

Carbrooke Parish Council

Minutes of a meeting of Carbrooke Parish Council held in the Community Hub, Buckingham Close on 9 January 2024 at 7pm.

Councillors present:

N Defew (Chair), A Baker, J Borrett, R Humphreys, W Leport, D Page, S Willmott, S Yerby.

In attendance:-

N Hartley (Parish Clerk), Cllr P Bate and H Crane (Breckland Council), P Arrowsmith (Community Hub).

1 Co option of R Humphreys

The Council confirmed the co-option of Romaine Humphreys. She signed the Declaration of Acceptance of Office.

2 Apologies for Absence

Apologies were received from Cllr C Bowes (Norfolk County Council).

3 Declaration of Interest

None.

4 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 12 December 2023.

5 Matters Arising

None.

6 Reports from Breckland Councillors

Cllrs Bate and Crane's reports are attached to the minutes.

7 Finance

7.1 It was **RESOLVED** to make the following payments in accordance with the Budget:-

N Hartley, clerk's salary, £768.96

HMRC, clerk's PAYE, £192
SCS Accounting Services, payroll services, £18
Norfolk Parish Training & Support, new councillor induction course, £52
C Jenner, reimbursement for the renovation of the Hunton Plough, £498.80
Friends of Carbrooke School, grant toward a forest school, £900
N Hartley, reimbursement re McAfee payment for Council laptop subscription, £109.99
Wensum Valley Electrical Ltd, check & install Christmas lights, £126

7.2 The meeting received a report of Actual to Budgeted expenditure

7.3 It was proposed to add Cllr Baker as a signatory to the Hub bank account to increase the number of signatories who are Committee members. It was **RESOLVED** to add him to the account.

8 Membership of NALC

Cllr Defew proposed a three month trial of Norfolk Association of Local Councils. This will allow the Council to have specialist legal advice, in particular with regard to ditch clearance. The cost is £43. It was **RESOLVED** to approve a three month trial.

9 Planning

9.1 The Council considered the following application:-

The Flying Fish, Norwich Road	3PL/2023/1161/F
Conversion of redundant public house to Indian Restaurant/ takeaway	No objection

10 Report on the Hub

A copy of the report is attached to the minutes.

11 Report on the Hub's Finances

Mrs Arrowsmith noted that the Committee was in need of the third payment from the Council. The Council noted that the usual report had not been received and therefore no decision could be taken on the release of the next payment.

Cllr Yerby noted some mistakes on the financial report submitted to the Council and asked if these could be corrected.

12 Request to Clear Ditches

The Council will carry this forward to the February meeting pending the receipt of further advice.

13 Representatives' Reports

Cllr Defew noted the Village Hall roof is to be completed at the end of March/beginning of April and that funding has been secured from Mick George.

Cllr Yerby said the school was pleased to be receiving a grant from the Council toward a forest school. She passed on thanks to the members of the Hub who had helped the school wrapping secret santas. The date for the next Ethos Group meeting is to be confirmed.

14 Defibrillator

Cllr Borrett noted the defibrillator at the Aerolite Garage has been taken and not returned. The equipment was removed between December 22 and January 1. The Council will report this to the Police and make an insurance claim.

15 Items for Inclusion in the next Agenda

Investment of the Commuted Sum.

Report from the Committee investigating Hub funds.

Grant funding for the 80th Anniversary of D Day.

16 Next Meeting

The next Council meeting will be in the Community Hub on 13 February at 7pm.

17 Hub Manager/Caretaker's Salary

The Council has joined Bright HR. It was **RESOLVED** to carry forward employment of the Manager/Caretaker to the February meeting.

There being no further business, the meeting was closed at 7.30pm.

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	9,081.17	
Payroll	100	54.00	
Office supplies	50		
Internal Audit	150	120.00	
External Audit	400	378.00	
Council training	200	699.00	
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	1,300.00	
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	847.58	
Remove flytips, benches, fencing, war memorials, signs, noticeboards, drop down locks	1,000	809.00	
New noticeboard	-	1,099.20	
New bin/other		2,678.26	
Veolia – incorrect payment to be adjusted		50.03	
Village Hall car park			
Grass cutting	450	453.60	
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	3,029.00	
RBL Poppy wreaths x 3	100	100.00	
Donation to Watton Fireworks display	150		
Christmas tree and lights	400	264.00	
Elections (May 2023)	3,000		Not spent as no election was held
		£49,662.25	

The Council's Precept has been set at £50,000. Allowance has been made for income from the Community Hub.

Bank reconciliation as at 1 January 2024

Barclays Current Account	£26,307.99	
Barclays Deposit Account	£20,168.88	
Lloyds Blenheim Grange	£ 2,552.84	
Lloyds Hub	£ 4,919.49	
Scottish Widows	£60,159.02	
Unity Trust	£87,820.85	£201,929.07
Balance c/f	£188,851.53	
Add receipts	£ 62,739.79	
Less payments	£ 49,662.25	£201,929.07

Report of Helen Crane (Breckland Council)

At cabinet this morning the draft budget for medium and long term planning was presented ahead of the final budget setting in February. The budget is out for consultation at present.

The final quarter of the household support fund has now begun. The remaining funds are for the January to March 2024 period. The fund is there to support residents unable to afford essential costs, which could include utilities, food, housing related costs and other essential costs such as clothing and the purchase of fridges and ovens. If there is a resident who is in need and gives consent I can make a referral.

D-Day 80 grants to commemorate 80 years since the D-Day landings have been made available and are similar to those we ran for the Jubilee and coronation.

The person of interest page is now live on the Breckland website, located under 'My Environment' section. There will be new fixed penalties for environmental crime which includes fly-tipping and littering. The persons of interest page will show photos of culprits that we can identify as having committed a crime but we have no name to put to the face. We are asking for residents help in identifying these people.

Report of Pete Bate (Breckland Council)

The labour group asked questions about the disposal of small sites and what the criteria was. ie. was the motive purely financial or were other values considered. They were particularly worried about the disposal of green spaces. The reply was that money was not the deciding factor and that value to the community was considered as well.

The independent and Green group asked whether the ruling group approved the devolution deal approved by NCC. This deal is controversial in all parties and will be until it is seen how it affects the district councils with the distribution of money and influence. The reply was, The deal has been done in the correct way and involves Norfolk being in charge of its own money. There is concern about the strength of voice of district councils, this is also a green party concern.

1. There will be an estimate of when the car parking survey comes out at the beginning of 2024.
2. Breckland did not receive levelling up money we are not poor enough to get it but not rich enough to do it on our own.

January 2024 Report for the Parish Council and Community Hub

We have a new programme of events for 2024

January 27th Race Night publicity is out in the public domain and tickets are available

February 25th Murder Mystery

March 23rd Music Night

April 27th Quiz Night

May 25th Bingo

June 22nd Cheese and Wine + Act

July 20th Jazz Picnic

August 11th Afternoon Tea

September 14th Comedy/Magic night

October 19th Race night

October 27th Halloween Party for the children

November 10th Remembrance Sunday

December 7th Music Night

There will be other community activities added during the year - table top sale /Santa Visit etc

Repairs or replacement is needed for the right had shutter as this is unusable, Cooks of Norwich will quote for the repair or replacement of the shutter.

Bookings Payable hours and Community Hours

	Sept	Oct	Nov	Dec	Jan TBC
Total Paid Hours	86.75	61.25	67.00	73.25	76.5
Total Community Hours	37.25	37.00	43.50	40.75	29

Plans for the future:-

Defibrillator

Quotes are being sort for the installation of the defibrillator if approved by Parish Council

It is hoped that the NHS will be using the Hub for health checks for babies and toddlers during Feb, the booking may continue throughout the year.