

**Minutes of a meeting of Carbrooke Parish Council
held in Carbrooke Village Hall on 11 June 2024**

Councillors present:

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

In attendance:-

N Hartley (Parish Clerk), Cllrs H Crane & P Bate (Breckland Council), P Arrowsmith (Community Hub).

Public Participation

None.

1 Apologies for Absence

Apologies were received from Cllr Baker for personal reasons.

2 Resignation of Cllr Humphreys

The Council noted the resignation of Cllr Humphreys.

3 Declarations of Interest

None.

4 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 14 May 2024. The Chair signed the minutes.

5 Matters Arising

None.

6 Reports from Breckland and County Councillors

Copies of Cllrs Bate and Crane's reports are attached to the minutes.

Cllr Crane thanked everyone involved for the D-Day Beacon lighting event and noted how successful it had been.

7 Finance

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

N Hartley, clerk's salary, £768.76

HMRC, clerk's Paye £192.20

Norfolk Parish Training & Support, councillor training, £180

H Brett & Son, clean and repaint American war memorial at Blenheim Grange, £480

Top Garden Services, grass cut Carbrooke churchyard (March), £55.44 (Section 137)

Top Garden Services, grass cut Carbrooke churchyard (May), £55.44 (Section 137)

Top Garden Services, grass cut Carbrooke churchyard (May), £55.44 (Section 137)

David Bracey, annual play inspection report, £156

Salec Travel, bus for Beacon lighting event from Norwich Road, £300

Norfolk Association of Local Councils, councillor training, £36

Mansfield Fencing, replace slat on Hub play equipment, £25

7.2 The following payments were made from the Commuted Sum:-

Top Garden Services, grass cutting at Blenheim Grange (March), £637.56

Top Garden Services, grass cutting at Blenheim Grange (April), £637.56

Top Garden Services, grass cutting at Blenheim Grange (May), £637.56

7.3 The following payment had been received:-

HMRC, Vat reimbursed, £4,145.52

7.4 The Council received a report of actual to budgeted expenditure

8 Internal Auditor's Report

The Clerk noted that the Internal Audit of the Council's account for the year ending 31 March 2024 had been successfully completed and there were no issues relating to it.

9 Financial Regulations

There were some changes to the Model Financial Regulations. It was **RESOLVED** to incorporate these into the Council's current Financial Regulations.

10 Lloyds Bank

The Council had received letters from Lloyds Bank which suggested its accounts (one for the Community Hub, the other for the Blenheim Grange maintenance fund) may not be covered by the Financial Services Compensation Scheme if Lloyds Bank goes out of business. There was a list of exclusions. The Council considered that it was not excluded from the Scheme, as it is a Small Authority, which is covered by the Scheme. It was **RESOLVED** that the Clerk will write to Lloyds to note the accounts are held by the Parish Council, which is a Small Authority.

11 Earmarked Reserves

This was carried forward to the July meeting.

12 Co-option Procedure

The Council reviewed its Co-option Procedure. It was **RESOLVED** there were no amendments to make.

13 Play Area Safety Reports for Blenheim Grange and the Hub

The Council considered the safety reports for the Lancaster Avenue and Hub play areas. It was **RESOLVED** that the Council will seek a quote for a triangular Warning Children Playing sign for the Hub play area and replace the bin in the play area; and that no action is necessary regarding the Ball Chute post. The Clerk has contacted Action Play regarding the roundabout and will advise the Council accordingly.

14 Addition of a Signatory to the Hub's Bank Account

It was **RESOLVED** to make Rob Poole a signatory to the Hub account. He is deputy chair of the Hub Committee.

15 Hub Manager's Report

A copy of the report is attached to the minutes.

16 Hub's Finance Report

A copy of the report is attached to the minutes.

17 Hub Terms of Reference

The Council received the amended Terms of Reference document for the Hub. This included the up to date list of Committee members. Clause 26 had been removed as it referred to the

role of the Manager/Caretaker. This now falls under the Manager/Caretaker's separate contract of employment.

18 Village Hall Car Park

The Council considered three quotes to gravel grid the car park and three quotes to asphalt both the whole and part of the car park. It was **RESOLVED** that action is necessary and the Council will seek amended quotes to concrete/asphalt round the tree in the car park, which is used as a turning point; to gravel grid the remainder; and to install a path from the entrance of the car park to the Millennium Green.

19 No Dog Fouling signs at Broadmoor Road

This was carried to the July meeting as the Council was awaiting feedback from the Dog Warden.

20 Representatives' reports

Cllr Page noted that the Millennium Green had secured a Mick George Community Fund grant for an electric ride-on mower. It was noted that the D-Day Beacon Lighting event had been very well received and that up to 150 people had attended. Cllr Defew noted that funding from Breckland Council had been appreciated. It was noted that the bus from the Norwich Road estates had not been as well used as the Council hoped and that for future events the Council might wish to promote this more.

Cllr Yerby noted the Forest School remains popular and the school is looking to expand this.

21 Items for inclusion in the next agenda

None.

22 Next Meeting

The next meeting will be in the Village Hall on July 9 at 7pm.

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it was RESOLVED that because of the confidential nature of the business transacted the public were asked to leave the meeting so that the Council could discuss the following.

23 Community Hub Manager/Caretaker's Job Description

It was **RESOLVED** to agree the Job Description for the Hub Manager/Caretaker.

It was **RESOLVED** to appoint Sue Hargreaves to cover sickness/holiday for the Hub Manager/Caretaker and that she will be paid as a contractor according to the number of hours worked at the same rate of pay as the Hub Manager/Caretaker (£13.28 an hour).

There being no further business, the meeting was closed at 7.45pm.

Report of Cllr Crane (Breckland Council)

Regulation 18 of the local plan is out for consultation from 3rd June until 15th July 2024. This stage of the local plan sets out the Council's draft policies and growth strategy. This consultation provides an opportunity for communities, landowners,, developers and stakeholders to have a say and comment on the draft local plan. There are 11 consultation events and there will also be a displays in Watton, Swaffham, Attleborough and Thetford Libraries along with one in Elizabeth House.

12th June 6-7:30pm at Watton Sports Centre, avirtual Zoom event 6.30-8pm, 18th June 6-7.30pm The Guildhall Thetford, 20th June 10-1pm Attleborough, Charter market, Queens Square. 20th June 6-7.30pm Swaffham Town Hall, 24th June 6-7.30pm Dereham Memorial Hall, 26th June 4-7pm Dereham leisure centre. 3rd July Virtual Zoom event 6.30pm-8pm

Comments can be made online via the 'Common Place' portal. Link found on Breckland website.

The first round of the Inspiring communities match funding grants closes on 14th June. Community groups can apply for up to £5,000 of match funding with projects that align to help with mental health, domestic abuse, Isolation and loneliness along with health and wellbeing initiatives around cardiovascular disease, improving mental health and tackling issues of alcohol dependency. Applications are welcomed via the Community Foundation Norfolk.

Keith Gilbert Watton District councillor has been unanimously appointed as chairman of the council.

Watton Neighbourhood plan has been 'made' which is a significant achievement.

Report of Cllr Bate (Breckland Council)

At the council meeting on the 23rd May the independent and green group welcomed a new member who has moved to us from the conservatives.

The opposition congratulated Keith Gilbert, Watton independent, on being selected as Breckland chairman. We asked what Dereham and Watton needed to do to get the sort of investment that Thetford has just gained £20,000,000. Good planning and keep asking was the advice.

The opposition also asked about Breckland having the second greatest number of food parcels in the county and what the council is doing to address this. The answer was a revamped food bus, support for community fridges and a community café in Attleborough.

We raised a concern over staff turnover and what is being done to slow down the rate of this. Answer: help and guidance for staff and doing the best for the public purse.

June 2024 Report form Community Hub Manager

Bookings Payable hours and Community Hours

	April	May	June	July	Aug
Total Paid Hours	90	108	100.50	116TBC	
Total Community Hours	25	25	23		

We have a possibility of a Housing Association using the Hub on a regular basis if time and dates can be found.

We have a new booking from the Saham Tony Bridge Club every Thursday evening.

We are being used as a polling station again in July.

The Hub Committee had their AGM resulting in the election of

- Chair Helen Crane
- Deputy Chair Robert Poole
- Secretary Aimee Neale also Safeguarding officer
- H&S Steve Arrowsmith
- Marketing and Fundraising Chris Spence
- Other voting members of the committee Susan Hargreaves and Sheelagh Keats
- Non voting members Linda Page, Martin White and Janet White

Please can Robert Poole be another signatory on the Hub account as we only have Helen Crane from the Hub Committee at the moment Thank you

Request for monies from last year

- The play area outside the Hub is not in a great condition the recommendation in the playground report was to seed it but this was completed last year which to be honest was a waste of time. Please could you consider putting safety matting or similar bonded material down as this would make a huge difference to the area. At the moment I do not like to say it has anything to do with the hub it's a disgrace full of weeds etc.
- Please can you consider changing the heating controls at the Hub to enable this to be attached to the Hubs mobile. This in the long run will save money as it can be controlled more effectively. Nick has a quote
- Also could the Parish Council consider changing the top 4 lights in the hub to enable them to be dimmed this would also make a huge difference to our hirers as a more subtle lighting could be achieved. I have been asked quite a few times for this so feel it is appropriate to ask the PC for this. Nick has a quote
- The gardens at the back of the hub need to be revamped it has been waste land since the builders left. There needs to be a retaining wall on both sides of the containers then new soil used to build up the area to enable planting to take place. At the

moment nothing can be planted as it is concrete below the top layer of soil. Nick acquiring quote for the retaining wall

- Not sure it is the same money that is used for the Bleinham play area please could this be considered at sometime in the future for the area to have safety matting/bonded material.
- The path that is at the side of the Blenheim play park also needs some attention as it has small pieces of glass embedded in it, these can not be picked up so potentially dangerous to people and animals. The path has loose stones on it and is more difficult to wheelchair users to use. Please could you put this item on your list for potential resurfacing in the future.

Thank you

Pam Arrowsmith

Treasurers Report
Community Hub As of 01/06/24

Produced by P Arrowsmith

Lloyds Business Account

Opening Balance on 01/05/24	£6378.78
Payments out	£2432.08
Payments received.	£913.99
Closing Balance 31/05/24	£4860.69
Predicted Income June 2024	£1005.00
Predicted Out goings June 2024	£250.00 Gas /electric £798.60 Salary £68.00 Breckland Council Waste Disposal £75.00 Internet £150.00 Spar tec Fire alarm service £46.67 Cleaning consumables £116.62 Ink for Printer/ Batteries £ 150.00 Repay damage deposit. Total £1654.89

Committee raised funds = £1210.17 with in bank account

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