

Minutes of a meeting of Carbrooke Parish Council held in Carbrooke Village Hall on 10 September 2024

Councillors present: N Defew (Chair), J Borrett, K Jones, W Leport, D Page, S Yerby.

In attendance:- N Hartley (Parish Clerk), Cllr P Bate (Breckland Council), Cllr C Bowes (Norfolk County Council), P Arrowsmith (Community Hub), three members of the public.

Public Participation

A member of the public commented on the amount of traffic on the roads around the school on Sports Day. The Council will feed this back to the school together with concerns about how emergency vehicles would manage to negotiate the amount of traffic if the need arose. The member of the public commented that he thought charging to take items to the Recycling Centres was not a good idea. He asked if the speed limit could be reduced from the Flying Fish to 30mph. Cllr Bowes (Norfolk County Council) said she had worked hard to have the speed limit reduced further along Norwich Road and that it would not be easy to have this extended, unless there was further development in the area.

A member of the public commented on the amount of litter along Norwich Road and clarified the areas for which the Parish Council is responsible. The Parish Council appreciates there is a problem with litter and has a supply of litter picking equipment available free to residents.

1 Apologies for Absence

Apologies were received from Cllr Baker, who was unable to attend the meeting due to transport issues, and Cllr H Crane (Breckland Council).

2 Declarations of Interest

Cllr Defew declared an interest as Treasurer of the Millennium Green Trust in the grant application (item 13) and replacement of the Robert Buscall plaque (item 14) as it was suggested to use his brother's company to produce a new plaque.

3 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 8 July 2024. The Chair signed the minutes.

4 Matters Arising

None.

5 Reports from Breckland and County Councillors

Copies of Cllr Bate's (Breckland Council) and Cllr Bowes' reports are attached to the minutes.

6 Planning

6.1 Parish Council comments sent to Breckland Council:-

Estonia, Shipdham Road 3PL/2024/0584/HOU
Proposed flat roof dormer to rear, raising flat roof on ground floor and associated works
No objection

6.2 Breckland Council decisions:-

Brakeshill Lodge, farm access (Shipdham Rd to Brakeshill Lodge Farm) 3PL/2024/0464/HOU
Demolition of existing outbuilding and garage & erection of linked annex to existing house and detached double car port with store Approved

3 Quarter Barns, Norwich Road 3PL/2024/0536/HOU
New window Approved

1 Bader Close 3PL/2024/0370/HOU
Single storey side extension Approved

Estonia, Shipdham Road 3PL/2024/0584/HOU
Flat roof dormer to rear, raising flat roof on ground floor & associated works Approved

7 Finance

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

N Hartley, clerk's salary, £768.76 (July)
HMRC, clerk's Paye £192.20 (July)
Breckland Council, emptying dog & litter bins at Blenheim Grange, £1,174.92 (April – November 2024)
Gorts Gardening, grass cutting in Carbrooke churchyard, £450 (Section 137)
Top Garden Services, grass cutting at the Village Hall (June & July), £138.60
N Hartley, clerk's salary, £768.76 (August)
HMRC, clerk's Paye £192.20 (August)
N Hartley, reimbursement of McAfee PC Optimizer for Council laptop, £24.99
N Defew, reimbursement for purchase of bags of ballast and cement to repair Village Hall car park, £91.95
K Jones, reimbursement for purchase of brooms re repair work to Village Hall car park, £43.55
Norfolk County Council, contribution to Parish Partnership Scheme for white gates, £5,000
Carbrooke Community Hub, transfer of funds for running costs, £2,000

7.2 The following payment was made from the Commuted Sum in accordance with the budget:-

Top Garden Service, grass cutting at Blenheim Grange (June & July), £1,593.90

7.3 The meeting received a report of Actual to Budgeted expenditure. A copy of the report is attached to the minutes.

8 Vexatious Complaints Policy

It was **RESOLVED** to adopt a Vexatious Complaints policy.

9 Hub Manager's Report

A copy of the report is attached to the minutes.

10 Hub Finance Report

A copy of the report is attached to the minutes. It was **RESOLVED** to transfer £2,000 to the Hub to cover upcoming running costs.

11 Community Orchard Contractor

The Council had agreed to pay £300 for TOP Garden Services to clear the area where the orchard is to be planted at Blenheim Grange. E Buscall & Partners will clear the site and thin out the existing trees (which was not agreed with Top Garden) for the same amount, £300, and will help with the planting. It was **RESOLVED** to appoint E Buscall & Partners to clear the area for the Community Orchard and to thin the trees on site.

12 Defibrillator

The defibrillator was taken from the site earlier this year and not returned. The Council made an insurance claim re this and bought a new defibrillator. The defibrillator was then removed a second time. This time it was retrieved from the ambulance service at Longwater. The CCTV at the Aerolite does not cover the defibrillator box. It was proposed to move the defibrillator to the outside of the Community Hub. This will mean there is a defibrillator on site at the Hub. It will also be covered by the Hub's CCTV. The cost to move and reinstall the box is £250 (Wensum Valley Electrical Ltd).

It was **RESOLVED** to leave the defibrillator at the Aerolite Garage as it is a more easily identifiable site than the Community Hub. At its October meeting, the Council will consider the purchase of a separate defibrillator for the Community Hub.

13 Grant Application Millennium Green Trust

The Millennium Green Trust applied for a grant of £1,926.26 to cover the cost of connecting electricity, water and internet to the Green. Cllr Yerby asked a number of questions regarding liability for cables running underneath the car park and how deep the ducting needed to be. Cllr Defew said that the contractor will provide full certification for all works carried out. It was **RESOLVED** to approve the requested grant of £1,926.60.

14 Robert Buscall Plaque

It was noted that the Robert Buscall plaque installed on the Millennium Green by the Parish Council is missing. It was **RESOLVED** to provide a replacement with updated wording for up to £100.

15 Maintenance of the War Memorial

Carbrooke PCC had asked the Parish Council to take responsibility for the maintenance of the War Memorial in Carbrooke churchyard. It was **RESOLVED** to carry this forward to the October meeting pending receipt of further information from the PCC as to the insurance value of the War Memorial and a report on its present condition.

16 Path in the Village Hall Car Park

The Council had received a request to make the car park more wheelchair accessible. It was **RESOLVED** to obtain quotes for a hard path. Cllr Leport to provide a plan.

17 Heritage Park Bins

Watton Town Council requested a contribution toward emptying the bins at Heritage Park. It was **RESOLVED** not to make a contribution, as the Council does not consider the bins are its responsibility and it has sufficient costs of its own with regard to emptying the bins at Blenheim Grange.

18 Fence Posts at Stirling Road

The Council has received the following request to remove low level fencing outside 8 Stirling Road. It was **RESOLVED** to consider this further at its October meeting.

19 Road Adoptions at Blenheim Grange

The latest update from the consortium is as follows:-

We have made good progress on the phase 1 adoption until NCC come back to the consortium and said there is a problem with the land registry searches, our solicitors had done a SIM search on all the land to be adopted and was happy it was a clean search, we are

still awaiting conformation from land registry and NCC that what they picked up were errors by the land registry .(as below from our solicitors). Once this issue has been resolved I am hoping that the maintenance period will be backdated to early June that's when the NCC inspector signed of the work for the maintenance period to start. Once we have got phase 1 onto maintenance we will then start looking at getting the rest of the development up to adoptable standards.

20 Representatives' reports

There were no reports.

21 Items for Inclusion in the Next Agenda

A Litter Pick

22 Next Meeting

The next meeting will be at the Community Hub at 7pm on October 8.

The meeting was closed at 8.20pm.

Signed Chair

Date

Reports of Cllr Bate (Breckland Council)

At the council meeting on the 11th July: the opposition asked questions mostly about the plans for parking charges.

First up was querying that there appeared to be no increased budget for traffic wardens. There were also questions about the impact the parking proposals will have on the local towns. A full report was released to the public on the afternoon of the 15th July. There is a video record of the cabinet discussing the charges.

A question was asked on why there were charges being implemented in Watton when it was originally said that Watton didn't have the footfall for it. The answer, the consultants changed their minds.

A question was asked about the sale of Barnham Broom: there has been no progress.

Listening to the mood music it seems to be a done deal that parking charges will be implemented. I will oppose this, but I don't expect to be successful. I will push for a full report on the impact of the changes because if it proves to be that the changes are for the worse, they can be rowed back.

At the council meeting on the 5th September the main topic of discussion was once again parking charges. The opposition asked if there would be a free vote on parking charges, the ruling party did not say there would be and later in the proceedings they stated that the decision had been made, they would charge for parking and only the details needed to be sorted out.

It was asked how much the consultants had been paid for their report, the ruling party said they could not give a figure now but after the meeting a figure for the fee did emerge. The opposition spoke strongly against parking charges.

- The lack of impact assessment
- The non-existent consultation process
- The fact that it is anti-green

The policy was described as money grabbing and unfair. There was a recorded vote on parking charges so members of the public can see how their elected representatives voted.

There was an enquiry as to whether the artist who was to paint the now cancelled mural in Dereham had been paid. There was some obfuscation but I think he has been paid £16000.

Questions were asked about government housing targets. The Council are concerned about these and are in discussion with the government.

Report of Cllr Bowes (Norfolk County Council)

It's good to see the new 'Gold Standard' bus shelter installed in Watton High Street, facilitated from funding of £49.55m allocated to Norfolk by the previous Government to improve bus services across the County. (Norfolk received the sixth highest allocation of funding in the country.) Approximately £12 million of that funding was allocated to providing new or expanded bus routes with more evening services on key routes including to Dereham and Watton.

As part of its Bus Service Improvement Plan Norfolk the County Council identified Watton as one of 20 Towns in Norfolk (including Swaffham) which qualified for a Gold Standard Bus Stop meaning a covered waiting area, lighting, real time passenger info, extra seating, cycle parking, printed timetable info etc.

I'm very pleased to support and see the delivery of this investment in our Market Town which will be to the benefit of the local Watton and Wayland economy, residents and visitors alike.

I note that Konect bus has announced changes to a number of its services from September with one of the new routes will run 3 times a day, serving Carbrooke village, Ovington, Saham Toney and Watton. Unfortunately Route 3A between Watton and Dereham has been withdrawn due to low passenger numbers.

January 2025 Flood & Drought Summit, Council Chamber, County Hall - Following postponement earlier this year, due to the calling of the General Election, the NSFA and NCC are re-arranging the multi-agency summit to discuss flooding and the actions we can collectively take to mitigate it. Now taking place on Friday the 31st of January 2025, we are bringing together a wide range of agencies and stakeholders which have various responsibilities relating to water management. The focus of the summit will be on action, and how we can achieve this through collaborating better with each other. There will be a variety of speakers, including Norfolk County Council as the Lead Local Flood Authority (LLFA), as well as representatives from Anglian Water and the Environment Agency.

Economic News

For full detail of Economic News from the County Council including details of a Conference which will celebrate Norfolk's market towns and examine their future potential in Swaffham in October please visit here [Economic Development News - August 2024 \(norfolk.gov.uk\)](https://www.norfolk.gov.uk/economic-development-news-august-2024)

Car Park Charging Model

As both District and County Councillor for Watton I am, of course very aware of local residents' concerns about the recent decision at Breckland to introduce a car park charging model across all its market towns. The reasoning being to offset car park maintenance challenges and costs, which its current free parking policy unfortunately can't sustain.

My understanding always was that any review of the Car Park policy would consider each market town according to its individual situation. Therefore knowing that the report consultants did not originally consider that Watton should be subject to parking charges, I

have been fully and actively supporting the numerous Watton and Wayland residents and businesses who have approached me with their concerns.

To that end I attended Breckland Scrutiny Commission meeting on 11th July and Cabinet on 15th to raise questions around comments in the report and to challenge the assertion that the inclusion of Watton in a charging regime was 'only fair', when the consultants themselves had not found a case for charging in Watton. I also attended Full Council last week again to ask if there would be the opportunity in the public consultation which will begin in the Autumn for Watton car park users to specifically address the issue of charging in Watton. I am concerned that the only options will be to comment on the tailoring of the actual charging rates and the way they are implemented. Still I am encouraging Watton and Wayland residents, shoppers and businesses to take part in that consultation. I will attend the next meeting of the Scrutiny Commission where the content and form of the consultation will be discussed.

Carbrooke Parish Council Actual to Budgeted Expenditure

Category	Budgeted	Expenditure	Over/under expenditure
Running Costs			
Insurance	1,000	1,725.78	725.78
Clerk's salary, paye & expenses	12,750	5,045.05	
Payroll	100	18.00	
Office supplies	50		
Internal Audit	150	120.00	
External Audit	400		
Council training	400	312.00	
NALC subscription	400	184.85	
Microsoft/ McAfee subscriptions for Council laptop	150	59.99	
Website costs (Wix)	100		
Community Action Norfolk subscription	50		
Information Commissioner fee	35		
Bright HR	-	116.80	
Blenheim Grange – open spaces			
Grass cutting	Committed Sum	1,912.68	
Tree survey	Committed Sum	858.00	
Tree maintenance	Committed Sum		
Flower bed maintenance & weed killing	Committed Sum		
Signs	Committed Sum		

Fencing	Commuted Sum		
Paths	Commuted Sum	4,526.40	
Blenheim Grange Play Area			
Play equipment repairs	5,215		
Play equipment safety report	200	156.00	
Safety surfacing	-		
Hub Play Area			
Play equipment repairs	-	85.00	
New litter bin	-	360.29	
Blenheim Grange Capital costs			
Dog waste collection	2,000		
Remove flytips	700		
Benches	1,000		
Fencing, war memorials, signs, noticeboards, drop down locks	Inc above	480.00	
Village Hall car park			
Maintenance	1,500		
Grass cutting	400	166.32	
Noticeboards	300		
Plough/bench/village sign	Inc above		

Capital costs			
Defibrillators	200	108.00	
Broadmoor road bus shelter	600		
Bus shelters – Norwich Road	Inc above		
Street light charges Trenchard Crescent	100	123.58	23.58
SAM2	200		
Dog/litter bins	500	461.74	
Grants & donations			
Grants	4,000	975.00	
Fete	3,000	300.00	
RBL Poppy wreaths x 3	100		
Christmas tree and lights	400		
Transfer of Vat reclaimed for Hub to 31/3/24	-	650.38	
	£49,000	£18,745.86	

Bank reconciliation as at 28 August 2024

Barclays Current Account	£34,388.84	
Barclays Deposit Account	£20,390.77	
Lloyds Blenheim Grange	£ 2,643.96	
Lloyds Hub	£ 4,919.49	
Scottish Widows	£48,782.15	
Unity Trust	£89,646.31	£200,771.52
Balance c/f	£188,085.07	
Add receipts	£ 31,432.31	
Less payments	£ 18,745.86	£200,771.52

Community Hub Report

Bookings Payable hours and Community Hours

	April	May	June	July	Aug	Sept
Total Paid Hours	90	108	91.5	98.5	86.25	117TBC
Total Community Hours	25	25	23	22	23	26

A child and adult craft group will start in October and a New parenting course will commence in September, the Warm Baby Project will attend on week three of the course.

New people are continuing to be attracted to the hub through the private hirers and have expressed how lovely and welcoming the hub is and that the facilities are perfect. The only negative comment is the lack of parking which we already knew about. The hirers are told on booking about the limitations of our parking.

The Warm Baby project is continuing to operate in the hub and other local groups, it is building its reputation with families and professionals wanting 0-5year knitted garments.

We have had a letter from Anglia water to say we are losing water, we have a plumber investigating the possible leak.

All paperwork is up to date as of 31st August 2024.

Pam Arrowsmith

Treasurers Report Community Hub As of 01/09/24

Lloyds Business Account

Opening Balance on 01/08/24	£4112.72
Payments out	£2056.40
Payments received.	£1,085.00
Closing Balance 31/08/24	£3141.32

Predicted Income Sept 2024	£1,170
Predicted Out goings Sept 2024	£2288.12
	£200.00 Gas /electric £ 920.98 Salary £68.00 Breckland Council Waste Disposal £75.00 Internet £28.13 Mobile phone £46.01 Cleaning consumable £250.00 Repay damage deposit TBC as 3 x£50.00 are still to confirm booking £100.00 Plumber Est £600.00 Warm Baby Project/speaker/Gardening

Committee raised funds = £848.71 with in bank account

The remaining amount will be spent within the Hub, further discussions ongoing during hub committee meetings.

The Hub Committee are requesting a payment form the Parish Council into the Community Hub Account of £2,000 to top up the finances