**Minutes of Carbrooke Parish Council Meeting**

**held in the Community Hub, Blenheim Grange, on 11 January 2022**

**Present:** Cllrs J Tinson (Chair), J Borrett, G Long, G Redfern, P Sampher, M Wormall. In attendance: N Hartley (Parish Clerk) Cllr H Crane (Breckland Council). Three members of the public.

**Public Participation**

Mary Rudd presented the Parish Council with a Covid plaque on behalf of the Lord Lieutenant’s office. The Council will see if the Village Hall wishes to put it up in the hall, as there was a help-your-neighbour group formed in the older part of the parish at the start of the pandemic and the hall may be the most appropriate place for the sign.

**1 Apologies for Absence**

Apologies were received from Cllr Coppen, as he is self isolating, and Cllr Bowes (Norfolk County Council).

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**2 Report from Breckland Councillor**

Cllr Crane (Breckland Council) noted that a draft budget has been approved at cabinet and will go to full Council in February. Breckland Council is offering grants for business in the hospitality and leisure sectors. She congratulated the Parish Council and the members of the Committee on the opening of the Hub, and noted that she has advised Electoral Services that the building is available as a Polling Station.

**3 Declarations of Interest**

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

**4 Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 14 December 2021 as a true and accurate record.

**5 Matters Arising**

There are two vacancies on the Parish Council. The clerk noted a candidate has come forward for one of the vacancies and has been invited to the February meeting.

The wood to repair the plough outside the Village Hall has been sourced and will be kiln dried.

**6 Planning**

6.1 Application considered:-

Explanatory Statement from Mick George Ltd regarding a proposed planning application for Carbrooke Quarry (additional information).

The Council expressed concerns over the proposed increase in traffic on Summer Lane and Mill Lane. There were also concerns about the effect of the proposed increased traffic on the condition and upkeep of the roads. The Council questioned whether concessions have been made regarding the increased traffic on the roads at school dropping off and picking up times.

**7 Finance**

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

Veolia, waste collection, £34.63

HMRC, clerk’s PAYE, £165.16

N Hartley, clerk’s salary, £699.59

SCS Accounting, payroll services, £18

Wensum Valley Electrical Ltd, Christmas lights at Carbrooke church and the Community Hub, £192

N Hartley, reimbursement for Council’s McAfee subscription, £89.99

P Sampher, reimbursement of expenses for Community Hub, £118.57

Ashill Fire Protection Ltd, fire extinguishers and fire blankets for Community Hub, £264

Earth Anchors Ltd, new bins for Norwich Road bus shelter and Blenheim Grange play area, £489.60

Espo, purchase of noticeboard for Community Hub, £262.80

7.2 The following payments had been received:-

Unity Trust Bank, interest on account, £5.29

Barclays Bank, interest on account, £0.50

Spire Solicitors, balance of funds from Westmere Homes after conveyancing of Community Centre, £2,244.31

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

**8 Complaints Procedure**

The Council reviewed its Complaints Procedure without amendment.

**9 Co-option Procedure**

The Council reviewed its Co-option Procedure without amendment.

**10 Disciplinary and Grievance Policy**

The Council reviewed its Disciplinary and Grievance Policy without amendment.

**11 Equality Policy**

The Council reviewed its Equality Policy without amendment.

**12 Health and Safety Policy**

The Council reviewed its Health and Safety Policy without amendment.

**13 Openness and Transparency Policy**

The Council reviewed its Openness and Transparency Policy without amendment.

**14 Press and Media Policy**

The Council reviewed its Press and Media Policy without amendment.

**15 Training and Development Policy**

The Council reviewed its Training and Development Policy without amendment.

**16 Update on road adoptions at Blenheim Grange**

The consortium expects the road works to be completed by the end of January.

**17 Update re the Community Hub**

Cllr Sampher thanked all those who have helped to fit out the building. He noted that a Treasurer and Secretary have been appointed. He advised that the keys to the Hub have been handed over and that meter readings have been taken to be sent to the service providers. There are some issues regarding the building, notably a patch of damp on the ceiling, some cracking, and a mark on the floor near the serving hatch which cannot be removed. The clerk was asked to obtain a music licence and a film licence, and to have more keys cut. The Council will ascertain if the play area has been seeded. The Council will also check if its insurance will cover a key safe on the outside of the building. Cllr Sampher will look into the provision of a QR code. He noted that a mother and toddler group is interested in hiring the building, and also a Christmas pantomime group. Cllr Long noted that the Privacy Impact Assessment is to be carried out shortly.

**18 Hire of a Community Hub Manager and Caretaker**

It was **RESOLVED** to hire a self-employed manager/caretaker. The Council will place an advertisement on social media. The role will include opening and closing the building, cleaning and any other requirements – salary to be negotiated.

**19 Request to fence or tarmac the area from the Council’s land into the Spar car park**

The Council further considered access to the Spar car park from Norwich Road. It was **RESOLVED** to put up signage at the two access points from the Council’s land stating that it is not permitted to access this area and that it is at users’ liability if they do. It was further **RESOLVED** to put a tree trunk across the access point to the car park from the war memorial land.

**20 Maintenance of the Village Hall car park**

The Council considered quotes regarding the longer-term maintenance of the car park. It was **RESOLVED** to use the shinglefrom Mick George and to ask Trell to carry out the work. The Council will look into a surfacing to be installed beneath the shingle.

**21 Lancaster Avenue**

It was noted that a resident has been parking on the Council maintained land at Lancaster Avenue. The clerk was asked to write to the resident.

**22 Councillor Coppen Email**

Cllr Coppen had emailed the Council in response to the Millennium Green’s grant application. A number of statements had been made in the email about Cllr Borrett. Cllr Borrett noted that she had been accused of not knowing the area in question, which in fact she does. She further noted that the manager from Dawe Estates had gone to carry out the work and found that it had been done. She said that if at any time in the future any private company is employed to clear the ditch in Meadow Lane that runs into Dawe Estates land authorisation will need to obtained from Dawe Estates re access.

**23 Items for inclusion in the next agenda**

The official opening of the Hub

The Jubilee celebrations

**24 Next Meeting**

The next meeting will be at 7pm on February 8 in the Community Hub, Blenheim Grange. The Council will decide its meetings venues at each meeting.

There being no further business, the meeting was closed at 8.15pm.