

Minutes of Carbrooke Parish Council Meeting held in Carbrooke Village Hall on 11 April 2023

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

1 Apologies for Absence

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

2 Declarations of Interest

None.

3 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 14 March 2023 as a true and accurate record. The Chair signed the minutes.

4 Matters Arising

None.

5 Reports from Breckland and County Councillors

There were no additional reports to those submitted to the Annual Parish Meeting (see separate minutes for Annual Parish Meeting).

6 Planning

6.1 Breckland Council decisions:-

Summer Lane Kennels, Summer Lane	3PL/2022/1017/F
Change of use of land from kennels to mixed use, comprising leisure and vehicle repairs (non commercial) – Retrospective	Refused

The Council will write to Breckland Council to ascertain the position regarding the site as the application has been refused retrospectively.

Twenty55 Design, land at Fen Farm	3PL/2022/1449/F
Demolition of farm buildings and erection of three dwellings and garages. Change of use of agricultural land to facilitate the use as residential garden land	Approved

6.2 Application considered to discharge a planning obligation:-

Westmere Homes Ltd, site at Lancaster Avenue	3OB/2023/0009/OB
Discharge the sixth schedule on the Section 106, Part 1-1a and 1b on 3PL/2016/0084/F	No objection

6.3 Applications considered:-

Pendle Cottage, Caudle Springs	3PL/2023/0332/HOU
Replacement of two sheds with a single storey 3.6m x 6m shed with sliding doors installed to the west elevation. Installation of WC and shower unit	No objection

Dawe Estates Ltd, land at Manor Farm, Willow Corner	3PL/2023/0316/F
Erection on new farm building	No objection

Dawe Estates Ltd, Manor Farm, Willow Corner	3PL/2023/0341/F
Relocation of 216 solar panels from barn roof to ground mounted position in a field to the south of the barn	No objection

7 Finance

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

N Hartley, clerk's salary, £702.12
HMRC, clerk's Paye, £175.40
Norfolk Parish Training Partnership, annual subscription, £396
CJS Maintenance (C Smith), repair of fence at Washington Drive and paint Broadmoor Road bus shelter, £550
Millennium Green Trust, grant for a Tree Survey, £354
P Arrowsmith, services to the Hub, £696
Breckland Council, waste removal Community Hub, £34.87
Wave, water bill for Hub, £641.32
EE, mobile phone bill for Hub, £114
British Gas, electricity bill for Community Hub (Jan-Feb), £136.87
British Gas, electricity bill for Community Hub (Feb-March), £247.21
T N Exterior Property Cleaning Ltd, gutter/window clean at Hub, £250
Top Garden Services, grass cutting Village Hall, £50.40
Top Garden Services, emptying dog & litter bins at Blenheim Grange (Jan-Feb), £375.56

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

Top Garden Services, grass cutting at Blenheim Grange (March) £579.60

7.3 The following payments had been received:-

Breckland Council, part Precept, £25,000
Breckland Council, grant for a flagpole for the Hub, £200

Community Hub, cash and payments for hire of Hub, £1,088.69

7.4 Internal Control Officer's report

Cllr Mawby noted that he had carried out the necessary checks and that everything was in order.

8 Community Hub Report

A copy of the report is attached to the Minutes. It was **RESOLVED** to approve the installation of a smoke detector in one of the cupboards in accordance with the recent safety report.

9 Hub Committee

Phil Sampher had made a request to join the Hub Committee. It was noted that the Committee has no vacancies in terms of numbers. It was **RESOLVED** not to appoint Mr Sampher to the Committee.

It was **RESOLVED** that the Hub Committee should approve future applicants to join the Committee and submit these to the Parish Council for consideration.

10 Hub Budget

The Council had received a non domestic rates bill from Breckland Council. This needs to be revised. Any final figure will be added to the Hub Budget. The water rates, once finalised, will also need to be added to the Hub Budget.

11 Income from the Hub

It was **RESOLVED** that the income raised by the Hub Committee from events can be spent by the Committee. It was **RESOLVED** that the Committee should submit a budget to the Parish Council at the beginning of each quarter setting out its proposed expenditure.

12 Hub Fitting Out Costs

It was **RESOLVED** to spend the remainder of the Fitting Out costs, currently £12,875, and then consider further expenditure on a per case basis.

13 Hub Sign

The Council had agreed expenditure of £200 on a sign to the Hub. Cllr Bowes (Norfolk County Council) had agreed to match this amount from her budget. Norfolk County

Council requested a total payment of £606.72. It was **RESOLVED** that the Council will pay £406.72 toward the sign.

14 Community Cabin

The Council will have the Cabin removed on payment of a nominal sum of £1. It was **RESOLVED** to hire a skip to remove the fencing around the container. The Council will also look to the removal of the slabs and the remaining items in the container. The Council is in contact with heritage groups regarding a painting and a site board for the former Raf Watton.

15 Flytipping

It was **RESOLVED** to remove the flytips on the Council's land at the front of Blenheim Grange between the propeller memorial and the Spar car park. The Council will employ a contractor.

16 Blenheim Grange Flower Beds

The Council considered three quotes to maintain the flower beds at Blenheim Grange. It was **RESOLVED** to accept the quote of CJS Maintenance on a trial basis.

17 Propeller War Memorial

Cllr Yerby proposed fencing off three sides of the Propeller War Memorial. It was **RESOLVED** that this is not necessary at present. Cllr Mawby will obtain a price to clean the propeller.

18 SAM2

It was noted that Cllrs Redfern and Poole are moving the Council's SAM2. It was **RESOLVED** to consider the short term loan, or the long term purchase of two more SAM2s. The purchase of the equipment would be through the Parish Partnership Scheme. Cllr Poole will investigate prices.

19 Flagpole

Cllrs Defew and Borrett requested a flagpole for installation near the war memorial. It was **RESOLVED** to contact the PCC and to obtain prices.

20 Path in Village Hall Car Park

Cllr Yerby had obtained a quote of £7,245 to lay down a new path to make the car park more accessible. The path would run from the gate to the Millennium Green. It was **RESOLVED** to obtain more quotes for a path and to tarmac the whole car park.

21 Flower Troughs in Village Hall Car Park

Cllr Yerby requested flower troughs for the car park. It was **RESOLVED** to obtain quotes. Cllrs Yerby and Defew will obtain.

22 Food Bank Table in Village Hall Car Park

It was **RESOLVED** that Cllr Yerby will obtain prices for a new food bank table.

23 Plough

It was **RESOLVED** to defer to the May meeting.

24 Issues and Options Consultation

It was **RESOLVED** to establish a working group, led by Cllr Poole, to formulate a response on behalf of the Council and to submit this to the May meeting for the Council to consider. Cllrs Mawby and Page will comprise the working group with Cllr Poole.

25 Quality Management System

Cllr Mawby suggested the Council adhere to a Quality Management System in terms of its documents, policies and procedures. It was **RESOLVED** to start this process.

26 Heritage Group Documentary

It was **RESOLVED** that Cllr Redfern will represent the Parish Council in the documentary.

27 Items for Inclusion in the Next Agenda

An update on the Plough

28 Next Meeting

The next meeting will be the Annual Parish Council Meeting in the Village Hall on 9 May.

There being no further business, the meeting was closed at 8.50pm.