

**Minutes of the Parish Council Meeting  
held in Carbrooke Village Hall on 5 September 2023**

**Present:** Cllrs N Defew (Chair), J Borrett, W Leport, M Mawby, D Page, S Willmott, S Yerby. In attendance: Cllr H Crane and Cllr P Bates (Breckland Council) N Hartley (Parish Clerk). One member of the public.

**Public Participation**

A member of the public noted the continued delay regarding road adoptions at Blenheim Grange. He said he will be writing to George Freeman, MP and if necessary to the local press. The Council agreed the road adoptions are long overdue and is seeking to do what it can.

**1 Resignation of Cllr Grubb**

The Council noted that Lee Grubb had resigned from the Council for personal reasons.

**2 Apologies for Absence**

Apologies were received from Cllr Baker, who was unwell, and Cllr C Bowes (Norfolk County Council).

**3 Declarations of Interest**

None.

**4 Minutes**

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

**5 Matters Arising**

None.

**6 Report from Breckland Councillor**

A copy of Cllr Crane's report is attached to the minutes.

**7 Finance**

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

N Hartley, clerk's salary (August), £702.12  
HMRC, clerk's Paye (August), £175.40  
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HMRC, clerk's PAYE (September), £175.40  
Westcotec Ltd, new battery for SAM2, £100.80  
S Arrowsmith, shelves for new Hub container, £369.60  
Community Action Norfolk, play area training for Cllr Baker and P Arrowsmith, £80  
SCS Accounting, payroll services, £18  
Norfolk Parish Training & Support, training for Cllr Baker, £144  
Fenland Leisure Ltd, replacement slides and works/repairs to Blenheim Grange play area, £7,136.40  
Mansfield Fencing, install paving slabs next to storage container at the Hub, £680  
Mansfield Fencing, install no fly tipping signs, dog bin and new noticeboard at Blenheim Grange, £430  
Medlock & Young Ltd T/as Surelock Security, repair drop down locks, £54

7.2 The Council received a report of Actual to Budgeted Expenditure.

## 8 Planning

8.1 Parish Council Comments submitted to Breckland Council:-

Woodpecker Lodge, Broadmoor Road Two storey side extension and single storey front extension, and alterations to existing dwelling	3PL/2023/0688/HOU No objection
The Old Tennis Court, Caudle Springs Rear extension to create larger bedroom, demolish outbuilding and replace with a cartlodge	3PL/2023/0690/HOU No objection
White Hart Cottage, Church Street Replacement of two ground floor windows in front elevation	3PL/2023/0749/LB No objection

8.2 Breckland Council decisions:-

Shrublands, Norwich Road Proposed barn conversion, revised design, change of land use, erection of new carport with garden store (part retrospective)	3PL/2023/0047/F Approved
The Old Tennis Court, Caudle Springs Rear extension to create larger bedroom, demolish existing outbuilding and replace with a cartlodge	3PL/2023/0690/HOU Approved
Woodpecker Lodge, Broadmoor Road Two storey side extension and single storey front extension, and alterations to existing dwelling	3PL/2023/0688/HOU Approved

### 8.3 Application considered:-

Summer Lane Kennels, Summer Lane 3PL/2023/0754/F  
Change of use of land from kennels to mixed use comprising leisure and vehicle repairs (non commercial) (Retrospective).

The Council objected for the following reasons:-

- The highway is inadequate to serve the site
- An increase in vehicles associated with the site would have an adverse impact on Summer Lane to the north of the site, leading to an intensification of the use of the junction at Drury Lane and Bridge Street
- The Council is concerned regarding the amenity impact of the development. The site is currently a greenfield site with very little development on it. The proposal would lead to a significant increase in development on the site which would have an adverse impact on the local amenity.
- The application is outside the parish guidelines.
- The Council is concerned about the environmental impact of the application.

However, if Breckland Council approves the application, the Parish Council would like information detailing how the access is to be improved, as well as weight restriction applied to the north to prohibit vehicles from the site accessing the village.

## 9 Committee re Hub Funds

The Council noted that £100 is missing from the Hub's funds. It was **RESOLVED** to appoint a Committee comprising Cllrs Page (Committee Chair) Leport and Yerby to consider a way forward and to report its recommendations to the Parish Council at its October meeting. The Committee meeting will be an open meeting in the Village Hall.

## 10 Cash Handling Policy

It was **RESOLVED** to carry this forward to the October meeting once the Committee has met, as above.

## 11 Hub Caretaker

The Council had taken advice from an HR lawyer. It was agreed that the Hub caretaker most likely fits into the category of employee and not self employed contractor, as she is not employed elsewhere and is provided with regular employment. This was discussed as part of item 12 below, and in accordance with the decision regarding item 12 it was **RESOLVED** to carry this forward to the October meeting.

## 12 Hub HR Partner

Cllr Defew provided the Council with details of an HR partner to improve the Council's management of the Community Hub. The Council would pay £26 a month for the support of two employees, contracts of employment and a handbook covering employment roles for both the Hub Caretaker and the Parish Clerk. The package includes Health and Safety advice and support. All Risk Assessments (and management of them) would move online, and all existing documentation would be reviewed and moved online. It was **RESOLVED** that councillors would like more time to review the proposal and that this will be carried forward to the October meeting.

It was **RESOLVED** that Cllrs Defew and Mawby, and the Parish Clerk will look at the capabilities which the Parish Council needs.

### **13 Bins**

The lid of the bin in the Hub play area had been broken for a second time in a few months. The lid had been removed and therefore could not be reinstalled. It was **RESOLVED** to monitor the situation regarding litter and the lack of a bin lid.

The Council will replace the damaged dog bin at Caudle Springs.

### **14 Report on the Community Hub**

A copy of the report is attached to the minutes. Cllr Leport noted the figures did not add up for August and December. The Clerk was asked to convey this to the caretaker/manager.

### **15 Report on the Hub's Finances**

A copy of the report is attached to the minutes.

### **16 The Commuted Sum**

It was **RESOLVED** to appoint a Committee to investigate the continued investment of the Commuted Sum to report its recommendations to the Parish Council at its October meeting. The Committee will comprise Cllrs Borrett (Committee Chair) Wilmott and Yerby. The Committee meeting will be an open meeting in the Village Hall.

### **17 Trampoline at Blenheim Grange Play Area**

The Council had investigated the potential cost of removing the trampoline from the play area in view of the damage to it and the cost of maintaining it. A quote had been received to remove the equipment and make good the land at cost £1,300 (Goodfellow Construction). It was **RESOLVED** to continue to monitor the trampoline and to take action as necessary.

## **18 Land at Wessex Drive**

The Council had received a reply from the developer of the properties stating that the house was built 'in accordance with the approved planning drawings.' The Council had obtained quotes for wooden (£1,685) and metal fencing (£3,225). The Council's duty is to maintain the land and it has no obligation to fence off this area. The Council also considered the ongoing maintenance costs if it were to add fencing. It was **RESOLVED** that the Council will not install fencing in this area.

## **19 Road Adoptions at Blenheim Grange**

A resident had written to the Council about the continued lack of action regarding the road adoptions. Norfolk County Council is unable to confirm when the roads will be adopted as the Section 37 Notice has not been served. A street lighting inspection in July 2022 identified a number of issues to be addressed and the Developers are to meet the Street Lighting Team. The S37 Plan was received for comment earlier this year and needs further adjustment depending on the outcome of the street lighting discussions in relation to the location of columns and dedication of lighting pads. The Developer has instructed their agents to start preparing the S37 Notice.

It was **RESOLVED** that the Council will put together a schematic map showing the different areas of responsibility on the estate. Cllr Defew offered to do this.

## **20 Grant Application Carbrooke Village Hall**

The Council considered a grant for £1,000 for a PA system to improve the facilities for hirers. It was **RESOLVED** to approve a grant of £1,000.

## **21 Grant Application Millennium Green**

The Council considered a grant for £1,000 for a noticeboard. It was **RESOLVED** to approve a grant of £1,000.

## **22 Grant Application Carbrooke PCC**

The Council considered a grant for £1,000 to cut the grass in the closed part of the churchyard. It was **RESOLVED** to approve a grant of up to £1,000, invoices to be submitted to the Parish Council for payment.

## **23 Flower Troughs**

The Council further considered a proposal to install flower troughs outside the Village Hall. Cllr Page will supply the troughs and a resident, Edit Davies, will supply and

maintain the flowers in the trough. It was noted the Village Hall is to be re-roofed. The flower troughs will be installed once the work has been carried out.

## **24 Hunton Plough**

Tom Thurston will return the plough and Cllrs Page and Willmott will reinstall it on the plinth. At the same time, the lower branches will be cut back at the front of the car park nearest the road. In terms of maintenance, Cllr Willmott will check the plough handles and so on every three months.

## **25 Full Council Training**

The Council had received a quote of £295 from Norfolk Parish Training and Support for a full Council training. It was **RESOLVED** to accept the quote and to add Pam Arrowsmith and Martin Keats to the training.

## **26 Parish Partnership Bids**

This was carried forward to the October meeting.

## **27 Litter Picks**

This was carried forward to the October meeting.

## **28 Surveillance Camera Trial**

The Council had expressed an initial interest in trialing surveillance cameras at Blenheim Grange as a deterrent. The Council had received a reply from Breckland Council stating that cameras are to be procured and locations agreed from the numerous councils which responded.

## **29 Correspondence**

The Council had received a letter from a resident questioning the 'lack of representation on the Council. ' The letter suggested women are not represented in proportion to the 2021 census; that there are not enough younger people on the Council; and that there are not enough non-white ethnicities. The letter asked if councillors had read the Councillor Workbook – equality, diversity and inclusion on the Local Government Association website. It was **RESOLVED** that the Council has policies in place regarding these matters. It was noted that Council vacancies are open to whoever wishes to apply and the Council can only deal with applications at that given moment. A member of the Council noted that when the latest vacancies were filled, forty per cent of the Council were women.

### **30 Representatives Reports**

Cllr Yerby was awaiting the date of the next school meeting. She confirmed the school has received details of the Council's grant scheme.

Cllr Defew noted the Village Hall is to be re-roofed and that it is applying to Mick George Ltd for funding.

Cllr Page noted the next Millennium Green meeting is on September 15.

### **31 Blenheim Grange Maintenance Plan**

It was **RESOLVED** to approve the Blenheim Grange Maintenance Plan without amendment.

It was noted that a tree planted by the Council on the Lancaster Avenue roundabout needs to be moved or replaced. Cllr Defew said he will go back to the company for which the tree was bought to request a replacement. The tree will be planted at the Community Hub.

### **32 Village Maintenance Plan**

It was **RESOLVED** to approve the Village Maintenance Plan with the addition of the Council's responsibility for the Village Hall car park.

### **33 Clerk's Handover File**

It was **RESOLVED** to approve the Clerk's Handover file without amendment.

### **34 Items for Inclusion in the Next Agenda**

A proposal for parish flower boxes.

### **35 Next Meeting**

The next Council meeting will be on October 10 at 7pm in the Community Hub.

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

## **Report of Helen Crane (Breckland Council)**

There is no cabinet or council meeting in August so there is little to report although the Council runs as business as usual.

Breckland Council has received a further award from the RSPCA for its work with animal welfare, having received the Gold award for 7 years I am pleased to say that in its 8<sup>th</sup> year it has now been awarded the Platinum award, the highest accolade.

The environmental enforcement team has successfully fined a business £640 that used an unlicensed waste carrier to dispose of office furniture. The business volunteered to collect the furniture and have it disposed of correctly.

A driver was caught on CCTV disposing of bags of rubbish in Attenborough, with help from the DVLA the team were able to identify the vehicle owner and a fixed penalty was awarded of £445.

An abandoned lorry trailer at Pickenham was investigated, it had been there for some 15 years and surrounding businesses and landowners had always assumed it belonged to one another so the trailer was never reported until this year. There was no means to identify the owner so working with NCC a scrap dealer broke down the trailer and took it away, the value of the scrap dismissed any cost to have the trailer removed.

Breckland issued 67 fixed penalty notices in the year 21/22, and this is the highest in Norfolk. The council issued more FPN's than all other districts in Norfolk combined. Breckland Council uses the money from these fines to continue to investigate fly-tipping.

## **Report of the Community Hub**

Rob Poole has become the new Marketing and Fundraising committee member, he is in the process of redesigning our publicity for events and social media  
Up coming events 16<sup>th</sup> September Fun Bingo doors open at 7.00 eyes down at 7.30 for the first game

28<sup>th</sup> October Halloween Party this was going to be a Runway Group event but Runway have not formed a committee so are unable to run the event. The Community Hub will run the event.

12<sup>th</sup> November Remembrance Day event meeting at the memorial (Propeller) at 10.30 to lay a wreath then over to the American memorial to lay a wreath. All invited back to the hub for refreshments.

9<sup>th</sup> December Christmas event for the children during the day followed by the Jersey Boiz in the evening

**Snagging** We have one outstanding items the builders are in the process of completing this.

**Bookings Payable hours**



<b>Name of Group Paid hours</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Meditation	10	8	10	8	3
Private Hire, Abbots and Cranswick. (Cranswick 4 free sessions left)	16	39	8		5
Kidz Klub	-				
WHAM dance school	-	6	4.5	7.5	4.5
IDT	1	6	4.5	7.5	4.5
Ear to Hear	-	2	2	2	2
Panto	-				
Music Group	6	6	6	6	6
Fitness dance group	-	6.25	5	5	4.5
Beech Tree Residence Association	-	2	-	-	-
Dance practice	-	-	-	-	-
All Nations Church	-	-	-	-	-
Runway	-	-	-	-	-
Drumming group	4	4	4	4	4
<b>Total Paid Hours</b>	<b>36.00</b>	<b>79.25</b>	<b>44.00</b>	<b>40.00</b>	<b>31.5</b>
<b>Community Usage Non Paying</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Hub Committee Meetings Parish Council	-	2	4	4	4
Stay and Play including set up /clear away	15	18	15	15	15
Coronation event/winter wonderland/Remembrance / Halloween/Christmas event Horse racing/Quiz night/Easter	5	5	5	5	10
Saturday Surgery	-	-			
Crafty Coffee Morning	8	6	8	6	6
Mobile Food Bus/	5	4	5	5	3
Information sharing coffee Morning	3	-			
<b>Total Community Hours</b>	<b>36.00</b>	<b>35.00</b>	<b>37.00</b>	<b>30.00</b>	<b>38.00</b>

## Report of the Community Hub Finances

Financial Year 2023/24 – Month 4 JULY 2023

The Opening Balance on 01/07/23 was £6341.92

Payments out were £1386.38

Payments in were £5587.27

Closing balance on 30/04/23 was £10542.81

This shows an operating profit of £4200.89  
£-516.36

The operating profit figure is skewed by the “Payment One” from the PC - £4532.25, without which we would be showing an operating loss of £-331.36 for July.

Also Stay & Play paid in a £185 surplus on 19/07 ref 500016 on the statement, there being no immediate need for replacement toys or other related expenses this amount is kept with the Committee Related Events monies for future use of Stay & Play. This amount should be added to the Operating Loss mentioned above as it is not in the general cash for the Council. Effectively that would show an Operating Loss for July of £-516.36

We are within budget on each of the spending categories for bills etc.

