

Barsham Parish Council

Present: Andrew Ross, (Chairman), Frank Chapman, Grace Howlett, Margaret Hulme
and: Tom FitzPatrick (District Councillor)

Meeting of Barsham Parish Council on

Date: Monday 12 January 2026

Time: 7.30pm

Place: Granary, West Barsham, NR21 9NP



Minutes

- 1 Welcome and to receive apologies for absence. No apologies received.
- 2 Declarations of interest in items on the agenda and requests for dispensations. None.
- 3 The minutes of the meeting held on 10 November were approved and signed.
- 4 Progress on items not on the agenda. No issues to discuss.
- 5 NCC & NNDC Councillors, if in attendance.
Tom FitzPatrick – North Norfolk District Council
 - Work on the new swimming pool at Fakenham has started. It should be completed by the end of the year.
 - The District Council has been offered a grant towards the cost of providing temporary accommodation for people made homeless
 - The Local Plan (which layouts policies for building and environmental protection etc.)
 - Norfolk and Suffolk have been removed from the fast-track for combined mayoral authority
 - Local Government Reform to change district and county councils to 1, 2, or 3 Unitary Authority/ies is waiting for a decision from central government.
- 6 Open forum for Public Participation: no public present.
- 7 Defibrillator
 - 7.1 It was decided that the Clerk would register the defibrillator on The Circuit national data base and share the login details with Margaret.
 - 7.2 The Clerk would check the dates on the pads and order new ones if required.
- 8 Open spaces
 - 8.1 Play Area. It was agreed that Margaret Hulme would carry out weekly visual inspections. The Clerk would check that Annual Inspections were in place.
 - 8.2 Allotments. The Clerk was asked to contact allotment tenants to see if anyone would like to give up all or part of their plot to someone on the waiting list.
 - 8.3 Update on village gateways
 - Two pairs of gateways of the larger size (height 2300mm x width 1500mm)
 - Location:
 - top of the hill on the approach to East Barsham from Fakenham (replacing the current 'East Barsham' sign)
 - approach to Houghton St Giles from East Barsham (replacing the current 'Houghton St Giles' sign)
 - Wording:
 - 'Welcome to EAST BARSHAM Please SLOW DOWN'
 - 'Welcome to HOUGHTON ST GILES Please SLOW DOWN'
 - 'Thank you for Driving Carefully' on the reverse of all gateways
 - Additional signs
 - Warning triangle 'sharp bend' with sign below saying 'REDUCE SPEED NOW' (on the approach to the hill)

The above signage is being costed and will probably use up the £7400 from the County Councillor.

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- Future work (possibility of applying to next year's Parish Partnership Scheme whereby NCC Highways pay 50% of the cost)
 - Highways to measure gradient of the hill and if it meets the criteria of 10% or more, then a 'steep hill' warning sign can be put up
 - Add chevron signs to the bend.

9 Highways

- 9.1 An email from the RC Shrine requesting support in adding Barsham Road from Walsingham to the Slipper Chapel to the gritting routes was considered. The information provided in the email was noted, including reference to the County Council Winter Service Policy. It was agreed to write to the County Council to ask them to add Barsham Road from the Fakenham Road in Walsingham passing the Slipper Chapel and then on through North Barsham and West Barsham to the Dry Road B1105.

10 Planning Matters

- 10.1 NNDC decisions: none

- 10.2 New applications were considered:

- 10.2.1 PF/25/2510: Extensions & alterations to dwelling and demolition of garage. Erection of detached garage with home office above at **Field House Green Way North Barsham**. No objection

11 Financial Matters

- 11.1 The bank reconciliation and payment of accounts were noted and approved:

- Receipts since 16 Sept:
Precept £1767.00
Allotment rents £60.00
interest £ 6.16
- Payments since 16 Sept:
Salary & on-costs Nov, Dec SO £610.01 (includes pension contributions for Jan & Feb)
Grass cutting Sept & Oct online £154.00
Final Payroll Agent fee online £ 38.50
Admin expenses Oct & Nov online £ 25.74
Defibrillator annual fee DD £198.00
- Balances as at 5 January 2026: Current Ac £3297.09; Savings Ac £456.40 & £1658.74.
- The following payments was approved for setting up and authorisation:
Admin expenses Dec & Jan £39.43

12 Gov.uk website and email addresses

- 12.1 It was noted that the content of the Parish Council website had been transferred to a new gov.uk website <https://barshamparishcouncil.gov.uk> hosted by Norfolk Association of Local Councils.
- 12.2 The Clerk has a new gov.uk email clerk@barshamparishcouncil.gov.uk
- 12.3 Gov.uk email addresses are available for parish councillors. The information to set up the email addresses would be re-sent.

13 The new IT Policy (circulated with agenda) was approved.

14 Correspondence: circulated as usual via email.

15 Items for report or for the next agenda

16 The date of the next meeting is **9 March 2026** at 7:30 pm in the Granary.