

Minutes of the Parish Council Meeting held in Carbrooke Community Hub on 14 November 2023

Present: Cllrs N Defew (Chair), A Baker, J Borrett, W Leport, D Page, S Willmott. In attendance: Cllr P Bates (Breckland Council) N Hartley (Parish Clerk), P Arrowsmith (Community Hub). One member of the public.

Public Participation

A member of the public asked when the plough will be returned to the plinth outside the Village Hall. It was noted that the Council is clarifying a request for the reimbursement of expenses and the plough should be returned shortly. It was noted that more than four hundred trees had been planted on the Millennium Green. Cllr Defew noted the tree planted on the roundabout at Blenheim Grange will be replaced. He noted that a further four hundred trees are to be planted on the Green.

Mrs Arrowsmith noted the Quiz Night at the Hub had been very successful and well attended. She noted that more than seventy people attended the Remembrance Day service at Blenheim Grange and returned to the Hub for tea and coffee. She thanked all those who helped to make the poppy cascades and who helped on the day.

1 Apologies for Absence

Apologies were received from Cllr Yerby, who was not able to attend for personal reasons, Cllr H Crane (Breckland Council) and Cllr C Bowes (Norfolk County Council).

2 Declarations of Interest

None.

3 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 10 October 2023 as a true and accurate record. The Chair signed the minutes.

4 Matters Arising

None.

5 Reports from Breckland Councillors

A copy of Cllr Crane's report is attached to the minutes, together with a copy of Cllr Bate's report.

6 Finance

6.1 The following payments were made in accordance with the budget:-

N Hartley, clerk's salary, £702.12

HMRC, clerk's Paye £175.40

N Hartley, reimbursement of expenses, £231.60

SCS Accounting, payroll services, £18

Norfolk Parish Training & Support, Council finance training, £295

Notice Board Company (UK) Ltd, spare key to noticeboard, £8.40

Gorts Gardening, grass cutting in Carbrooke churchyard, £225 (Section 137)

Top Garden Services, emptying dog/litter bins Blenheim Grange, £284.24

Top Garden Services, grass cutting Village Hall car park (April-Oct), £352.80

6.2 The following payment was made from the Commuted Sum:-

Casey Smith, maintenance of flower beds, £750

6.3 The following sums received were noted:-

Barclays Bank, interest paid, £53.90

Unity Trust bank, interest paid, £592.44

6.4 The meeting received a report of actual to budgeted expenditure.

6.5 The Clerk confirmed that he had carried out the Internal Control checks of the Hub and that everything was in order.

6.6 The Budget Committee comprises Cllrs Defew, Page and Yerby. It was **RESOLVED** that there was no need to appoint an additional member to the Committee.

7 Amendment to Management of the Hub

It was noted that it would be beneficial to have more members of the Parish Council involved with the Hub Committee. It was **RESOLVED** that Cllr Baker would join the Committee. Other councillors will advise in due course.

8 Investigation of Hub Funds

Cllr Defew noted that the committee had carried out an initial investigation, but that the Council had been advised the committee needs to speak with the parties involved. It was **RESOLVED** to accept the advice to speak to the parties involved and to record the missing funds in the Council's accounts as an unpaid invoice. The committee will arrange to meet the parties involved.

9 Payment of Budgeted Funds to the Hub

The Hub Committee had applied to the Council for a second quarter release of funds of £4,532.25. The Committee had sent the requested financial information. Cllr Defew noted the Parish Council is fully behind the Hub and fully supportive of it. It was noted that the Hub has sufficient in its bank account to run the building. It was **RESOLVED** that no payment is necessary at the present and that the Council will return to the finances for the third quarter.

10 Hub Report

A copy of the report is attached to the minutes.

11 Report on the Hub Finances

A copy of the report is attached to the minutes.

12 Defibrillator Grant

The Hub made a request for the Parish Council to apply for a grant for a defibrillator. It was **RESOLVED** to apply for a grant as requested.

13 Request to resurface Footpath by the Power Substation at Blenheim Grange

The Council considered further the request to resurface the footpath by the Power Substation. The Council had obtained a quote of £3,115.52 for asphalt. It was **RESOLVED** to obtain further quotes for a tarmac surfacing and for hogging. The Council will also obtain quotes to resurface the entrance path into the Blenheim Grange play area and the footpath beside the play area.

14 Grant Application from the Friends of Carbrooke School

The Council considered further the grant application from the Friends of Carbrooke School. It was noted that there were no accounts and bank statements for the Friends of the School, but that a new bank account has been opened. It was **RESOLVED** to ask the school when the Friends group was restarted and to obtain copies of the bank statements and the group's constitution.

15 Parish Partnership Bid

The Council confirmed its Parish Partnership bids. It was **RESOLVED** to apply for white gates and signs for the five entrances into the older part of the parish:- Shipdham Lane, Mill Lane, Broadmoor Road, Summer Lane, Caudle Springs. It was **RESOLVED** that the wording on the signs should read Carbrooke Village, with the appropriate speed limit on each sign. White Glasdon gateways 1500mm x 2300mm with four slats and signage.

16 Telephone Box

Cllr Borrett asked if the telephone could be regularly cleaned inside and out. The Clerk will assess and clean as necessary. If further action is needed this will be dealt with in conjunction with the Chair under the delegated powers.

17 Items for Inclusion in the Next Agenda

Flooding – ditch clearance.

18 Next Meeting

The next Council meeting will be in the Community Hub on 12 December at 7pm.

There being no further business, the meeting was closed at 8.05pm.

Report of Helen Crane (Breckland Council)

Waste reforms-Councils will retain local discretion on how to collect core recyclables, ours are co-mingled and sorted at the Mixed Recycling Facility. Items which will be required to be collected by 31.3.26 are glass bottles and jars, plastic pots and trays. Plastic tubes and tetra pak. This is already aligned with what we do at Breckland, which means there will not be the need for sorted kerbside collection and different bins. All councils will be required to provide weekly food waste collection to all types of property by 31.3.26.

Approval by full council has been given to the installation of solar panels at Dereham centre. The projected income over 25 years of 1 million£ and a CO2 reduction of almost 47,000 KG per annum.

Watton and Swaffham are to have 2 more electric vehicle charging points at Kittell Close in Watton and Theatre St in Swaffham.

Breckland Council has received £1,041,797 from the Rural England Prosperity fund to support businesses in rural areas. Four schemes are available under the titles-Rural fund, business growth fund, Local centre improvement fund and Community infrastructure fund. Details can be found on the website.

The Breckland design Code for the Local plan is in its final stages, thank you to all stakeholders who have taken part in the consultation. It will go out for public consultation. Moving forward this document is going to be a strong tool to encourage building the type of homes that we want in Breckland.

Report of Peter Bate (Breckland Council)

At the BDC meeting on 2 November the labour group were raising questions on housing. In particular they were concerned with disabled grants and the waits for assessment. The answer was given that things were improving. There were also questions on mould in house and the issuing of enforcement notices. There was no response to these questions because time was needed to find out the required information.

The independent and green group asked why BDC does not have an ethical investment policy as much of council money is invested in Qatar and Abu Dhabi. The answer to this question was that investment policy was agreed by the council. A follow up question was, should decide upon an ethical investment policy. This will be looked at.

There was also interest in development on the Dereham hospital, no information at present.

Carbrooke Parish Council Actual to Budgeted Expenditure

Category	Budgeted	Expenditure	Notes
Running Costs			
Insurance	1,200	754.76	
Clerk's salary, paye & expenses	11,400	6,427.01	
Payroll	100	36.00	
Office supplies	50		
Internal Audit	150	120.00	
External Audit	400	378.00	
Council training	200	404.00	
NPTS subscription	400	396.00	
Microsoft & McAfee subscriptions for council laptop	100	59.99	
Website costs (Wix)	110		
Community Action Norfolk subscription	50		
Information Commissioner fee	35	35.00	
Community Hub			
Caretaker		2,280.00	
Payments made before Hub bank account opened		7,586.92	
Bin lid play area/water softener		1,505.60	
Funds transferred		4,532.25	
Shelves for container and slabs		1,049.60	

Blenheim Grange – open spaces			
Grass cutting	Commuted Sum	579.60	
Tree survey	Commuted Sum	834.00	
Tree maintenance	Commuted Sum		
Flower bed maintenance & weed killing	Commuted Sum	550.00	
Clear Cabin site/signage	Commuted Sum	441.32	
Blenheim Grange Play Area			
Play equipment repairs	1,000	7,136.40	
Play equipment safety report	160	156.00	
Safety surfacing	2,000		
Blenheim Grange Capital costs			
Dog waste collection	3,000	563.34	
Remove flytips, benches, fencing, war memorials, signs, noticeboards, drop down locks	1,000	809.00	
New noticeboard	-	1,090.80	
New bin/other		2,678.26	
Village Hall car park			
Grass cutting	450	100.80	
Plough		85.50	

Capital costs			
Defibrillators	250	68.34	
Phone box	100		
Street light charges Trenchard Crescent	100	75.59	
Broadmoor road bus shelter and fence repair		550.00	
SAM2	200	100.80	
Dog bin		471.74	
Grants & donations			
Grants	8,500	2,804.00	
RBL Poppy wreaths x 3	100	100.00	
Donation to Watton Fireworks display	150		
Christmas tree and lights	400		
Elections (May 2023)	3,000		Not spent as no election was held
		£44,760.62	

Bank reconciliation as at 31 October 2023

Barclays Current Account	£30,635.02	
Barclays Deposit Account	£20,168.88	
Lloyds Blenheim Grange	£ 3,302.84	
Lloyds Hub	£ 4,919.49	
Scottish Widows	£60,159.02	
Unity Trust	£87,820.85	£207,006.10
Less unpaid cheque (HMRC)		<u>£ 175.40</u>

£206,830.70

Balance c/f	£188,851.53	
Add receipts	£ 62,739.79	
Less payments	£ 44,760.62	£206,830.70

Report for the Parish Council and Community Hub

28th October Halloween Party this went well with over 45 families attending.

11th November fun Quiz night 19.00 -22.00 we have pro-actively advertising this event and have 11 teams so far attending

12th November Remembrance Day event meeting at the memorial (Propeller) at 10.30 to lay a wreath then over to the American memorial to lay a wreath. All invited back to the hub for free refreshments.

The area was cleared and is looking respectable a big thank you to those who attended. We have 2 volunteers who have offered to keep the area tidy and are going to plant bulbs.

A cascade of poppies has been completed with over 2500 poppies being made and attached. The Cascade will be draped on Friday the 10th November. The volunteers are also wrapping and draping the trees by the monuments.

9th December Christmas event for the children during the day followed by the Jersey Boiz which is sold out.

Christmas presents have been purchased for the children to receive from Santa, the warm baby project is knitting hats for the children.

Bookings Payable hours and Community Hours

	Aug	Sept	Oct	Nov TBC	Dec TBC
Total Paid Hours	39.00	87.50	61.75	56.00	58.25
Total Community Hours	35.50	37.25	39.00	43.50	40.75

Plans for the future:-

Defibrillator

Funding is available from Breckland Council for the Parish Council to apply for funding for a defibrillator for the Hub, Nick our Parish Clerk has the information. This would benefit Carbrooke as there are a huge amount of people living in the area. First Aid training my also

be considered if successful. PA missed the deadline for this to be included on the agenda for October, this will go onto the November agenda.

Warm baby project

For anyone who is not aware the warm baby project provides children 0-5 with knitted clothing, this service is free of charge the hope is that no child will be cold at any time. The knitters are all over the country the hub is one of the bases for the project.

It is hoped to extend this service to more local families within Carbrooke and surrounding areas. Further planning is required as to how and when this will happen.