

**Minutes of a meeting of Carbrooke Parish Council
held in the Community Hub, Buckingham Close on 12 March 2024 at 7pm.**

Councillors present:

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

In attendance:-

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

1 Apologies for Absence

Apologies were received from Cllr Baker for personal reasons and from Cllr C Bowes (Norfolk County Council).

2 Declaration of Interest

None.

3 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 13 February 2024.

4 Matters Arising

None.

5 Reports from Breckland Councillors

Cllrs Crane and Bate's reports are attached to the minutes. Cllr Crane was asked about the Local Plan (Site Assessment). She made the Council aware of the Preferred Site Options. The Council considered public consultation in this respect and what further action it can take. The Clerk will feedback possible options and the Council will consider these at its next meeting.

6 Planning

6.1 Application considered:-

11 Mill Lane
Proposed front porch and two storey rear/side extension

3PL/2024/0151/HOU

It was **RESOLVED** that the Council had no objection to the application.

7 Finance

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

N Hartley, clerk's salary, £768.96

HMRC, clerk's Paye £192

N Hartley, reimbursement of expenses, £256.10

N Hartley, reimbursement for Council's website costs, £106.06

N Hartley, reimbursement for photocopier ink, £58.49

Community Hub account, release of funds, £4,532.25

Millennium Green, grant for felling trees identified in safety survey, £1,000

Carbrooke Village Hall, grant for replacement furniture in bar area, £1,000

Breckland Council, fee for uncontested election, £75

Community Heartbeat Trust, replacement defibrillator (Aerolite Garage front), £1,266

7.2 The meeting received a report of actual to budgeted expenditure

8 Reserves Policy

It was **RESOLVED** to adopt a Reserves Policy.

9 Investment of part of the Commuted Sum

The Commuted Sum is the amount passed to the Parish Council for the maintenance of the open spaces at Blenheim Grange. It can only be used for this purpose.

The Council has the Commuted Sum in two interest bearing accounts – Scottish Widows and Unity Trust. Scottish Widows does not offer fixed term deposits. Unity Trust offers fixed term deposits, as follows. The existing Unity Trust account is paying 2.75% (instant access account). Scottish Widows is paying 1.55%,

Unity Trust is currently offering the following terms and rates:

30 Day account – 2.96%, 90 Day – 3.06%, 6 month – 3.06%, 12 month – 5%

The minimum deposit to open any of the above accounts is £100,000. The Council's balance with Unity Trust is currently £88,429.58. The balance with Scottish Widows is £60,782.15.

The Council can move funds from Scottish Widows to top up the Unity Trust account to £100,000 and transfer it into a higher interest bearing account if it so chooses. The Council would need to keep the existing open account so that at the end of the term the funds are paid back into that account. It is only a year one bond and no longer term investments are offered.

The Council's funds are protected up to £85,000. If Unity Trust collapsed £85,000 is the maximum the Council would get back.

It was **RESOLVED** to transfer funds from Scottish Widows into the Unity Trust to raise the balance to £100,000 and to open a Unity Trust one year bond in the sum of £100,000.

10 Dereham Cancer Care

The Council had received additional information from Dereham Cancer Care in response to its request about the charity. It was **RESOLVED** that the Council will not make a donation.

11 To receive a report from the Hub Manager/Caretaker

A copy of the report is attached to the Minutes.

12 To receive a report re the Hub's finances

A copy of the report is attached to the Minutes.

13 Vacancy for the Hub Manager/Caretaker

There had been no applicants for the Hub vacancy other than Pam Arrowsmith. Mrs Arrowsmith is currently acting as a self employed contractor. It was **RESOLVED** to appoint Mrs Arrowsmith to an employed role as the Manager/Caretaker, subject to acceptance of a contract of employment and agreed Job Description. It was **RESOLVED** that Mrs Arrowsmith will include the financial role within her duties as the Manager/Caretaker, following the resignation of Martin Keats as Treasurer. This will necessitate her stepping down as Chair of the Hub Committee, which she will have to do when she becomes an employee of the Council. She will not be able to sit on the Committee, but will need to continue to liaise/work with the Committee.

14 Road adoptions at Blenheim Grange

A resident had emailed the following. In response, the Clerk contacted the housing consortium, whose reply follows below. The Clerk added the contact details of Taylor Wimpey to the Parish Council website, together with other information about who to contact re various matters on the estate such as trees, dog/litter bins, flytips.

Email from resident:- The Council September 2023 minutes stated that the consortium had/were about to instruct their legal representative to prepare required documentation to enable road adoption at Blenheim Grange

1. can confirmation be provided to assure that contact with the consortium has been maintained since September and that matters are proceeding in a satisfactory manner
2. can clarity be provided to enable a wider knowledge of which named individuals are being regularly contacted and what their status is within the various interested parties.

3. if any additional required work has been identified ,can we please explain what that work consists of and who has responsibility to provide the required remedy.

The adoption of phase 1 is still grinding on, we had confirmation this week that NCC are checking the land registry titles, once this has been completed we can meet up with the highways inspector to identify works to be completed for the roads to go on a one year maintenance period, I am hoping that we can have the inspection with highways in the next 6-8 weeks.

As for a contact residents can email into the customer care department of Taylor Wimpey Bloor Homes or BDW .

Once we get moving on the inspections the Council will be advised.

15 Community Orchard at Blenheim Grange

The Council is waiting for a quote to clear this area. Cllr Crane (Breckland Council) said that volunteers will plant the trees and maintain the area. The Parish Council has obtained a grant of £1,425 to purchase twenty five fruit trees/stakes and guards. The Council is in broad support of the proposal and will consider the quote at its next meeting, payment to be made from the Commuted Sum.

16 D-day Beacon Grant Application

The Council has applied for a match funding grant to purchase a Beacon for Blenheim Grange. The Council discussed where the Beacon could be sited and what event could be held to accompany its lighting. It was agreed that Cllrs Humphreys and Jones will liaise and report ideas to the Council's April meeting.

17 Bin Emptying Contract at Blenheim Grange

The Council's contract with Serco is due for renewal. The current annual cost for emptying the bins is £239.78 per bin. The cost will increase from 1 April to £251.77 per bin. It was **RESOLVED** to renew the contract.

18 Proposal to Resurface the Path by the Power Substation

The Council considered three quotes to asphalt the path. It was **RESOLVED** to accept the MW Surfacing quote, cost to be paid from the Commuted Sum.

19 Grant Application from Carbrooke Village Hall

The Council considered an application for £3,000 towards a fete on the Millennium Green. Concerns were raised about the amount of the grant and Cllr Yerby questioned the Council's response if it receives, for instance, an application for a fete at Blenheim Grange, which has not been budgeted for. She noted that the Village Hall and Millennium Green have £26,000 in their bank accounts. She proposed match funding and that an element of the monies taken at the fete be returned to the Council. Cllr

Humphreys asked if any of the costs would be for items which could be used at future events. Cllr Defew said that most of the money would pay for larger items such as toilets and generators. Cllr Yerby noted that Wayland Show is self funding. She asked why the Committee is not seeking sponsorship and questioned what the Committee is doing to raise money for the event as it is seeking the whole cost from the Council.

It was **RESOLVED** that the Council needs more information including a breakdown of costs.

20 Grant Application from Carbrooke Heritage Group

The Council considered an application of £300 to purchase the film of Carbrooke that has recently been made. This will enable the film to be available to everyone in perpetuity. It was **RESOLVED** to make a grant of £300.

21 Request for a Dog Bin at Broadmoor Road

Cllr Page proposed the installation of a dog bin at the corner of Broadmoor Road and Bridge Street. The Council is still waiting to hear from Breckland Council about its request for a bin near the school. It was **RESOLVED** to apply for the installation of one bin at the junction of Broadmoor Road and Bridge Street.

22 Request to clear ditches in relation to flooding and consider any further action

This was carried forward to the April meeting.

23 To receive Representatives' Reports

Cllr Page noted trees have been felled on the Millennium Green. Cllr Yerby said the school is using the Green for its Forestry School, a grant for which had been made by the Parish Council. Cllr Defew said the Village Hall is to be re-roofed between 2 and 9 April.

24 Items for inclusion in the next agenda

Resurfacing the Village Hall car park and attendant works.
Amendments to the Hub's Terms of Reference and Internal Control policy.

25 Next Meeting

The Annual Parish Meeting will be at 7pm on April 9 in the Village Hall. The Parish Council meeting will follow at 7.30pm.

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

Carbrooke Parish Council Actual to Budgeted Expenditure

Category	Budgeted	Expenditure	Estimated to be spent to 31/3/24
Running Costs			
Insurance	1,200	754.76	-
Clerk's salary, paye & expenses	11,400	11,003.09	1,300.00
Payroll	100	72.00	18.00
Office supplies	50		50.00
Internal Audit	150	120.00	-
External Audit	400	378.00	-
Council training	200	751.00	100.00
NPTS subscription	400	396.00	-
Nalc subscription	-	43.60	-
Microsoft & McAfee subscriptions for council laptop	100	169.98	-
Website costs (Wix)	110		110.00
Community Action Norfolk subscription	50	50.00	-
Information Commissioner fee	35	35.00	-
Bright HR	-	46.72	25.00
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	4,532.25
Shelves for container and slabs		1,049.60	-

Land transfer and spare key		11.05	-
Blenheim Grange – open spaces			
Grass cutting	Commuted Sum	5,216.40	
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		2,000 c/f
Blenheim Grange Capital costs			
Dog waste collection	3,000	847.58	1,000.00
Remove flytips, benches, fencing, war memorials, signs, noticeboards, drop down locks	1,000	809.00	200.00
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		584.30	-

Capital costs			
Defibrillators	250	68.34	200.00
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	940
Grants & donations			
Grants	8,500	3,929.00	2,000.00
RBL Poppy wreaths x 3	100	100.00	-
Donation to Watton Fireworks display	150		-
Christmas tree and lights	400	390.00	-
Elections (May 2023)	3,000	Ⓜ	75.00
		£58,077.13	£12,540.00

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

Bank reconciliation as at 27 February 2024

Barclays Current Account	£24,586.94		
Barclays Deposit Account	£20,239.11		
Lloyds Blenheim Grange	£ 3,916.04		
Lloyds Hub	£ 4,919.49		
Scottish Widows	£60,782.15		
Unity Trust	£88,429.58	£202,873.31 less unpaid cheque	£202,681.31
Balance c/f	£188,851.53		
Add receipts	£ 71,906.91		
Less payments	£ 58,077.13		£202,681.31

Report of Cllr H Crane (Breckland Council)

There will be new increased fixed penalties for environmental crime which includes fly-tipping and littering. The person of interest page has been live on the Breckland website for just over 2 months, located under 'My Environment' section. This page was created to encourage members of the public to assist us in identifying key individuals associated with environmental crime. So far 3 such individuals have been successfully identified and given a combined total of £1200 in fixed penalty notices. Alongside this is the new deployable mobile camera policy which was approved at cabinet on 12th February. 10 cameras will be used in hotspots and where required to gain information needed regarding fly-tipping, littering and other anti-social behaviour.

Inspiring communities part 2 has been launched. Over 1 million £ will be used over 3 years to support our most vulnerable residents. To date support has been given to over 1,000 survivors of domestic abuse, helped 2,000 people access low cost food, trained 300 mental health champions. Over the next 3 years this money will also help enhance the social prescribing service which has been very successful, working with GP surgeries. Financed debt advisors through CAB.

The budget has been approved by cabinet and council. There will be an increase of £4.95 in council tax for a band D property.

The final quarter of the household support fund is finishing at the end of March. The fund is there to support residents unable to afford essential costs or items. If there is a parishioner in need please ask them to get in touch so that I can make a referral.

The site assessment phase 1 of the local plan is available on line through the Common Place portal on line. There is a Local Plan update meeting for members later this month which I will attend and report back.

Orchard at Blenheim Grange-I visited along with Nick to see what work needed to be done. I would like to ask that the Parish Council facilitate and pay through the precept the topping off/cutting or strimming of this area prior to planting in November 2024. Also remove any branches that are broken from trees already there. I will get a group together to plant the trees and care for them whilst they establish. A notice put up letting the residents know that this area is earmarked for an orchard through the King's Coronation grant scheme would be a nice idea. I think it would be good to get the school involved and also any residents that would like to sponsor their time to a tree (no money involved).The newly formed residents association 'Friends of Carbrooke' would, I am sure also like to be involved. I would like this to be an area of natural beauty for wildlife etc., similar to the orchard area at the Millennium green, hence it does not have to be cut to amenity standard but will need the Parish Council to include in a cut when required throughout the growing season.

Report of Cllr P Bate (Breckland Council)

As part of the council meeting on 22nd February, the budget was voted on.

The opposition suggested an amendment which could continue the household support fund for struggling families. The funding for this is being withdrawn by the government. The ruling party argued that they were already doing this and that using our own funds would inhibit government help and they voted against it.

The opposition also suggested an amendment that would create a food waste reduction campaign. The ruling party felt that the government might fund it and voted against it.

The vote on the budget was supported by the independent and green group and opposed by Labour.

March 2024 Report form Community Hub Chair /Manager Caretaker

PA Chair of the Hub committee and Nick the Parish Council Clerk will cover the position until another treasurer is found. After meetings with Nick we are confident that all the account details /figures are upto date this has taken a lot of time to complete. It is proving very difficult to change details on the accounts to enable invoices to be accessed this is ongoing.

Bookings Payable hours and Community Hours

	Nov	Dec	Jan	Feb	March
Total Paid Hours	67.00	73.25	75.5	75	65.00TBC
Total Community Hours	43.50	40.75	27	33	31

We are in discussion with the NHS to use the building on a regular basis, 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. Update – we are waiting for dates on be confirmed.

A new parent and baby fitness class is due to start in April initially 1 hour per week

At the moment we are in discussions with a new hires ref a new baby signing group initially 1-2 hours per week.

We are working with Watton Families in need to help families in need in our local area.

I was told by the Breackland food bus driver that they will no longer be operating after the 20th March we do not have any further information at this time.

Treasures Report
Community Hub As of 29/02/24

Produced by PA in the absence of a Treasurer.

Lloyds Current Account

Opening Balance on 01/02/24	£4,416.26
Payments out	£2,758.93
Payments received.	£1745.77
Closing Balance 31/01/24	£3,403.10
Predicted Income March 2024	£650.00 Hirers TBC Total £650.00 TBC
Predicted Out goings March 2024	£750.00 Gas /electric £805.00 Salary £500.00 PA system Stand/ Speaker Microphone £26.00 Mobile Phone £100.00 Expenses £68.00 Waste bins £75.00 Internet £220.00 Window /gutter £500.00 Warm Baby project £50.00 PAT Testing £100.00 Repay damage deposit. Total £3,194.00

Committee raised funds = £2091.00 with in bank account£500.00 is being allocated to the Warm Baby Project

£500.00 has being allocated to buying a outside PA system

£100.00 has been allocated to buying a Microphone and stand.

The remaining amount will be spend within the Hub, further discussions ongoing during committee meeting.