**Carbrooke Parish Council**

**A meeting of Carbrooke Parish Council will be held in Carbrooke Village Hall on 13 June 2023 at 6.30pm for the purpose of transacting the following business.**

**………………………………N Hartley (Parish Clerk)**

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 **Agenda**

1 To consider the co option of new members

2 Public Participation. The Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during a 15 minute Open Forum. Please note, the law does not permit members of the public to take part in the debates. If there is no call for an Open Forum, the meeting will reopen.

3 To consider apologies for absence

4 To receive declarations of interest and any requests for dispensations

5 To receive signed copies of the Council’s Code of Conduct

6 To confirm the minutes of the meeting held on 9 May 2023

7 To receive any matters arising from the minutes (for information only)

8 To receive reports from Breckland and Norfolk County councillors

9 Planning

9.1 Breckland Council decisions:-

 Dawe Estates Ltd, land at Manor Farm, Willow Corner 3PL/2023/0316/F

 Erection of new farm building Approved

 Westmere Homes Ltd, land at corner of Lancaster Avenue & Buckingham Close

 3PL/2023/0145/F

Erection of one 3 bed detached house, brick wall screening to sub station and associated external works Approved

 White Hart Cottage, Church Street 3PL/2023/0427/LB

 Replacement of two ground floor windows in front elevation Refused

9.2 To note the withdrawal of the following Planning Application:-

Bennett Homes, former officers mess site Portal Avenue 3OB/2020/0004/OB

Leap Specification to be provided prior to commencement of development 3PL/2024/1378/F

9.3 To consider the following Variation of Planning Conditions:-

 Bennett Homes, Officers Mess Site, Portal Avenue 3PL/2023/0408/VAR

Variation of condition 2 on p/p 3PL/2019/0487/VAR – vary dwelling types on plots 41 & 42, additional variation of red line boundary of site in the same region

9.4 To consider the following consultation Amendment:-

 Summer Lane Kennels, Summer Lane 3PL/2023/0139/F

Change of use at Summer Lane Dog Kennels for part of the site to Outside Storage (B8 use) small containers; the Dog Kennels will still continue trading. In addition the short term storage/parking of mobile homes (not occupied) for sale or use on residential sites elsewhere

9.5 To consider the following Planning Applications:-

 DPSK Ltd, 2 Vulcan Place 3PL/2023/0468/F

Installation of one air conditioning unit and one cold room compressor to the rear elevation

 DPSK Ltd, 2 Vulcan Place 3PL/2023/0467/A

One internally illuminated fascia sign and one internally illuminated projecting sign

 31 Mill Lane 3PL/2023/0549/HOU

 Demolition and re-build of gable end wall, refinished with render

10 Finance

10.1 To approve the following payments to be made in accordance with the budget:-

Containers Direct Ltd, container for Community Hub, £3,594

BHIB, insurance premium, £754.76

N Hartley, clerk’s salary, £702.12

HMRC, clerk’s Paye, £175.40

N Hartley, reimbursement of Council laptop Microsoft subscription, £59.99

P Arrowsmith, services to the Community Hub, £805.20

Breckland Council, waste collection at Community Hub, £34.87

Community Heartbeat, defibrillator pads, £68.34

Justin Steward Clearances, removal of flytips at Blenheim Grange, £185

Ravencroft Tree Services, tree survey at Blenheim Grange & car park at Carbrooke Village Hall, £834

David Bracey Play Safety Inspections, play equipment safety report at Lancaster Avenue and Community Hub, £156

Noticeboard Company, new noticeboard for Washington Drive, £1,090.80

CJS Maintenance, repair to meter box at Washington Drive and new padlock, £100

10.2 To note the following payment received:-

 HMRC, reimbursement of Vat, £7,683.52

11 To review the Council’s Financial Regulations

12 To consider the addition of signatories to the Council’s bank accounts

13 To review the Council’s Grants Policy

14 To consider an addition to the Council’s Standing Orders re the use of email

15 To consider the use of the Council’s social media and website to convey information to parishioners

16 To receive Representatives’ reports

17 To consider the payment of the Hub caretaker’s salary

18 To consider the transfer of funds into the Community Hub account

19 To receive a report on the Community Hub

20 To receive a report on the Community Hub finances

21 To consider amendments to the Hub Terms of Reference document

22 To consider the Play Equipment report for the Lancaster Avenue and Community Hub play areas

23 To consider a proposal for a second dog/litter bin on Washington Drive

24 To consider a proposal to empty the dog/litter bins weekly in summer

25 To consider a proposal to fence off part of the Council’s land near Wessex Drive

26 To consider a proposal to install No Flytipping signs on parts of the Council’s land at Blenheim Grange

27 To consider a proposal to clean the Propeller War Memorial

28 To consider the creation of a new footpath and/or resurfacing in the Village Hall car park

29 To consider the purchase of flower troughs for the Village Hall car park

30 To consider replacement of the charity food bank table in Village Hall car park

31 To consider a proposal for a parish magazine

32 To consider holding regular litter picks in the parish

33 To set a date for the Clerk’s appraisal

34 To receive items for inclusion in the next agenda

35 To agree the date and time of next Council meeting

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