

Minutes of Carbrooke Parish Council Meeting held in Carbrooke Village Hall on 12 July 2022

Present: Cllrs G Redfern (Chair), J Borrett, M Mawby, P Sampher, M Wormal. In attendance: Cllr H Crane (Breckland Council) N Hartley (Parish Clerk). One member of the public.

1 Apologies for Absence

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

2 Request regarding the Plough outside the Village Hall

Tom Thurston noted that the plough is being repaired, but that the wood will deteriorate if it is returned to the plinth outside the Village Hall. He proposed the plough be moved into the church in order to protect it. It was **RESOLVED** to move the plough into the church, subject to the approval of the PCC. The Parish Council will continue to own and insure the plough. Tom Thurston suggested that an outline of the plough might be placed on the plinth at some point and the Council agreed to this.

3 Report from Breckland and Norfolk County Councillors

Cllr Crane (Breckland Council) noted that Breckland Council had received a Gold Award for Armed Forces Support. The call for sites has ended. Sites have been put on Breckland's website, but this does not mean these are the final agreed sites. Breckland Council's website is now ranked nine of four hundred websites across the country.

4 Declarations of Interest

Cllrs Sampher and Wormal 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 14 June 2022 as a true and accurate record. The Chair signed the minutes.

6 Matters Arising

The Council was waiting for another quote to reshingle the Village Hall car park. This had not been forthcoming. The Council had agreed Trel to carry out the work, but this

was based on a 2021 quote. Trell is checking its current prices for this and to surface the path into the Blenheim Grange play area.

It was noted that the tree which had caterpillar nests on it earlier in the year is not dead. The Council will not fell the tree.

The Council is obtaining prices to replace the safety matting with soft bond surfacing in the Blenheim Grange play area. It is seeking a price to replace the broken springs on the trampoline and to clear the litter underneath it. The double gates will be repaired. The smaller gate is to be repaired as is the Toddler Tower.

The Council has installed two solar lights in the Village Hall car park.

7 Planning

7.1 Breckland Council decisions:-

The Old Grain Store on site west of Shipdham Road	3PL/2021/1603/F
Demolition of grain store and erection of a single dwelling, erection of two storey cart lodge with store/office above and change of use of agricultural land to facilitate use as residential garden land	Approved

8 Finance

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

Veolia, waste collection from Community Cabin, £34.78
N Hartley, clerk's salary, £748.49
N Hartley, reimbursements of expenses, £372.39
HMRC, clerk's PAYE, £97.67
SCS Accounting Solutions, internal audit fee, £120
SCS Accounting Solutions, payroll services, £18
P Arrowsmith, services to the Community Hub, £486
Anglian Water, water bill for the Community Hub, £14.04
BT, internet for the Community Hub, £79.12
British Gas, electricity bill for Community Hub, £97.74
Skwegii, cleaning Norwich Road bus shelter, £40
TOP Garden Services, dog and litter bin emptying (April), £187.80
TOP Garden Services, dog and litter bin emptying (May) remove flytip, £340.20
TOP Garden Services, grass cutting at Village Hall, £48
N Hartley, reimbursement for purchase of Council laptop and mouse, £455.32
Eon, street lighting Trenchard Crescent, £41.14
L Fox, reimbursement for Hub Stay and Play toys, £27.67
Zurich, Parish Council insurance policy, £1,112.70

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

A & G Gardening, hedge cutting, path clearance and weeding flower beds, £300

TOP Garden Services, grass cutting at Blenheim Grange, removal of knee rail fencing, £1,236

8.3 The Council had received the following payment:-

Community Hub, cash from hire of building, £184.40

8.4 The meeting received a copy of a report of the Council's Actual Expenditure to Budgeted Expenditure

9 Excel Course

It was **RESOLVED** to share the cost of an Excel course for the Parish Clerk with Scarning Parish Council.

10 Amendments to Co Option Procedure

It was **RESOLVED** to amend the Council's Co-option procedure. The revised document was added to the Council's website.

11 Amendments to Grants Policy

It was **RESOLVED** to amend the dates on the Council's Grants Policy, so that the deadline for applications will be twice annually on 31 March and 31 August. The wording of part of the policy was amended. The policy was added to the Council's website.

12 Grant Application

The Council considered a grant application from the Millennium Green Trust for its annual insurance premiums. It was **RESOLVED** to approve a grant of £1,741.13.

13 Establishment of a Community Speed Watch Group

Cllr Redfern proposed the establishment of a Community Speed Watch Group. It was **RESOLVED** to seek up to ten volunteers and then to proceed with the establishment of a group.

14 Proposal for a Parish Magazine

Cllr Borrett asked for this to be carried forward to the September meeting.

15 Broadmoor Road Timetable

The Council had contacted Konnectbus with a request for a timetable to be put on the Parish Council owned bus shelter at Broadmoor Road. It was **RESOLVED** to ask Konnectbus to install a timetable.

16 Proposals for the Parish Partnership Scheme 2023/24

The Council considered proposals for the Parish Partnership Scheme. It was **RESOLVED** there are no proposals at the moment, but the Council will continue to carry this forward.

Cllr Sampher asked if Norfolk County Council will install a sign to the Community Hub. It was **RESOLVED** to approve this.

17 Update on the road adoptions at Blenheim Grange

The Section 37 plan has been approved by Norfolk County Council. A street lighting inspection is awaited. The Section 37 plans will be sent to the consortium members for signing shortly.

18 Waste Contract at the Community Hub

The Council currently has a contract for a waste bin situated at the Community Cabin. This expires in September 2022. The monthly cost varies between £35 and £50 a month depending on the weight added in waste. Breckland Council will charge £24.66 a month with no addition for weight. It was **RESOLVED** to appoint Breckland Council to provide a bin for the Community Hub.

19 Paint and Stain Benches at the Community Hub

It was **RESOLVED** to appoint Maynards Maintenance to paint and stain the benches at the Community Hub for £130.

20 Purchase of a bingo machine for the Community Hub

Cllr Sampher said that he had checked with the Gambling Commission and Breckland Council, and that no licence is needed as long as all players are aware of the purpose of any event and that the event is for a specific purpose such as the upkeep of the Hub or fund for the Council's defibrillator. It was **RESOLVED** to proceed with the purchase of a bingo machine.

21 Ownership of the Photocopier at the Community Hub

The Blenheim Grange Residents Association has written to the Council noting that the photocopier was purchased with a grant from the Parish Council and subsequently transferred to the Community Hub. The photocopier is now an asset of the Parish Council/the Community Hub, but will be available for the use of the Residents Association.

22 Update on the Community Hub

Cllr Sampher noted that Stay and Play has been launched and was full. He noted the CCTV policies had been amended in conjunction with Hebborn Consultancy. A language café will start in September in conjunction with Cranswick Country Foods. The Hub is applying for an Inspiring Communities grant for this. Cranswick Country Foods is holding its training in the building. Cllr Crane (Breckland Council) and Cllr Bowes (Norfolk County Council) are to host surgeries in the Hub with George Freeman MP.

He asked if there could be some form of clarification about the Council's ownership of the building. It was **RESOLVED** that the clerk will prepare a document for new and existing councillors about the ownership of parish assets and the responsibilities of the Council.

Cllr Sampher asked if the Council would approve the Management Committee applying for grant funding to fence around the patio at the side of the Hub. The Council agreed to this.

The Council confirmed that it will hold its meetings in the Village Hall in the summer and in the Community Hub in winter.

23 Items for inclusion in the next agenda

Update on a proposal for a parish magazine.

Update on road adoptions.

Parish Council signage on the Community Hub.

24 Next Meeting

The next meeting will be in the Village Hall on September 20 at 7pm.

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