

**Minutes of Carbrooke Parish Council Meeting
held in the Community Hub on 21 February 2023**

Present: Cllrs G Redfern (Chair), J Borrett, N Defew, M Mawby, D Page, L Poole, S Yerby. In attendance: H Crane (Breckland Council) N Hartley (Parish Clerk) P Arrowsmith (Chair of Hub Committee).

1 Co Option of Cllr Poole

It was **RESOLVED** to co opt Liz Poole on to the Parish Council.

2 Apologies for Absence

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

3 Declarations of Interest

None.

4 Minutes

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

5 Matters Arising

None.

6 Report from Breckland Councillor

Cllr Crane read her report, a copy of which is attached to the minutes.

7 Planning

7.1 Parish Council Comments sent to Breckland Council:-

Twenty55 Design

3PL/2022/1449/F

Land at Fen Farm, Willow Corner

Demolition of farm building and erection of three dwellings and garages. Change of use of agricultural land to facilitate the use as residential garden land

No objection, subject to comments on vehicular access, footpaths and a report on flooding

7.2 Applications considered:-

22 Boscombe Road 3PL/2023/0041/HOU
Two storey rear extension with Juliet balcony No objection

Shrublands, Norwich Road 3PL/2023/0047/F
Proposed barn conversion to one dwelling to include increase in ridge height to enable a first floor to be achieved (unit 3) and erection of new carport with garden store for Unit 2 (Part retrospective). No objection

8 Finance

8.1 The following payments were approved in accordance with the budget:-

British Gas, gas bill Community Hub, £560.30
British Gas, electricity bill Community Hub, £113
N Hartley, clerk's salary, £702.12
HMRC, clerk's Paye, £175.40
Top Garden Services, grass cutting village hall car park (Oct & Nov 22) £96
Top Garden Services, dog/litter bin emptying (Oct & Nov 22) £447
N Hartley, reimbursement of Wix subscription for Council website, £106.06
VueitTraining, Excel course, £80
Community Action Norfolk, annual subscription, £50
Mansfield Fencing, repair fencing at Sunderland Close, install bin lid at Hub, £445
Fenland Leisure Products Ltd, works to Blenheim Grange play area, £7,581.30
P Arrowsmith, services to the Community Hub, £330
Breckland Council, waste removal Community Hub, £34.87
BT, internet bill for the Community Hub, £164.68
Thomas Clark, Hub website domain fee, £14.39
British Gas, gas bill Community Hub, £516.20

8.2 The following payment was approved from the Community Sum:-

TOP Garden Services, grass cutting Blenheim Grange (Oct & Nov 22) £1,104

8.3 The following payment had been received:-

Hire of the Community Hub, £545

8.4 The meeting received a report of Actual to Budgeted Expenditure. The Clerk was asked to provide the report henceforth in Excel.

9 Appointment of an Internal Auditor

It was **RESOLVED** to appoint SCS Accounting as the Council's Internal Auditor.

10 Internal Control Policy

The Council reviewed amendments to its Internal Control policy. It was **RESOLVED** to adopt the Internal Control policy.

It was **RESOLVED** to appoint the Clerk as Internal Control Officer to the Community Hub.

11 Risk Management Policy

The Council reviewed amendments to its Risk Management policy. It was **RESOLVED** to adopt the Risk Management policy.

12 Tree Management Policy

It was **RESOLVED** to adopt a Tree Management policy for Blenheim Grange.

13 Tree Survey

The Council had obtained a quote of £595 for a survey from Ravencroft Ltd. It was noted that the quote did not include the trees at the front of the Village Hall and in the Village Hall car park. It was **RESOLVED** to appoint Ravencroft Ltd to carry out a tree survey, including the trees at the Village Hall.

Cllr Defew asked if the Council would consider funding a tree survey for the Millennium Green. It was agreed that the charity should apply to the Parish Council for a grant.

14 Tree on Lancaster Avenue (caterpillars)

It was noted that the Council had received a complaint from a resident in 2022 regarding caterpillars from a Council tree near their property that can prove harmful in

some instances. It was **RESOLVED** to ask Ravencroft to check the tree and advise the Council when the survey is carried out.

15 Noticeboard at Washington Drive

It was noted that the board is in need of repair/refurbishment. It was **RESOLVED** to obtain prices for a new noticeboard.

16 Damaged Fence Panel at Washington Drive

It was noted that one of the fence panels had been damaged. The Council received a quote from Norfolk Prestige Fencing of £793 to replace the panel and post. It was **RESOLVED** that no action is needed at the moment. The Council will monitor.

17 Play Area Gate at Blenheim Grange

It was noted that the play area gate needs to be repaired. The Council received a quote from Fenland Leisure of £714. The Council was concerned that the gate is not sufficiently robust. It was **RESOLVED** to request a quote for a new gate and also for new double gates into the play area.

18 Relocation of the War Memorials

The Council had received a quote of £5,400 to move the American war memorial to the Community Hub. The Council also had a quote of £480 to repaint and clean the memorial. The Council considered the cost to move the American memorial and the propeller memorial is prohibitive. The Council was not certain that moving the memorials to the Hub was a good idea in terms of the safety of children using the Hub and the play area. It was **RESOLVED** to accept the quote to repaint/clean the American memorial and to leave the memorials in place.

19 Registration of the Council's Defibrillators

Cllr Borrett said she had been asked by a resident why the Council's defibrillators are not registered. It was noted that the defibrillators are registered with the emergency services and Webnos/Community Heartbeat. It was **RESOLVED** that no further action is necessary at present.

20 Report on the Community Hub

A copy of the report is attached to the minutes. It was noted that the Hub's Treasurer has reduced the bills with British Gas by around half. Direct debits have been set up with British Gas and Wave, with others to follow. The Treasurer is putting in place

reporting systems and accurate records of income and expenditure. The BT contract expires in July 2024.

The Committee requested blinds for the patio and for shrubs to be planted near the container. The Council has already approved a new filing cabinet.

21 Booking System for the Hub

It was **RESOLVED** to approve a booking system at cost £199 pa.

22 Purchase of an Accounting System for the Hub

It was noted an accounting system with Lloyds Bank costs £60pa. It was **RESOLVED** to approve the accounting system.

23 Internal Control Policy for the Community Hub

There were some concerns about the amount which the Committee can spend without the Council's approval as the Council is responsible for the expenditure of all public money. It was noted that the Committee makes collective decisions and that there are reporting systems in place so that the Council is aware of all expenditure. It was noted the Committee has a budget and will be operating within this. It was **RESOLVED** to adopt the Internal Control policy for the Community Hub.

24 Risk Management Policy for the Community Hub

It was **RESOLVED** that the Hub Committee needs to complete the document.

25 Amendments to Job Descriptions in Terms of Reference for Community Hub

It was **RESOLVED** to add an agreed job description for the Hub's Marketing Manager to the Terms of Reference.

26 Signage at the Hub Play Area

It was **RESOLVED** to add relevant signage to the play area.

27 Outside Tap at the Community Hub

It was noted the outside tap is turned off from inside the Hub.

28 Additional Storage Container for the Community Hub

The Hub Committee requested an additional storage container. The Council had obtained quotes of between £3,000 and £3,500 for a once used or new container, and £1,860 for a base. It was **RESOLVED** to return to this at the March meeting.

29 Community Cabin

The Council considered the sale of the Community Cabin. It was **RESOLVED** to check if the container can be sold for scrap.

30 Lockable covers for the Hub Thermostat

It was **RESOLVED** to buy lockable covers for the Hub thermostat.

31 Shelving for the Storage Container

It was **RESOLVED** to buy shelving for the storage container at cost £514.

32 Bin on the Blenheim Grange Play Area

It was **RESOLVED** to replace the two damaged bins at the play area.

33 Potholes in the Village Hall Car Park

The clerk noted that there are potholes in the Village Hall car park. It was **RESOLVED** that Cllrs Defew and Redfern will ask the builders to fill the large hole at the front of the car park and wait till the builders have completed the houses before attending to other areas of the car park.

It was agreed that Cllr Yerby will pressure wash the bench and plinth outside the Hall.

34 Improvements to the Broadmoor Road Bus Shelter

It was **RESOLVED** to paint the bus shelter and to remove overhanging branches.

35 Items for Inclusion in the Next Agenda

The fitting out costs for the Hub.

36 Next Meeting

The next Parish Council meeting will be in the Community Hub on March 14 at 7pm.

There being no further business, the meeting closed at 8.35pm.

District Councillor's report

The new battery collection service is successfully underway. Collection of batteries in a clear plastic bag on top of any bin will be collected.

The small appliance collection roll out starts week commencing 27th February. Residents will receive a notice on their bin of when their area collections will start. Once date of collections in your area is know, small items such as toasters, kettles, hair driers etc can be place in a bag on top of any bin and will be collected. We do ask that residents don't over stretch this service to start with as there is only so much room in the baskets under the lorry for them to be collected.

Breckland Council has secured £1.6 million of government funding to help vulnerability and business within the district between 2023 and 2025. £500k will be put towards skills and training for Breckland residents. £180k will be invested to support low carbon businesses. Over 3260k will be invested into the expansion of the Inspiring communities programme supporting vulnerable residents with energy and food. £270k will be invested in business support and advice aimed at those businesses in rural communities.

The deadline for the flagpole grant for the Coronation has been extended until 24th February so if the parish Council wishes to apply please do so.

Cllr. Helen Crane

Report for the Parish Council Meeting from Hub Manager

ROSPA all reports have been completed

The Hub sign has been vandalised again I would like to request a metal sign and post to be erected to enable visitors to find the hub. Nathan is getting a quote thank you. PA to supply size of sign.(ongoing)

Snagging the builders have started the snagging list.

Fire Alarm servicing

One recommendation that a smoke detector to be located in the cleaning cupboard where chemicals are stored, Spartek have quoted £252.62 to complete the work.

Health and Safety

I would like to request that a mains light is put into the container at the Hub. Over the past few months, it has become increasingly difficult to see in the container as it is very dark. We have had a couple of near misses where someone has tripped and another where a head injury could have occurred if the person was not wearing a hat. (Update - looking at costings)

New shelving for container at the hub (Update - looking at cost for wooden shelving or pre manufactured)

Old Container

We have been using this as storage for items that the Hub uses on occasions E.G Christmas Halloween etc. After the last inspection it was found to be leaking badly and smells very bad, we have found items that have become mouldy. Please could we consider another container sited at the hub next to the one we already have.

Parish Council is looking into cost of another container at the hub and the removal of the old container.

Vandalism- we have had the bin crushed at the Blenheim Grange playpark with the litter from the bin escaping across the field. We may need to purchase a new bin inner if it can't be fixed.

Bookings

Name of Group Paid hours	Oct	Nov	Dec	Jan	Feb predicted
Kick Boxing	5hours	4hours	-	-	-
Meditation	4hours	9hours	3hours	5hours	6hours
Julia Café Church and 11up	5 hours	5hours	5 hours	-	-
Private Hire and Abbotts and (Cranswick 8 free sessions left)	26.5hours	26.5hours	16.5hours	7hours	28.50 hours
Kidz Klub	4hours	6hours	8hours	6hours	6hours
WHAM dance school	7 hours	8.75 hours	8.5 hours	10hours	12.50 hours
Ear to Hear	2hours	2hours	2hours	2hours	2hours
Panto	16hours	-	-	-	-
Music Group	6hours	6hours	6hours	6hours	3hours

Fitness dance group	3.75 hours	5hour	3.75hours	5 hours	5hours
Beech Tree Residence Association	-	-	2 hours	-	-
Dance practice	-	-	-	2hours	2hours
All Nations Church	-	-	-	3 hours	-
Total Paid Hours	79.25 hours	72.25 hours	54.75 hours	46.0 hours	65.0 hours
Community Usage	Oct	Nov	Dec	Jan	Feb
Hub Committee Meetings	4 .75 hours	8.5hours	6.5hours	5hour	5hours
Parish council					
Stay and Play including set up /clear away	14hours	14hours	12hours	16hours	16hours
Hub Jubilee event/winter wonderland/Remembrance/Halloween/Christmas event	4hours	8hours 3hours	8hour	8hours	-
Saturday Surgery	2.5Hours	-	-	-	-
Coffee Morning	13hours	7.5hours	5hours	12hours	9 hours
Wellness Bus					5hours
Mobile Food Bus	4 Hours	4hours	3hours	-	
Total Community Hours	42.25 hours	45.0 hours	34.5 hours	41.0 hours	35.0 hours
Maintenance			6hours		24hours
Cleaning/caretaking					