council.**

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. It was RESOLVED to response with NO OBJECTION, however the Parish Council notes that the location is in Flood Zone 1 and would like the applicant to address a method of controlling appropriate drainage as to ensure there is no impact to neighboring properties or public highways in the event of a flood of excessive surface water.

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. It was RESOLVED to respond with NO OBJECTION.

- 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. It was RESOLVED to respond with NO OBJECTION.
- 8.1.4. 2026/2405, Location: Agricultural building north of Wymondham Road, Barnham Broom. Proposal: Extension to Agricultural Building. Planning Type: Full Planning Permission. It was RESOLVED to respond with NO OBJECTION.

8.2. Notification of decisions taken by South Norfolk Council.

- 8.2.1. None received.

9. Neighbourhood Plan

- 9.1. Update from the Neighbourhood Plan Steering Group, the public survey is due to go out at the beginning of October 2026. A flyer with a QR code will be posted through every door in the Parish and be available on the Parish Council Facebook Page and Website. Hard copies are available from the Parish Clerk, who will also attend the Community Café and be available from 6.45pm at the Village Hall before the Parish Council meeting on 15th October 2026. Thanks to the members of the steering group for all their time and efforts.
- 9.1.1. The amended Terms of Reference have been APPROVED.
- 9.2. Invite to Neighbourhood Planning Network Meeting, 14th October 6:30pm. Cllrs H Kansy, T Tucker and J Cowan to attend if available.
- 9.3. Greater Norwich Local Plan Scoping Consultation open 17th August to 28th September 2026, it was AGREED for Cllr H Kansy to draft a response, to circulate to all Councillors, Clerk to submit.

10. Highways

- 10.1. Highways reports or updates, none received.
- 10.2. SAM2 update and speed statistics were circulated.
- 10.2.1. The SAM2 training at a cost of £12.50 was APPROVED.
- 10.2.2. It was NOTED that a second assessment of sign 8205 has been arranged as it is still faulty after last work was completed. Westcotec have agreed to assess it free of charge.
- 10.3. Request for a Vehicle Activated Sign, a fixed flashing speed sign, cost approx. £8000 - £9000, was considered it was AGREED to take no further action.
- 10.4. Parish partnership scheme invitation to bid for 2026/2027, Clerk to get quotes for an additional SAM2 or SAM3 options, next meeting.

11. Administration

- 11.1. The list of all policies and procedures was RECEIVED.
- 11.2. The Complaints Policy was reviewed and APPROVED.
- 11.3. The Data Protection Policy was reviewed and APPROVED.
- 11.4. The FOI publication scheme was reviewed and APPROVED.
- 11.5. The Grant Awarding Policy was reviewed and APPROVED.
- 11.6. The Health & Safety Policy was reviewed and APPROVED.
- 11.7. The Internal Control Policy was reviewed and APPROVED.
- 11.8. The Reserves Policy was considered and APPROVED.
- 11.9. The Travel and Expenses Policy was reviewed and APPROVED.
- 11.10. 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 mud in the winter months was APPROVED.
- 11.11. To consider electing a representative to be part of the South Norfolk Tree Warden Network, it was AGREED to take no further action. Any local concerns

regarding trees can be reported to the Parish Clerk.

12. Correspondence

- 12.1. Parish Council update from NCC Deputy Leader.
- 12.2. South Norfolk Council invitation to Town and Parish Forums, 22nd September 1pm, 20th October 1pm, 10th November 2pm, 8th December 2pm, Councillors to contact Clerk for link.
- 12.3. Norwich Western Link meeting 11th September 2026, Cllr J Cowan to attend.
- 12.4. 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

- 14.1. To consider a speed watch team.
- 14.2. To consider the Bus Grant Scheme.
- 14.3. To consider quotes for SAM2 or SAM3 devices.

Meeting Closed: 20:53

Signed:

Dated:

Annex A, Item 7.1 Bank Reconciliation

Barnham Broom Parish Council 2026/2027 Bank Rec to 31/08/2026

Prepared by L Cracknell 11/9/26

Barclays Business Premium 80153745	£ 11,320.95
Barclays Current 80153737	£ 13,713.29
Unity T1 Account 20547776	£ 4,694.38
Unity Instant Access (savings)	£ -
Bank Balance @ 1/4/2026	£ 29,728.62

Cashbook Income	£ 14,754.49
Cashbook Payments	£ 12,980.45
Uncashed Payments	£ 2,195.27
Cashbook Total 11/9/26	£ 33,697.93

Barclays Business Premium 80153745 30/6/26	£ -	CLOSED 19/6/26
Barclays Current 80153737 30/6/26	£ -	CLOSED 19/6/26
Unity T1 Account 20547776 31/08/2026	£ 33,697.93	
Unity Instant Access (savings) 31/08/2026	£ -	
Bank Balance @ 31/8/2026	£ 33,697.93	

Difference	£ -
------------	-----

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

Annex B, Item 7.3 Budget Expenditure Report

Barnham Broom Parish Council

Accounts 2026/27 to 15/9/2026

Budget Monitoring 2026/2027

RECEIPTS	2026/2027 Budget	Receipts to date	Over/Under	% vs Budget	Notes
Precept	£ 17,594.00	£ 8,797.00	-£ 8,797.00	50%	
Rent (9 acres parish land)	£ 940.00	£ -	-£ 940.00	0%	
VAT Refund		£ -	£ -		
Grants		£ -	£ -		
Other (including Reimbursements)		£ -	£ -		
Interest (Business Premium Account - Savings)	£ 100.00	£ 32.26	-£ 67.74	32%	
CIL		£ 5,925.23	£ 5,925.23		
Neighbourhood Plan Grants	£ 16,000.00				
TOTAL RECEIPTS	£ 34,634.00	£ 14,754.49	-£ 19,879.51	43%	

PAYMENTS

	2026/2027 Budget	Spend to Date	Balance Remaining	% Spend vs Budget	Notes
Administration					
Salary/PAYE	£ 7,280.00	£ 5,636.78	£ 1,643.22	77%	
Office Costs and Expenses	£ 1,112.00	£ 132.83	£ 979.17	12%	
Village Hall Hire	£ 300.00	£ -	£ 300.00	0%	
Computer Costs (To Reserves)	£ 500.00	£ -	£ 500.00	0%	
Subscriptions & Training	£ 900.00	£ 420.58	£ 479.42	47%	
Insurance/Admin	£ 450.00	£ 300.00	£ 150.00	67%	
Audit Fees	£ 150.00	£ 360.00	-£ 210.00	240%	
Information Commissioners Office - Registration Fee	£ 47.00	£ -	£ 47.00	0%	Fee increase
Donation - Group News	£ 50.00	£ -	£ 50.00	0%	
Donation - Churchyard Maintenance (BB PCC)	£ 600.00	£ 600.00	£ -	100%	
Donation - Grass cutting & defibrillator (Village hall)	£ 2,700.00	£ 2,700.00	£ -	100%	
Donation - Charity requests	£ 100.00	£ -	£ 100.00	0%	
Donations - Remembrance Service/Wreath	£ -	£ -	£ -		
NDP Expense	£ 16,653.56	£ 2,052.30	£ 14,601.26	12%	
Chairpersons Allowance	£ 50.00	£ -	£ 50.00	0%	
Maintenance	0		£ -		
Village Maintenance - General	£ 2,000.00	£ 580.49	£ 1,419.51	29%	
Dog bin emptying	£ 550.00	£ -	£ 550.00	0%	
Other	£ -	£ -	£ -		
Elections	£ -	£ -	£ -		
Projects/Reserves	£ -	£ -	£ -		
TOTAL PAYMENTS	£ 33,442.56	£ 12,782.98	£ 20,659.58	38%	
VAT paid		£ 197.47			