

Minutes of Carbrooke Parish Council Meeting held in the Community Hub on 10 January 2023

Present: Cllrs G Redfern (Chair), J Borrett, M Mawby, D Page, S Yerby. In attendance: H Crane (Breckland Council) N Hartley (Parish Clerk) eight members of the public.

Public Participation

The Council was asked if it will move the war memorials to the Community Hub. This was based on safety concerns, particularly due to the number of attendees at the annual Remembrance Day service and the fact that the American memorial suffers from being under the trees

1 Co Option of Cllr Yerby

It was **RESOLVED** to co opt Sue Yerby on to the Parish Council.

2 Resignation of Cllr Long

The Council noted that Cllr Long has resigned from the Parish Council.

3 Apologies for Absence

Apologies were received from Cllrs Defew, Long and Tinson, and Cllr C Bowes (Norfolk County Council).

4 Declarations of Interest

None.

5 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 5 December 2022 as a true and accurate record. The Chair signed the minutes.

6 Matters Arising

None.

7 Report from Breckland Councillor

Cllr Crane read her report, a copy of which is attached to the minutes.

8 Finance

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

British Gas, electricity bill Community Hub, £137.43
British Gas, gas bill Community Hub, £579.83
N Hartley, clerk's salary, £776.52
HMRC, clerk's PAYE, £101
P Arrowsmith, services to the Community Hub, £480
Breckland Council, waste removal from Community Hub, £34.87
Norfolk Parish Training & Support, new councillor induction course, £48
Fakenham Press Solutions, signs for trees, £132
Wensum Valley Electrical Ltd, to install Christmas lights, £120
British Gas, electricity bill Community Hub, £156.95
Spartek, annual fire and alarm service report for Community Hub, £420
Community Heartbeat, new defibrillator pads, £60
PHS Group, sanitary disposal at Community Hub, £137.59
SCS Accounting, payroll services, £18
S Arrowsmith, reimbursement for ink for Hub photocopier, £114.48
British Telecom, internet bill, £278.93

8.2 The following payments had been received:-

Community Hub, cash, £76.50
Community Hub, cash, £394.30
Community Hub, cash, £210
Barclays Bank, interest paid, £11.17
Unity Trust Bank, interest paid, £278.92
Community Hub, cash, £245
Scottish Widows, interest paid, £94.63

8.3 The meeting received a report of actual to budgeted expenditure

9 Community Hub Committee

It was **RESOLVED** to approve the following committee:-

Pam Arrowsmith (Chair)
Helen Crane (Vice Chair)
Aimee Neale (Secretary)
Martin Keats (Treasurer)
Sheelagh Keats (Assistant Treasurer)
Laura Fox (Marketing and Fundraising officer)
Steve Arrowsmith (Data Protection officer, Health and Safety officer, CCTV officer)

Non voting members:-

Susan Hargreaves

Linda Page
Zia Shore

10 Signatories to the Hub

It was **RESOLVED** to add Pam Arrowsmith and Martin Keats as signatories to the Hub bank account.

11 Transfer of Funds

It was **RESOLVED** to transfer £3,000 into the Hub bank account.

12 Amendments to the Terms of Reference for the Community Hub

It was **RESOLVED** to add a clause to the Terms of Reference that the Committee will be responsible for social media for the Hub.

It was **RESOLVED** to add a clause setting out the role of the Hub's Marketing and Fundraising officer. Cllr Mawby will liaise with the marketing and fundraising officer.

13 Website for the Community Hub

It was agreed that the Hub Committee will consider the proposals put forward for a new website and report back to the Parish Council.

14 Additional Storage Container for the Community Hub

Pam Arrowsmith noted that the Hub requires more storage and requested a second container to be sited at the back of the building. She noted the Community Cabin is no longer suitable for storage. It was **RESOLVED** to obtain costs for a new container and surfacing.

15 Container Lights

Pam Arrowsmith requested lighting in the storage container behind the Community Hub. The Council proposed solar lighting, not mains. It was **RESOLVED** to obtain costs.

16 Shelving in Container

Pam Arrowsmith requested shelving in the storage container at the Hub. It was **RESOLVED** to obtain costs.

17 Signing Courses

It was **RESOLVED** to pay up to £250 for two people from the Hub Committee to attend a sign language course. This will support the deaf and hard of hearing community, and provide the Hub with the expertise to help members of the community who sometimes find it difficult to communicate.

18 Filing Cabinet

It was **RESOLVED** to purchase a new filing cabinet for the Hub at cost £240.

19 Safe

It was **RESOLVED** that Cllr Yerby will provide the Hub Committee with a safe.

20 War Memorials

It was **RESOLVED** to obtain a quote so that the Council can see the cost to move the war memorials to the Community Hub.

21 Report on the Community Hub

A copy of the report is attached to the minutes.

22 Improvements to reporting of Community Hub Costs and Revenue

Cllr Mawby presented a reporting system for the Community Hub. The members of the committee who will use such a system will consider further. Cllr Mawby will liaise with Pam Arrowsmith.

23 Memorial Tree at Blenheim Grange

It was **RESOLVED** to plant a memorial tree on the roundabout at Lancaster Avenue.

24 Proposal for a path in the Village Hall car park to Improve Access

This was carried forward to the February meeting as Cllr Defew was not at the meeting.

25 Emergency Plan

Cllr Crane (Breckland Council) will invite a member of Breckland Council to the next Parish Council meeting to provide more information on an Emergency Plan.

26 Items for inclusion in the next agenda

Improvements to the Broadmoor Road bus shelter

27 Next Meeting

The next meeting will be in the Community Hub at 7pm on 14 February.

There being no further business, the meeting was closed at 8.20pm.

Report of Helen Crane, Breckland councillor

At cabinet on the 9th of January members approved the endorsement of the local plan issues and documents for public consultation for 8 weeks.

Cabinet granted delegated authority to the deputy chief executive, in consultation with the cabinet member for planning to make any typographical or other minor changes to the report prior to going out for public consultation.

The document will contain 9 topics: Vision and objectives, Housing development, amount and location, Providing the right type of housing, The economy, The built environment, The natural environment, Climate change, Transport and Infrastructure.

The draft budget was brought to cabinet in readiness for final budget setting in February. It will go to Overview and Scrutiny on the 26th January. Breckland council is proposing a balanced budget with no cuts to core services along with investment in key areas. Public consultation runs until 22nd January and comments can be made via the Council's website.

SERCO were unable to complete a small number of their round of black bin collections after Christmas due to the large volume of waste and driver hours, residents are asked to leave their bins out to be collected the following day.

In February 2020 the Council invested £1million into a 3 year programme of work focusing on prevention of vulnerability in our district. As a result of the Councils

innovative work in this area the NHS had confidence to commission us to deliver social prescribing services, which has seen the team support over 400 residents, and grow from 2 to a team of 4 in its first year of operation.

May Elections-Phot ID will be needed for the first time in England when going to vote at a polling station. Acceptable ID will be passports (UK,EEA,or commonwealth) ,Drivers licence (UK, EEA, or commonwealth), older persons bus pass or Oyster 60+ card. Anyone who does not have one of these forms of ID will be able to apply for a free ID on-line or by completing a paper form.

Giant screens will be installed in the districts towns to celebrate the Coronation of King Charles III, and like the Jubilee celebrations grants will be available for community groups of up to £500 to hold local coronation celebrations and events. Town and Parish councils can apply for a match funded grant of up to £200 to help in the purchase of flags and flagpoles to mark the event.

I was delighted in my role as portfolio holder for licensing to present Banham Zoological gardens with their Zoo licence.

As we move forward in 2023, may I wish all residents Health and happiness and as always do get in touch with me with any concerns you may have.

Report from the Hub Manager

ROSPA all reports have been completed.

The Hub sign has been vandalised again I would like to request a metal sign and post to be erected to enable visitors to find the hub. Nathan is getting a quote thank you. PA to supply size of sign.

Snagging we are making plans with the builder to complete the required work to the building.

Christmas event Thanks to everyone that was involved this was a great success, amazing atmosphere, good food, raffle provided by Cranswick and local donation and Santa giving every child a gift. The event was well supported by the local community we had approximately 60+ families attending.

Memorials

Please could the parish council consider moving the memorials to the hub where they can be looked after. This would also mean that the public who attend the service or visit the memorials could have a place to sit and reflect.

Fire Alarm servicing Booked for 21st Dec 2022 completed.

One recommendation that a smoke detector to be located in the cleaning cupboard where chemicals are stored, Spartek have quoted £252.62 to complete the work.

Fire Extinguisher service

This will be carried out in 9th January at a cost of Approx £66.00 plus VAT

Sign language course

Please could I request that the Parish Council pay for 2 people from the committee to attend a sign language course. This would support our local deaf and hard of hearing community and also provide the hub with the expertise to help member of the community who sometimes find it difficult to communicate. The cost of the courses would be approximately £250.00.

Health and Safety

I would like to request that a mains light is put into the container at the Hub. Over the past few months, it has become increasingly difficult to see in the container as it is very dark.

We have had a couple of near misses where someone has tripped and another where a head injury could have occurred if the person was not wearing a hat.

Old Container

We have been using this as storage for items that the Hub uses on occasions E.G Christmas Halloween etc. After the last inspection it was found to be leaking badly and smells very bad, we have found items that have become mouldy. We have pared down what is being stored but there is still a need for a container. Please could we consider another container sited at the hub next to the one we already have.

Filing Cabinet

Please could I request a full-size lockable filing cabinet to use in the office at the moment we have a small thin cabinet which is not suitable for the needs of the Hub.

Safe

Our new treasurer has requested a safe for the hub as an extra safety precaution, the safe would be fixed in a cupboard. The safe would be used hold deposits and petty cash, ultimately, we hope to become cashless only holding petty cash of £20.00. More discussions are needed to ensure we buy a booking system that meets our needs now and in the future.

Bookings

Name of Group	Paid	Sept	Oct	Nov	Dec	Jan
Kick Boxing		4hours	5hours	4hours	-	-
Meditation		8hours	4hours	9hours	3hours	10hours
Julia Café Church and 11up		3.5hours	5 hours	5hours	5 hours	5hours
Private Hire and Abbots and Cranswick		23.5 hours	27.5hours	15.25 hours	20.5hours	6hours
Kidz Klub		-	-	6hours	8hours	6hours

WHAM dance school	7.5 hours	7 hours	8.75 hours	8.5 hours	10hours
Ear to Hear	2hours	2hours	2hours	2hours	2hours
Panto	8hours	16hours			
Music Group	6hours	6hours	6hours	3hours	6hours
Fitness dance group	-	3.75 hours	5hour	3 hours	4hours
Beech Tree Residence Association	-	-	-	2 hours	-
Dance practice	-	-	-	2hours	2hours
All Nations Church	-	-	-	3 hours	-
Total Paid Hours	62.5hours	71.25hours	61.0hours	60 hours	51hours
Community Usage	Sept	Oct	Nov	Dec	Jan
Hub Committee Meetings Parish council	2 hours	4 .75 hours	8.5hours	6.5hours	5hour
Stay and Play including set up /clear away	17.5hours	14hours	14hours	12hours	16hours
Hub Jubilee event/winter wonderland/Remembrance / Halloween/Christmas event		4hours	8hours 3hours	8hour	8hours
Saturday Surgery		2.5Hours			
Coffee Morning	7.5hours	13hours	7.5hours	5hours	12hours
Total Community Hours	27.0 hours	38.25 hours	41hours	31.5 hours	41.hours
Income from community events	£82.40	£190.46	£176.29	£237.00	

New and potential bookings in this period Sept - January

Kidz Klub weekly starting Nov 11th 2 hours then continuing in new year if successful

Update Kidz Club they are continuing

Music Guitar group twice a month 3 hours each session continuing into 2023

Dance fitness group 1.25 hours per week

Wham Dance group are adding another .75 hours to the class for the younger age range.

All Nations Church hiring Hub 3hours

Dance practice 2 hours

Potential New Street dance Monday for 3 hours Storage may be a problem for them they will be intouch by end of January.

Other information

Timetable of regular users

	AM	PM	Evening
Monday	Ear to Hear 1 st Monday in the month. 10.00- 12.00		

	Coffee Morning 2 nd 3 rd 4 th Monday in the month 9.30 – 12.30 including set up.		
Tuesday	(Language group 9.30 – 12.00) On Hold	Meditation 14.00- 15.00	Hub Meeting 1 st Tuesday 2 hours on hold Parish council 2 nd Tuesday during Winter 2 hours
Wednesday	Abbots once every alternative month 9.00 – 16.00	Wham 15.45 -18.00	Music Group 18.45 - 21.45 twice a month sometimes different day.
Thursday	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	
Saturday	Dance fitness 9.45 – 11.00		
Sunday		Café Church 14.30 – 16.30 once a month	