

**Minutes of Carbrooke Parish Council Meeting
held in the Community Hub, Blenheim Grange, on 8 February 2022**

Present: Cllrs J Tinson (Chair), J Borrett, G Long, M Mawby, G Redfern, P Sampher, M Wormald. In attendance: N Hartley (Parish Clerk). Three members of the public.

Public Participation

Objections were raised to the planning application on Summer Lane. It was separately noted that there had been two incidents involving the bus on Summer Lane over the past months. It was suggested that Summer Lane should be included on Norfolk County Council's Gritting route. The Council will ask Cllr Bowes (Norfolk County Council) if this can be arranged. It was noted that Summer Lane is a well used road.

The Council was asked why so much of the Precept for 2022/23 was being spent on the Community Hub at Blenheim Grange and why more money was not being spent on the Village Hall. It was noted that the Parish Council owns the Community Hub, but does not own the Village Hall. The Council is the Custodian Trustee of the Village Hall, not the owner. This was further discussed under item 16 (below). It was noted that the location of the meeting had not been clear. The clerk apologised for this.

1 Co Option of a New Councillor

It was **RESOLVED** to co-opt Michael Mawby to the Council.

2. Apologies for Absence

Apologies were received from Cllr H Crane (Breckland Council), who was attending another meeting. Cllr Coppen did not attend the meeting. The clerk was asked to write to Cllr Coppen.

3 Report from Norfolk County Councillor

A copy of Cllr Bowes' report is attached to the Minutes.

4 Declarations of Interest

Cllrs Long, Sampher and Wormald 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 11 January 2022 as a true and accurate record.

6 Matters Arising

None.

7 Planning

7.1 Breckland Council Decisions

Shrublands, Norwich Road 3PM/2021/0063/UC
Prior approval has been granted for conversion of agricultural buildings to 4 dwellings
– General Permitted Development England Order 2015 as amended Schedule 2, Part
3, Class Q

7.2 Application considered:-

Summer Lane Kennels, Summer Lane 3PL/2022/0022/F
Application for 5 residential caravans, including a sewage plant and grass area off an
existing access

The Council objected to the application on the basis that it is outside the planning
guidelines and because of the poor access on to Summer Lane.

8 Finance

8.1 The Council approved the following payments to be made in accordance with the
budget:-

Veolia, waste removal from Community Cabin, £34.63
N Hartley, clerk's salary, £699.39
P Sampher, reimbursement of expenditure for the Community Hub, £343.84
N Hartley, reimbursement for cutting keys for Community Hub, £19.25
Hebborn Consultancy, data protection impact assessment and report for the
Community Hub, £300
Adcocks, purchase of microwave and fridge for Community Hub, £395.98
TOP Garden Services, emptying dog/litter bins at Blenheim Grange (November 2021),
£319.80
TOP Garden Services, emptying dog/litter bins at Blenheim Grange (December 2021),
£196.80
TOP Garden Services, grass cutting Village Hall (November 2021) £24
N Hartley, reimbursement for cutting key for drop down lock, £3.85
Jemco, signs for Council land near Spar car park, £76.08
Community Action Norfolk, annual subscription, £50
TOP Garden Services, emptying dog/litter bins at Blenheim Grange (January 2022),
£212.40

Carbrooke Parish Council (Lloyds Bank account – Commuted Sum) adjustment re the transfer of funds from the payment made by Westmere Homes in respect of the open space maintenance (legal fees) £890.80

8.2 The Council approved the following payments to be made from the Commuted Sum:-

TOP Garden Services, grass cutting at Blenheim Grange (November 2021) £222
TOP Garden Services, tree felling at Blenheim Grange, £2,100
TOP Garden Services, tree felling at Blenheim Grange, £4,200

8.3 The Council noted the following payments had been received:-

Scottish Widows, interest on account, £7.74
Carbrooke Parish Council (Lloyds Bank account – Commuted Sum) payment from Westmere Homes in respect of open space maintenance less legal fees, £2,244.31

8.4 The meeting received a report of actual expenditure to budgeted expenditure

9 Year End Finances

The Council may carry forward some additional funds into the new financial year. This was noted in the context of the additional expenditure the Council has put forward (see below). It was **RESOLVED** to carry forward £500 in the current budget earmarked for Village Events and another £500 for the Queen's Jubilee.

10 Maintenance of the Village Hall Car Park

The Council considered further maintenance of the Village Hall car park. A quote had been received for under-surfacing material. It was **RESOLVED** to seek further quotes and to check with the contractors the long-term suitability of the under-surfacing, and how easy it would be to replace the under-surfacing.

A request was made to the Council for lighting in the car park. It was **RESOLVED** to seek quotes for solar lights.

11 Play Area Sign at Blenheim Grange

It was noted that the map on the play area sign at Blenheim Grange has been removed. It was **RESOLVED** to remove the post.

12 Road Adoptions at Blenheim Grange

The consortium reported that most of the road/footpath works had been completed. The new lanterns for the street lights had been delivered and will be installed. Once the new lanterns have been installed, Norfolk County Council will carry out an

inspection and sign them off. When this has been completed the roads can be signed off for maintenance.

13 Formal opening of the Community Hub

Cllr Wormall advised that he has notified the Police about the opening of the Hub. The opening (on May 20) will be attended by the Lord Lieutenant and George Freeman MP, amongst others. The Lord Lieutenant and George Freeman will attend from 11am.

14 Appointment of a Manager/Caretaker for the Community Hub

It was noted that the Parish Council has received a number of applications for the post of manager/caretaker at the Community Hub. It was **RESOLVED** to hold interviews with a panel comprising Helen Crane, Laura Fox, Lorraine Howard and Graham Redfern. It was **RESOLVED** that in view of the working hours that will accompany the position the salary will be £12pa. The successful applicant will need to be self employed and to submit time sheets. The position will have a minimum of five hours a week, including picking up litter.

15 Update on Community Hub

Cllr Sampher noted that the Committee had selected blinds for the building. It was **RESOLVED** to approve the purchase and installation from Just Blinds at cost £1,434.78. It was **RESOLVED** to purchase new noticeboards for the main hall and a key box. Cllr Sampher noted that Barratts is donating £250 toward the cost of a laptop for the building. An open weekend is being held on 12/13 February. The Terms of Reference have been signed by all members of the Committee.

16 Correspondence from the Village Hall Committee

The Council had received correspondence from members of the Village Hall Committee regarding the increase in the Precept for 2022/23 and the amount being spent on the Community Hub. It was noted that the Parish Council is the owner of the Community Hub. It was noted that there were now additional houses in Carbrooke which has increased the tax base. With regard to an increase in Council Tax, there will be an increase in the Parish Council's portion of the bill for Band D of around £1.70 a month.

The Community Hub had been designed for residents of the Blenheim Grange estate who could not drive and were not able to get to the Village Hall. The building had been deliberately kept small so that it did not compete with the Village Hall. It was noted that the majority of the parish's population live on the Norwich Road estates and that the Council needs to properly fund the Community Hub.

The Parish Council is keen that there should not be a sense of division between the older part of the village (by the church and Village Hall) and the new estate at Blenheim

Grange. A member of the public suggested that the Parish Council has neglected the older part of the village. In response to this, it was noted that the Millennium Green has received the following grant financing from the Parish Council over the past six years. £1,200 in 2016/17, £2,800 in 2017/18, £1,500 in 2018/19, £1,300 in 2019/20, and £1,500 in 2021. The Village Hall had received a grant of £1,200 in 2016/17 and £2,800 in 2017/18. No grant applications from the Hall had been received since then.

17 Green Spaces at Blenheim Grange

The Council considered a proposal to restrict access to the green spaces near the play area at Blenheim Grange. It was **RESOLVED** to obtain costs for bollards, post and rail, and tree trunks, as well as seeing if Westmere Homes might be able to form a soil mound that the Parish Council could seed.

18 Textile Bank

The Council considered a request to host or locate a textile recycling bank for Charity Scope. It was **RESOLVED** to offer a space next to the Community Cabin provided the charity installed a hard base for the bank.

19 Queen's Jubilee

The Council considered the commemoration of the Queen's Jubilee. It was **RESOLVED** to ask the school if they would like to provide red, white and blue bunting. Cllr Long will contact. The Hub Committee is investigating if a flagpole can be installed outside the building.

20 Items for inclusion in the next agenda

Update on the official opening of the Community Hub

Update on the Queen's Jubilee

21 Next Meeting

The next meeting will be on March 8 at 7pm. The clerk to check if the Village Hall is available.

There being no further business, the meeting was closed at 8.45pm.

County Councillors Report

Adult Social Care

The Norfolk Care Academy is offering candidates an opportunity to join the social care sector, with free training and a guaranteed job interview.

The free online course, the result of a Norfolk County Council initiative to bring together training and employment support, starts this week and runs until 25 February 2022, with daily lessons and workshops taking place from 9.30am to 12.30pm. The course includes training from Adult Learning and one to one support from a mentor. The course is open to anyone aged 19 or over who has lived in the UK for the past 3 years.

Successfully completing the course will see candidates awarded the Level 1 accreditation in - Preparing for Work in Adult Social Care and the Introductory Awareness of Person-centred Support in Health, Social Care. In addition, mentors will support candidates to develop other skills needed to secure a job, including creating a CV and preparation for an interview.

Following the free one-week course, candidates will be part of a guaranteed interview scheme with local care providers.

Applications close on Monday 14 February. [For more information and to apply, visit Norfolk Care Academy website.](#)

Children's Services

A five year multi-million-pound council scheme has provided 247 new special education places with at least another 278 due to be delivered.

The £120 million SEND transformation programme pledged to improve inclusion in mainstream schools and deliver 500 new specialist places with at least three new-build special schools alongside expansions and improvements to existing schools.

In addition to new schools, 11 new Specialist Resource Bases (SRB's), which are special classrooms within mainstream schools, have been newly built, improved, or expanded as part of the programme. Once operating at full capacity, they will have a combined offering of 138 new special education places.

The programme aims to open or expand a further seven SRBs at primary and secondary schools this year.

Water Resources East Emerging Regional Plan

Water Resources East (WRE) is a not-for-profit, independent membership organisation, Norfolk County Council is a Board Member. The Emerging Regional Plan is one of the five regional plans underway across England. WRE covers a large area which includes Norfolk, Suffolk, Essex, and Lincolnshire.

The aim of the Regional Plans is to develop plans that consider their region's water needs, and for those plans to fit together to provide a joined-up national solution that will develop a portfolio of options to enable the region to best respond to the future demand needs for water.

The long-term water resource plan for the region will cover public water supply, environmental protection and restoration for agriculture and energy, and for other sectors reliant on water. The plan takes account of water in pipes, reservoirs, rivers, ordinary watercourses, lakes and in the ground, and the drivers for environmental restoration, protection and improvement.

The Emerging Regional Plan is currently being consulted on until the 28 February. The [non-technical summary](#) and Emerging Regional Plan are [available to view on the WRE website](#).

National Apprenticeships Week aims to promote the good that undertaking such a course can bring to learners and employers across the County Council and various events are being held next week to promote Apprenticeship courses. The uptake for apprenticeships in Norfolk is higher than ever. There has been a huge surge in people signing up for apprenticeships in Norfolk. Since August 2021, the uptake has increased by 53%, 10% above the national figure.

Norfolk Fire and Rescue Service

Celebrating Norfolk Fire and Rescue Service Apprentices

Next week (13-17 February) is National Apprenticeships Week and Norfolk Fire and Rescue Service will be highlighting their excellent apprentices and breaking the stereotypes of what apprentice looks like.

All new fulltime firefighters take on a two-year firefighter apprenticeship, in conjunction with Norfolk County Council's Adult Learning Team. Additionally, some managers have undertaken level 5 apprenticeships.

Transforming businesses with Go Digital funding and support

Free digital business support is available for small and medium sized businesses in Norfolk.

The Go Digital support scheme is an opportunity for businesses to improve their business model by exploring new technology, whether the use of more digital devices, ecommerce, improving an online presence or increasing awareness through social media.

Businesses can find out more and apply on the Norfolk County Council website at www.norfolk.gov.uk/GoDigital.

Norfolk Library and Information Service

DigiFest: Norfolk Libraries aim to inspire the next generation of tech gurus

A festival for next generation of coders and creators is set to return across Norfolk County Council's libraries. DigiFest 2022 will give children aged 4 to 14 the chance to get hands-on with fun digital tech.

The free workshops will run throughout February and hope to spark an interest in technology among Norfolk's youngest residents.

The events include simple coding for the under 5s, learning how to create a stop-motion film and creating a 3D work of art with a 3D pen.

The events are taking place in libraries across the county and can be [booked online](#).