

Minutes of the Annual Parish Council Meeting held in Carbrooke Village Hall on 9 May 2023

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

1 Election of Chair

Cllr Defew was proposed as Chair by Cllr Borrett and seconded by Cllr Page. There were no other nominations. He was elected Chair. He signed the Declaration of Acceptance of Office.

2 Election of Vice Chair

Cllr Page was proposed as Vice Chair by Cllr Defew and seconded by Cllr Borrett. There were no other nominations. He was elected Vice Chair. He signed the Declaration of Acceptance of Office.

3 Resignations

It was noted that Cllrs Redfern and Poole had resigned from the Council.

4 Signing of Declarations of Acceptance of Office

Councillors signed the Declarations of Acceptance of Office.

5 Co Option

This was carried to the next meeting as the candidate was unable to attend due to work commitments.

6 Register of Interest

Councillors will complete the updated Register of Interests and return to Breckland Council.

7 Apologies for Absence

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

8 Declarations of Interest

None.

9 Update on the Plough

Tom Thurston noted that the plough has been renovated. He noted that the plough was renovated on the understanding that it would be kept in the dry. He noted all those who had helped to renovate it had given their time and materials free of charge. He said that if the plough is returned to the plinth, it will probably need further renovation in another ten years. He noted that the Heritage Group will maintain it provided it is kept in the dry. It is anticipated that it will be placed in the church. He noted there is a Plough Sunday service in churches. It was proposed that a silhouette of the plough might be placed on the plinth. The Council will investigate this further. A number of residents who attended the meeting said they would have preferred the plough to remain on the plinth.

10 Public Participation

The meeting was closed for Public Participation. A resident expressed concerns over proposed development of a site at Summer Lane that has been put into the Local Plan. He asked if the Parish Council had a view on this. Cllr Defew explained that the Parish Council only considers applications that are put before it. Cllr Crane (Breckland Council) explained that anyone can put land into the Local Plan and that all proposals go through a rigorous process to whittle them down to sustainable sites. She noted there will be a consultation process and that she will keep the Parish Council updated.

11 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 11 April 2023 as a true and accurate record. The Chair signed the minutes.

12 Matters Arising

None.

13 Reports from Breckland Councillor

Cllr Crane thanked members of the parish for her re-election and said she looked forward to supporting the Parish Council.

14 Planning

14.1 Breckland Council decisions:-

3 Harris Road Erection of rear & side single storey extensions	3PL/2023/0256/HOU Approved
Summer Lane Kennels, Summer Lane Erection of two industrial units, commercial use (Use Class E)	3PL/2023/0146/F Refused
Westmere Homes Ltd, site at Lancaster Avenue Discharge the sixth schedule on the Section 106, part 1-1a and 1b on 3PL/2016/0084/F	3PL/2023/0009/OB Approved
Dawes Estates, Manor Farm, Willow Corner Relocation of 216 solar panels from barn roof to ground mounted position in a field south of the barn	3PL/2023/0341/F Approved

14.2 The Council considered the following Consultation Amendments:-

Shrublands, Norwich Road Proposed barn conversion to one dwelling to include an increase in ridge height to enable a first floor to be achieved (Unit 3), change of use of land from agricultural to residential and erection of new carport with garden store for Unit 2 (Part Retrospective)	3PL/2023/0047/F No objection
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Bennett Homes, Portal Avenue Variation of condition 2 on 3PL/2019/0487/VAR – vary dwelling types on plots 41 and 42, additional variation of red line boundary of site in same region The Council requested a time extension on the application and clarification of what is being proposed in terms of the boundary.	3PL/2023/0408/VAR
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14.3 The Council considered the following planning application:-

White Hart Cottage, Church Street Replacement of 2 ground floor windows in the front elevation	3PL/2023/0427/LB No objection
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15 Finance

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

N Hartley, clerk's salary, £702.12
 HMRC, clerk's Paye, £175.40
 P Arrowsmith, services to the Hub, £778.80
 Breckland Council, waste removal Community Hub, £34.87
 SCS Accounting, payroll services, £18
 EE, mobile phone bill for Hub, £26.08
 British Gas, electricity bill for Community Hub (March), £344.51
 British Gas, electricity bill for Community Hub (April), £29.19
 British Gas, gas bill for Community Hub, £224.89

NPower, street light energy Trenchard Crescent, £75.59
Flagpole Express, flagpole, rope and flag for the Community Hub, £552.60
TN Exterior Property Cleaning Ltd, gutter clean and windows at Hub, £250
County Shutters & Doors, annual shutter service at Hub, £674.52
Top Garden Services, grass cutting at the Village Hall, £50.40
Top Garden Services, emptying dog and litter bins Blenheim Grange, £187.78
P Arrowsmith, reimbursement of Hub expenses, £358.57
L Fox, reimbursement of Hub expenses, £101.42

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

Top Garden Services, tree felling at Blenheim Grange, £1,200

15.3 The following payment had been received:-

T Abel, purchase and removal of the Community Cabin, £1

16 Unaudited Accounts to 31 March 2023

It was **RESOLVED** to approve the unaudited accounts for the year ending 31 March 2023.

17 Annual Return

It was **RESOLVED** to approve the Annual Return. The Chair and the Clerk signed the Return.

18 Asset Report

The Council received a copy of the annual Asset Report. It was **RESOLVED** to accept the report. Cllrs Defew and Yerby will carry out some works to benches and the memorial plaque on the Millennium Green. Cllr Defew will ask the community workers to carry out some tasks. Tom Thurston had noted the village sign needs cleaning and the Council will carry this forward to the June meeting.

19 Insurance

The Council considered quotes from Zurich Insurance (£1,284.27) and BHIB (£710.62). It was **RESOLVED** to appoint BHIB as the Council's insurer.

20 Code of Conduct

The Council considered a revised Code of Conduct. It was **RESOLVED** to adopt the revised Code of Conduct.

21 Anti Bullying and Harassment Policy

The Council considered an Anti Bullying and Harassment policy. It was **RESOLVED** to adopt the policy.

22 Budget Committee

It was **RESOLVED** to appoint Cllrs Defew, Mawby, Page and Yerby to the Council's Budget Committee. Martin Keats and Pam Arrowsmith of the Community Hub will also attend regarding the Hub's Budget.

23 Staff Committee

It was **RESOLVED** to appoint Cllrs Defew and Page to the Council's Staff Committee.

24 Appointment of Internal Control Officer

It was **RESOLVED** to appoint Cllr Mawby as the Council's Internal Control Officer.

25 Representative to Carbrooke Village Hall

It was **RESOLVED** to appoint Cllr Defew as the Council's representative to Carbrooke Village Hall.

26 Representative to Community Hub

It was **RESOLVED** to appoint Cllr Mawby as the Council's representative to the Community Hub.

27 Representative to Millennium Green Trust

It was **RESOLVED** to appoint Cllr Page as the Council's representative to the Millennium Green Trust.

28 Representative to Carbrooke Academy

It was **RESOLVED** to appoint Cllr Yerby as the Council's representative to Carbrooke Academy.

29 Representative to Carbrooke PCC

It was **RESOLVED** to appoint Cllr Borrett as the Council's representative to Carbrooke PCC.

30 Representative to Carbrooke Fuel Allotment Charity

It was **RESOLVED** to appoint Cllr Borrett as the Council's representative to the Fuel Allotment Charity.

31 Report on the Community Hub

A copy of the report is attached to the minutes. Pam Arrowsmith noted there has been damage to the bark of one of the trees in the Blenheim Grange play area.

The Council agreed to add the following to the Hub budget:-

Water bill: £780

Increase to the caretaker's salary: £1,500

Non Domestic rates: Figure to be advised.

It was **RESOLVED** to purchase a water softener.

32 Slides in Blenheim Grange Play Area

It was noted that the two slides in the Blenheim Grange play area had been damaged. The Police have identified the suspects. The Council was asked by the Police and Breckland Council's Community Safety Locality Officer if the Parish Council wished to be identified as the victim and to seek community restitution for the damage. The estimated cost of the damage to the Council is £3,873 + Vat.

It was **RESOLVED** to identify the Council as the victim and to make an insurance claim for the damage.

33 Cleaning the Propeller War Memorial

This was carried forward to the next meeting pending the receipt of a second quote.

34 Flytips at Blenheim Grange

The Council had cleared flytips at the front of Blenheim Grange. A resident asked the Council its longer term plan regarding the removal of flytips. The Council considered various options, including signage and the installation of a bin. It was **RESOLVED** to monitor the situation.

35 Community Cabin

It was noted that the Community Cabin had been sold for a nominal £1 and removed from the site at no cost to the Parish Council. The Council considered three quotes to take down the outer fencing and clear the site. It was **RESOLVED** to accept the quote of Tim Abel.

36 Tree Survey Blenheim Grange

The Council received a tree survey for Blenheim Grange. It was **RESOLVED** to carry out the works recommended in the report.

37 Tree Survey Village Hall Car Park

The Council received a tree survey for the Village Hall car park. It was **RESOLVED** to accept the report and to monitor the trees as recommended in the report.

38 Footpath/resurfacing Village Hall Car Park

This was held over to the June meeting, pending the receipt of more quotes.

39 Flower Troughs at Village Hall Car Park

This was held over to the June meeting.

40 Charity Food Bank Table

This was held over to the June meeting.

41 Litter Bin Request

A member of the public had requested a litter bin near the school. It was **RESOLVED** to approve the request. The Council will write to Norfolk County Council for permission to install a bin.

42 Flagpole

The Clerk had sent a request for a flagpole in the churchyard to Carbrooke PCC. The PCC is to consider the request and come back to the Council. The PCC had noted there is an existing flagpole on top of the tower and that renovation of this might be a more suitable option. The PCC will discuss this and come back to the Council.

43 SAM2

Cllr Redfern will continue to move the existing SAM2. The Council will consider the purchase of a second SAM2 later in the year.

44 Issues and Options Consultation

Cllr Poole advised the Council that the working committee had provided a draft response to Breckland Council's Issues and Options Consultation on behalf of the Parish Council. Cllr Mawby said he had some further additions to make and will send the completed document to councillors in advance of the deadline for submissions.

45 Items for Inclusion in the Next Agenda

A replacement silhouette for the Plough.

Renovation of the Village Sign.

A proposal for a parish magazine.

46 Next Meeting

The next meeting will be in the Village Hall at 7pm on June 13.

There being no further business, the meeting was closed at 8.55pm.

May 2023 Report for the Parish Council Meeting from Hub Manager

ROSPA all reports have been completed.

Snagging Some items are still outstanding PA to speak to the Builders.

Health and Safety

Old Container (old container) has been emptied of all the items the Hub requires.

Vandalism – The slides have been vandalised the police are aware Nick has more details.

CCTV checking complete nothing of concern noted.

Update Booking System –We will be trialling the Hall Master booking system to see if it meets our needs.

Finance/ Budget Please could I request that the budget is adjusting so we start off the new financial year with the correct figures

We have estimated Water to be £780.00 per year/ £65.00 per month based on the amount paid last year.

Council Tax/rateable value which is not on the budget Est £1000.00 per year Nick is looking into this.

Caretaker/manager salary additional £1500.00

Bank Account By the next meeting we will have a better picture of income and expenditure, once our treasure has his pin number he will be able to produce a report.

Fundraising so far

The Baby Event 16th April raised £75.00

The Quiz night on the 22nd April 2023 raised £338.00.

Including the race night £1157.00

Start-up funding potential use.

Gardening Quotes I am concerned that the start up fund will not cover this item so, at the moment we are scaling this down. I hope to have a quote for a retaining wall to hold back the new soil ready for planting by next meeting.

Shade for Patio Funding is required for shade on the patio area hopefully a quote can be obtained by the next meeting. On going.

New Container groundworks have started with the frame for the container almost complete.

Water Softener we have 2 quotes for a softener from

Clarity Ultra Twin (Harvey) non-electric with drinking water tap £1689 for a new system with a 10year guarantee and 12 packs of salt. Or a reconditioned system £1134 inc VAT 2year guarantee,

Monarch non-electric water softener and drinking water tap £1400 2years parts and labour 7 years parts plus 10 x 25kg bags of salt.

Flag Pole The base for the flag pole is in and will be ready for the coronation. Thank you Nick for your help.

Bookings Payable hours

Name of Group Paid hours	April	May	June
Meditation	8hours	10 hours	
Private Hire,	13hours	13hours	
Cranswick. (7 free sessions left)		Free session 9.5hours	
Abbotts	-	-	

Kidz Klub	4hours	6 hours	
WHAM dance school	7 hours	15hours	
Ear to Hear	2hours	2hours	
Panto	-		
Music Group	6hours	6hours	
Fitness dance group	6.25hours	5hours	
Beech Tree Residence Association	-	-	
Dance practice	-	-	
All Nations Church	-	-	3hours
Chair Yoga (not confirmed)		-	(5 hours)
Emotional Drumming (not confirmed)	-	-	4hours
Polling Station	-	15.50	
Total Paid Hours	46.25 hours	67.50 hours	
Community Usage Non-Paying	April		
Hub/ Parish Council Committee Meetings	2hours	2hours	
Stay and Play including set up /clear away	8hours	16hours	
Hub Events	19hour	7hours	
Saturday Surgery	-	-	
Crafty Coffee Morning	6hours	6.75	
Wellness Bus	-		
Mobile Food Bus/wellness	5hours	4hours	
Total Community Hours	40hours	35.75hours	