

Minutes of Carbrooke Parish Council Meeting held in Carbrooke Village Hall on 8 March 2022

Present: Cllrs J Tinson (Chair), J Borrett, G Long, M Mawby, G Redfern, P Sampher.
In attendance: N Hartley (Parish Clerk). Cllr H Crane (Breckland Council) Cllr C Bowes (Norfolk County Council).

Public Participation

There were no members of the public at the meeting.

1 Resignation of Cllr Coppen

It was noted that Cllr Coppen resigned on 22 February 2022.

2. Apologies for Absence

Apologies were received from Cllr Wormald, who was unable to attend the meeting for personal reasons.

3 Report from Breckland and Norfolk County Councillors

Cllr H Crane (Breckland Council) noted that Green Grants have been awarded to schools in Watton. She said that the Breckland Council Roadshow will be visiting the market towns (see Breckland Council website for details). She had arranged for a Mobile Food Bus to be at Blenheim Grange on Wednesdays from April (date to be agreed) between 11.45 and 12.45. The aim is to provide food at reduced prices for the most vulnerable residents. The facility is not solely for residents of Blenheim Grange.

Cllr C Bowes (Norfolk County Council) noted that Parish Partnership Schemes had been agreed for 2022/23. The Council is providing a report on the potential impact of the war in Ukraine.

4 Declarations of Interest

Cllrs Long and Sampher declared an interest in any matters relating to Blenheim Grange and the Community Hub.

5 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 8 February 2022 as a true and accurate record.

6 Matters Arising

None.

7 Planning

7.1 Breckland Council Decisions

Skillplane Ltd, land off B1108 (Norwich Road), Carbrooke Proposed inert waste recycling facility	FUL/2020/0050 Withdrawn
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7.2 Application considered

Former RAF Officers Mess site & radar site, Portal Avenue	3OB/2022/0006/OB
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Application to modify the planning obligation – Deed of Variation of Section 106 agreement dated 22 April 2008 (planning reference 3PL/2007/0262/O); and supplemental agreement and deed of variation of Section 106 agreement dated 18 August 2017 (planning reference 3PL/2014/1378/F) to enable the Alternative Community Land, the Open Space Land and the LEAP to be transferred to Watton Town Council. The Open Space maintenance is to be paid to Watton Town Council.

No objection

8 Finance

8.1 The Council approved the following payments to be made in accordance with the budget:-

Veolia, waste collection from Community Cabin, £34.78
N Hartley, clerk's salary, £699.39
N Hartley, reimbursement of expenses, £312.20
Norfolk Parish Training and Support, new councillor induction course, £40
L Howard, reimbursement for payment to Maynard's Maintenance for custom made shelves for the kitchen in the Community Hub, £170
N Hartley, reimbursement of domain cost and plan with Wix re Council website, £106.06
N Hartley, reimbursement for stamps for Parish Council, £7.92
P Sampher, reimbursement of expenditure for the Community Hub, £373.82
AED, balance of payment for sound system for Community Hub, £2,999.10
L Howard, reimbursement of expenditure for the Community Hub, £30.52
British Gas, heating charge for Community Hub, £421.06
British Gas, electricity charge for Community Hub, £171.87
E E Ltd, phone for Community Hub, £23.62

8.2 The meeting received a report of Actual expenditure to Budgeted expenditure

8.3 It was **RESOLVED** to add N Hartley and P Sampher as signatories to the Council's account with Scottish Widows

8.4 It was **RESOLVED** to add N Hartley and P Sampher as signatories to the Council's account with Unity Trust.

9 Membership of NALC or NPTS

The Council considered membership of the Norfolk Association of Local Councils or Norfolk Parish Training & Support. It was noted that NPTS had agreed to hold its price from 2021/22. The quote from NALC was less, but it was noted that the Council is happy with the service provided by NPTS. It was **RESOLVED** to remain with NPTS.

10 Internal Control Policy

The Council reviewed and agreed its Internal Control Policy to March 2023.

11 Risk Management Policy

The Council reviewed and agreed its Risk Management Policy to March 2023, with the amendment that the Community Hub is a new venture.

12 Financial Regulations

The Council reviewed and agreed its Financial Regulations to March 2023.

13 Standing Orders

The Council reviewed and agreed its Standing Orders to March 2023.

14 Precept

The Council approved an explanation of the increase in its Precept to be added to its social media pages and website. It was **RESOLVED** to approve the following:-

Residents may notice an increase in the Parish Council portion of your Council Tax bill. The Parish Council is very aware of the increasing costs of living and has been mindful of this when setting the Budget. The Council is also conscious that it must maintain (on behalf of the community) the assets for which it is responsible.

The increase for this financial year is due to two reasons. Firstly, at the start of 2022 the Parish Council was passed ownership of the Community Centre at Blenheim Grange to benefit the wider Carbrooke Parish. Such ownership carries with it a responsibility for its upkeep and maintenance, and a Management Committee has

been established for this purpose. Second, the costs of contractors for servicing are increasing the same as household bills and the Parish Council has had to account for this within its Budget.

As you would expect it is the first financial year of ownership of the Community Centre and therefore some aspects have been budgeted which may not be required in future years. The costs of the Centre and all assets under the responsibility of the Parish Council and its impact on the Precept will be kept under review each year.

The Parish Council continues to exercise its decision making in respect of the Parish as a whole and also the significant growth in the newer developments and the Precept which that creates for the benefit of the whole community. The increase in the Parish Council's portion of the Council Tax is £1.70 a month for Band D properties.

15 Watton Neighbourhood Plan

The Council considered the Watton Neighbourhood Plan – Pre Submission Consultation. It was **RESOLVED** to thank the Town Council for the consultation and to note that from what the Parish Council could see it was happy to support the plans.

16 Green Spaces

The Council noted a quote to install either wooden bollards or knee rail fencing in order to restrict access to the green spaces off Lancaster Avenue and Stirling Road. The Council is awaiting details from Westmere Homes about a possible soil mound. It was **RESOLVED** to wait for Westmere Homes.

17 Fencing around Open Spaces

It was noted that there are some areas of fencing that need attention. It was noted that it was better to remove the fencing as it will continue to be an expense to replace it. It will also help with the grass maintenance. It was **RESOLVED** to remove the fencing around the area on Washington Drive.

18 Road Adoptions

The Council had been advised that all the remedial works on the roads were complete and that the consortium will be meeting Highways on 11 March to inspect the works. The new lanterns on the street lights are being added and will be inspected in due course.

It was **RESOLVED** to see if Cllr Bowes and George Freeman MP were able to exert any pressure in hastening the road adoptions.

19 Update on the Community Hub

Cllr Sampher noted a problem with the acoustics in the building. He had contacted four companies, but other than the contractor employed to install the sound system none was interested in quoting as they had not installed the sound system. The costs started at around £6,500. AED had agreed a cost of £5,000 to improve the acoustics. This is not a problem the Council could have foreseen. It was **RESOLVED** to contact the architect and the developer for their views on the problem with the acoustics and how to remedy it.

Cllr Sampher requested £500 towards industrial cleaning products. It was **RESOLVED** to approve this. He requested £500 for toys and equipment to set up a Mother and Toddler Group in the building to be run by the Secretary to the Management Committee. It was **RESOLVED** to approve this, subject to the Committee introducing all necessary policies, including a Safeguarding Policy, and Health and Safety. The organisers are to be DBS checked. All equipment is to be regularly tested.

It was noted that all Health and Safety checks in the building, as well as checks of the fire extinguishers, smoke alarms, electrical equipment and so on, must be carried out and recorded.

It was **RESOLVED** to appoint Cllr Mawby as the Council's representative to the Committee.

Cllr Sampher asked if the Committee could hold public meetings every six months. The Council agreed to this request.

20 Data Protection Impact Assessment Report and CCTV

The Council considered the Data Protection Impact Assessment report/CCTV policy and the proposal to install CCTV at the Community Hub. The clerk noted that he thought the report circumvented one of the Guiding Principles which stated that the use of CCTV must be for a specified purpose. The report seemed to be on the basis that the intention is to install CCTV. Cllr Tinson expressed concerns over the use of CCTV and the positioning of the cameras in terms of the images they will capture. It was noted that the Committee sees CCTV as a deterrent. It was **RESOLVED** that the Management Committee will take responsibility for the CCTV system and that the Manager/Caretaker will be the Data Officer. The Data Officer will deal with any subject access requests. It was confirmed that the Committee is happy with the position of a camera looking to the children's play area. The necessary signage for the equipment will be installed. It was **RESOLVED** that the Committee will send letters to nearby residents about the proposal to install CCTV asking for comments and/or questions. As quotes had previously been obtained and as the Council had approved Oaks CCTV Ltd, it was agreed that the Committee would seek an updated quote.

21 Opening of the Hub

As Cllr Wormall was not present, this was carried forward to the April meeting. It was noted that the Committee's Secretary has taken this over from Cllr Wormall.

22 Appointment of a Manager/Caretaker for the Hub

It was noted that Pam Arrowsmith had been appointed Manager/Caretaker for the Community Hub by a committee consisting of two Parish Councillors and two members of the Management Committee.

23 Litter Bin at the Propeller Memorial

The Council had been advised by its contractor that the litter bin at the Propeller Memorial was consistently full. It was noted that after removing the litter bin and bench from beside the American Memorial there had been no problem with litter and/or anti social behaviour. It was **RESOLVED** to leave the American Memorial in place and not to move it next to the Propeller Memorial. It was **RESOLVED** to remove the bin and the bench from the Propeller Memorial and to monitor the effect of this.

24 Maintenance of the Village Hall Car Park

It was noted that the ownership of the car park is being looked into. It was **RESOLVED** to wait until this has been resolved until taking any further action.

25 Lights in the Village Hall Car Park

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26 Covid Plaque

It was noted that the Village Hall would prefer not to have the plaque on one of its walls. It was **RESOLVED** to install the plaque in the Parish Council owned bus shelter on Broadmoor Road.

27 Queen's Jubilee

Cllr Borrett proposed that the Parish Council give a Jubilee Mug to each child at the school. It was **RESOLVED** to approve this. The wording on the mugs will note that they were gifted by Carbrooke Parish Council.

28 Items for Inclusion in the Next Agenda

The Queen's Jubilee

Update on the road adoptions at Blenheim Grange

A proposal regarding traffic speeds at the mini roundabout off Blenheim Grange

A proposal for a parish newsletter

29 Next Meeting

The next meeting of the Council will be in the Community Hub on April 12. The Annual Parish Meeting (with reports from village organisations) will be at 6.30pm and the ordinary Parish Council meeting will commence thereafter. The May meeting of the Council will be in the Village Hall.

There being no further business, the meeting was closed at 9.10pm.