

**Minutes of Carbrooke Parish Council Meeting  
held in the Community Hub, Blenheim Grange, on 11 October 2022**

**Present:** Cllrs J Tinson (Chair), N Defew, G Long, M Mawby, P Sampher, M Wormald.  
In attendance: Cllr H Crane (Breckland Council) Cllr C Bowes (Norfolk County Council)  
N Hartley (Parish Clerk). Two members of the public.

### **Public Participation**

The Council was asked if it will write to a resident on Drury Lane asking them to cut back their hedge. Cllr Crane was asked if Breckland Council will be increasing the Council Tax. She noted that the Budget for next year has not yet been set.

### **1 Co Option**

The Council had received two applications. It was **RESOLVED** to co-opt Darren Page onto the Parish Council.

### **2 Apologies for Absence**

Apologies were received from Cllrs Borrett and Redfern.

### **3 Declarations of Interest**

Cllr Long declared an interest in Item 13 (below) as this is her property.

Cllr Defew declared an interest in Item 6 (below) in the plaques for the trees, as his brother makes these.

### **4 Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 20 September 2022 as a true and accurate record. The Chair signed the minutes.

### **5 Matters Arising**

It was noted that Norfolk County Council will not add Summer Lane to the Gritting Route as it runs adjacent to an existing Gritting Route from the Broadmoor Road junction with the B1108, continuing through Caudle Springs to Ovington. Residents are encouraged to use the designated route, not Summer Lane.

### **6 Purchase of Trees**

The Council considered a proposal to purchase an oak tree in commemoration of Queen Elizabeth II. It was **RESOLVED** to purchase one tree to be planted on the Millennium Green and one at Blenheim Grange, each to have a tree guard and plaque.

The Council will also purchase a replacement copper beech to replace the Robert Buscall tree on the Millennium Green.

## **7 Report from Breckland and County Councillors**

Cllr Crane (Breckland Council) brought to the Council's attention that some residents do not agree with the open space plans for the land being developed off Portal Avenue.

Cllr Crane reported as follows. Breckland Council is investing 1.6 million to provide emergency housing for homeless residents. The money will be used to purchase up to 11 homes in the district. These houses will provide short term homes whilst suitable accommodation can be found.

Review of potential housing sites is underway after the call for sites process. The call for sites has been extended until 1<sup>st</sup> December to ensure the maximum number of sites possible are considered. This includes residential sites, commercial sites and green spaces. The sites are on the website, but these sites are for consideration only and will be put through a rigorous filtering process.

A new app has been launched called 'common place'. Residents can sign up to Common place and receive updates and be able to comment on sites once they have been through this process.

More than £324k will be invested in projects in Breckland to help tackle health inequalities, particularly those exacerbated by the Covid-19 pandemic. Awards have been given to Norfolk Libraries, Active Norfolk, The Charles Burrell Centre, the GYROS charity, Menscraft, Norfolk and Waveney integrated care board which will deliver a support worker for Watton, and Creative Arts East.

A reminder to check voter register details and return or complete on line.

I have had residents get in touch with me regarding the planning obligation of the open space land at Portal Avenue being transferred to WTC, they are concerned that it will be turned into a football pitch rather than be left as open space for wildlife and an area for walking. I am speaking to the officer at Breckland that is dealing with this.

A copy of Cllr C Bowes (Norfolk County Council) report is attached to the minutes.

## **8 Planning**

### **8.1 Application considered:-**

The Lodge, Drury Lane  
Proposed tractor and storage unit

3PL/2022/1105/F  
No objection

## 9 Finance

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

Veolia, waste collection Community Cabin, £35.42  
British Telecom, internet at the Community Hub, £124.68  
N Hartley, clerk's salary, £751.56  
SCS Accounting Services, payroll services, £18  
P Arrowsmith, services to the Community Hub, £552  
N Hartley, reimbursement for Council's McAfee subscription, £29.99  
Breckland Council, waste collection from Community Hub, £34.87  
PKJ Littlejohn, audit fee, £360  
S Hargreaves, reimbursement of Food Hygiene course for the Hub, £24  
P Arrowsmith, reimbursement of Hub expenses, £36.13  
British Gas, gas bill, £91.86  
Top Garden Services, dog/litter bin emptying Blenheim Grange, £178.80 (July)  
Top Garden Services, dog/litter bin emptying Blenheim Grange, £213 (August)  
Top Garden Services, dog/litter bin emptying Blenheim Grange, £178.80 (Sept)  
Top Garden Services, village hall grass cutting, £48 (July)  
Top Garden Services, village hall grass cutting, £48 (August)  
Top Garden Services, village hall grass cutting, £48 (Sept)  
RBL Poppy Appeal, three Remembrance Day wreaths, £100

9.2 The following payments were approved from the Commuted Sum:-

AG Gardening & Maintenance, completion of hedge cutting, weed maintenance and waste removal, £520  
Top Garden Services, grass cutting Blenheim Grange, £552 (July)  
Top Garden Services, grass cutting Blenheim Grange, £552(August)  
Top Garden Services, grass cutting Blenheim Grange, £552 (Sept)  
Top Garden Services, fell ash by Spar car park, £600

9.3 The Council had received the following payments:-

Breckland Council, balance of Precept, £25,000  
Community Hub, cash, £103.20  
Cranswick Country Foods, hire of Community Hub, £92.50  
A Rees, hire of Community Hub, £25  
Unity Trust, interest received, £129.95

9.4 The Council noted the completion of the annual audit. The auditor noted that the Council had removed the Exercise of Public Rights form before the end of the due time. The auditor noted the Council should ensure it has regard to the level of reserves held when considering future precept requests. The clerk had informed the auditor of the funds carried forward by the Parish Council as the Commuted Sum and the sums that the Council had placed in Reserves.

9.5 The meeting received a copy of a report of the Council's Actual Expenditure to Budgeted Expenditure.

## **10 Budget Proposals**

It was **RESOLVED** to include the following for discussion in the Council's Budget for 2023/24:- An accessible path in the Village Hall car park; a request from the Millennium Green for a ride on mower, approx. £3,200.

## **11 Update on Community Hub**

Cllr Sampher noted that he is stepping down from the Hub Committee for a couple of months. Pam Arrowsmith delivered a report on the Hub (copy attached to the minutes).

It was **RESOLVED** to remove the graffiti from various parts of the Lancaster Avenue play area.

Cllr Sampher noted that the Residents Association would like to hire the Hub to put on events. The Association would also like to apply for grants for educational and other purposes. The Chair asked if this could be held to the next Parish Council when the Council will have met Tonya Winsley from Community Action Norfolk. The Council was told there was a deadline on one grant application. It was **RESOLVED** to agree to the proposal.

## **12 Sign for Community Hub**

The Parish Council is not able to install its own sign. Cllr Bowes offered to pay £200 from her members budget. It was **RESOLVED** that the Parish Council will pay the other £200. Location to be agreed with Norfolk County Council.

## **13 Land at Wessex Drive**

The Council had received a request to install a path on its land at Wessex Drive. It was **RESOLVED** that the Council cannot agree to this as it is not a simple matter of re-routing the path. The land is designated Open Space. It is not in the best interests of the Parish Council to approve the proposal as there are provisions in the Transfer document which would mean lifting covenants on a number of properties.

## **14 Noticeboard**

It was **RESOLVED** to appoint Mansfield Fencing to clean and move the Lancaster Avenue noticeboard to the Council's land on the edge of the Spar car park where it will be in a more prominent position.

## **15 Clearance of Area Behind Norwich Road Bus Shelter**

It was **RESOLVED** to continue to monitor the situation.

### **16 Clearance of Litter at Power Sub Station**

It was **RESOLVED** to continue to monitor the situation.

### **17 Proposal for a Parish Magazine**

Cllr Defew asked if the provision of a parish magazine could be included in the Council's budget for 2023/24. He asked if the Parish Council would financially support a first edition. Cllr Mawby asked if a trial issue could be online. Cllr Sampher suggested that sample copies could be placed in the Hub, the church, Village Hall and other locations. It was **RESOLVED** to return to the proposal at the next meeting.

### **18 Parish Council Introduction Document**

It was **RESOLVED** to approve the Introduction document.

### **19 Meeting with Community Action Norfolk**

The Council is meeting Community Action Norfolk on 7 November for guidance on how to structure the management of the Community Hub and how to track its finances from an audit perspective.

### **20 Items for inclusion in the next agenda**

Update on proposal for a Community Speed Watch group

Improved disabled access to the Village Hall car park

Update on road adoptions at Blenheim Grange

A tarmac path next to the Lancaster Avenue play area

Proposed amendments to the Council's Grants Policy

Suggestion boxes at the Hub and the Village Hall

### **21 Next meeting**

The next Council meeting will be in the Community Hub at 7pm on 8 November.

There being no further business, the meeting was closed at 9.20pm.

Cllr Bowes Report

### **Avian Flu - Norfolk County Council - Trading Standards**

Norfolk is regrettably experiencing several outbreaks of the highly contagious avian flu, a number local to our area, which has led to thousands of birds being culled. It is affecting our local farming industry, domestic and wild bird populations.

Last week a [Regional Avian Influenza Prevention Zone](#) was applied to everyone who keeps poultry or captive birds in Norfolk, Suffolk and parts of Essex.

County Trading Standards' involvement is predominantly through assisting their partners the Animal & Plant Health Agency (APHA).

Once the disease has been confirmed at an infected premises, two zones are created surrounding the premises – a 10km Surveillance Zone and a 3km Protection Zone. Each zone creates legal requirements and imposes restrictions upon birdkeepers within those areas.

Within these two zones it is Trading Standards' responsibility to ensure the requirements are complied with. It is also their responsibility to ensure the requirements of any Regional or National Prevention zones (such as the one currently in place in East Anglia) are complied with.

Anyone who keeps poultry is encouraged to register with the Animal and Plant Health Agency (APHA) poultry register to keep updated on the situation.

If you have more than 50 birds, you are legally required to register but you can choose to register voluntarily if you have less than that.

### **Jubilee Trees for Norfolk - update**

#### **Norfolk residents are being invited to plant a tree in memoriam to honour Her Majesty, Queen Elizabeth II.**

Jubilee Trees for Norfolk was launched earlier this year to encourage people to "Plant a tree for the Jubilee" supporting the Queen's Green Canopy. Norfolk County Council is now relaunching the scheme and hopes that tree planting across Norfolk can offer a long lasting tribute to a monarch so special to our county and create a legacy to honour her dedicated service of more than 70 years.

The County Council has made half-price tree packs available at seven tree collection points including Watton. Residents should apply online for the Jubilee Trees for Norfolk scheme, and the packs will be ready for collection from Watton Library on Saturday 10th Dec, Saturday 14th Jan and Saturday 11th Feb.

## **Household Support Fund – support for Norfolk communities**

**The** County Council has released details of the multi-million-pound support package that is available to communities through a wide range of initiatives. This is being boosted by the latest round of the Household Support Fund from the government, which is worth £6.7m, and is being bolstered by the county council with a further £1.2m, adding to the already significant investments planned for Norfolk communities.

Norfolk County Council has once more decided to distribute the UK Government's Household Support Fund to a range of organisations and support services who are best placed to give support to those who need it most

Norfolk Community Foundation is being provided with £220,000 to provide grants of up to £2,000 towards the cost of running or establishing a Community Hot-Spot that gives a warm welcome to the whole community, in particular reaching those who are vulnerable or have been impacted by the cost-of-living crisis.

Residents can see which support they are eligible for and apply for help online through the Norfolk Assistance Scheme (NAS).

Also from 10th October until the end of March bags of essential items and hot drinks will be available for free from all Norfolk Libraries whilst being manned.

## Report for the Parish Council Meeting from Hub Manager

**ROSPA** we have had some vandalism at the Bleinham grange play park where spray paint has been used to deface the goal posts, benches and trees, a police report was filed and Nick is aware. We are still waiting for the bin lid for the Hub and Bleinham play areas to arrive, but Nick is chasing.

**Snagging** will be completed by 14<sup>th</sup> October at that point I will send it over the builder, we will then arrange times for people to complete the work required.

Sourced free cupboards and rearranged the office which has made it a more useful space.

The delivery of leaflets is going well still have Carbrook Village to complete any help would be appreciated

### Bookings

<b>Name of Group Paid hours</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Kick Boxing	5hours	4hours	5hours	4hours	4hours
Little Makers Co	2hours				
Meditation	10hours	8hours	4hours	10hours	8hours
Julia Café Church and 11up		3.5hours	5 hours	6,.5hours	5 hours
Private Hire and Abbots and Cranswick	3hours	23.5 hours	27.5hours	15.25 hours	16hours
Kidz Klub	5hours			6hours	8hours
WHAM dance school		7.5 hours	7 hours	8.75 hours	7 hours
Ear to Hear		2hours	2hours	2hours	2hours
Panto		8hours	16hours	13.5hours	6.25hours
Music Group		6hours	6hours	6hours	3hours
Fitness dance group			3.75 hours	5hour	3 hours
<b>Total Paid Hours</b>	<b>25hours</b>	<b>66.5hours</b>	<b>76.75hours</b>	<b>78.75 hours</b>	<b>62.25hours</b>
<b>Community Usage</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Uniform sale	9hours				
Hub Committee Meetings Parish council	2 hours	2 hours	4 .75 hours	8.5hours	4hours
Stay and Play	14hours	17.5hours	14hours	14hours	14hours
Hub Jubilee event/winter wonderland/Remembrance / Halloween/Christmas event	8hours		4hours	8hours 3hours	5hour
Saturday Surgery			2.5Hours		
Coffee Morning	10hours	7.5hours	13hours	7.5hours	7.5hours
<b>Total Community Hours</b>	<b>43hours</b>	<b>27.5 hours</b>	<b>39.25 hours</b>	<b>41hours</b>	<b>31.5hours</b>
<b>Income from community events</b>	£722.71	£82.40	£	£	£



### **New Bookings in this period**

Kidz Klub weekly starting Nov 11<sup>th</sup> 2 hours then continuing in new year if successful  
Music Guitar group twice a month 3 hours each session continuing into 2023  
Dance fitness group 1.25 hours per week  
Ear to Hear 2 hour booking once a month

Wham Dance group initially 2.75 hours per week reduced to 1.75 due to lack of clients they may reintroduce this hour in the new year. The space has been offered to other groups.

Potential New Bookings Norfolk County Council have been in Contact with refence to a 5 x 2hour per week parenting course. We can accommodate their requirements and they will be in Contact in the new year.

### **Other information**

Language group 2hours hours per week on hold until clarification from Parish Council if we are able to operate this community service

Stay and Play Grant on hold until clarification from the Parish Council on the operation of this community group

Little Makers no longer running groups.

Regular hires taking holiday and not paying hire fee or holding fee 4 sessions = £40.00 revenue lost in October

### **Timetable of regular users**

	AM	PM	Evening
Monday	Ear to Hear 1 <sup>st</sup> Monday in the month. 10.00- 12.00  Coffee Morning 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> Monday in the month 9.30 – 12.30		Kick boxing 19.00-20.00
Tuesday	(Language group 9.30 – 12.00)	Meditation 14.00-15.00	Hub Meeting 1 <sup>st</sup> Tuesday 2 hours Parish council 2 <sup>nd</sup> Tuesday during Winter. 2 hours
Wednesday		Wham 16.15 -18.00 Meditation 18.00 – 19.00. Panto 19.10 -21.15	Music Group 18.45 - 21.45 twice a month sometimes different day.
Thursday	Abbots once a month Cranswick once a month 9.00 -17.00		11up club 17.45 -19.45
Friday	Stay and Play 8.30 – 12.30	Kidz Klub 15.15 - 17.15	Panto 19.10 -21.15
Saturday	Dance fitness 9.45 – 11.00		
Sunday		Café Church 14.30 – 16.30 once a month	