

CARBROOKE PARISH COUNCIL

**Minutes of a meeting of Carbrooke Parish Council held
in the Community Hub, Buckingham Close on 12 December 2023 at 7pm.**

Present:

N Defew (Chair)
J Borrett
D Page
S Yerby

A Baker
W Leport
S Willmott

In attendance:-

N Hartley (Parish Clerk), Cllr C Bowes (Norfolk County Council), P Arrowsmith (Community Hub).

Public Participation

No members of the public were present.

1 Co option of a new Member

It was **RESOLVED** to co opt Romaine Humphreys on to the Council.

2 Apologies for Absence

Apologies were received from Cllrs H Crane and P Bate (Breckland Council).

3 Declaration of Interest

None.

4 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 14 November 2023.

5 Matters Arising

None.

6 Reports from Norfolk County Councillor

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

7 Finance

The following payments were made in accordance with the Budget:-

N Hartley, clerk's salary, £1,176.40

HMRC, clerks Paye, £368.64

Great Melton Farms, purchase Christmas tree, £204

Mansfield Fencing, install Christmas tree, £60

7.2 The meeting received a report of Actual to Budgeted expenditure

8 Expenses re the Plough

The Council considered the reimbursement of expenses relating to the refurbishment of the Hunton Plough. The Clerk had addressed a number of issues by email, which had been forwarded to councillors in advance of the meeting. It was **RESOLVED** to pay the expenses and to request a date when the plough will be installed before payment is made. It was **RESOLVED** to investigate the cost of installing a roof over the plough to protect it.

9 Planning

9.1 The Council considered the following planning variation:-

Bennett Homes, ex RAF Officers Mess site (Heritage Park) 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 same region
No objection

10 Committee re Hub Funds

The Committee had not as yet been able to take further action following the Council's November meeting, but will carry this out in due course.

11 Hub Report

A copy of the report is attached to the Minutes.

12 Hub Finance Report

No report was submitted.

13 Footpath at Power Substation

This was carried forward to the next meeting as it had not been possible to obtain further quotes from contractors.

14 Friends of Carbrooke School Grant Application

The Council considered a grant request for £900 for Forest School facilities. It was noted that the Friends group had no accounts. The Head had advised the Council that the bank account was closed 'a couple of years ago' and that a new account had been opened. A statement for the new account was provided.

The Council had sought guidance from Norfolk Parish Training & Support. It was **RESOLVED** to make a grant of £900.

15 Request to Clear Ditches

It was noted that flooding was an historic problem in the parish. The advice of Norfolk County Council was to clear ditches. It was noted that under Riparian Rights landowners have a responsibility to clear ditches on their land. A quote of £4,500 had been obtained to clear a number of ditches.

In advance of the meeting, attention had been drawn to Section 260 of the Public Health Act 1936. The section notes as follows:-

Power of a parish council or local authority to deal with ponds, ditches & c. A parish council may deal with any pond, pool, ditch, gutter or place containing, or used for the collection of any drainage, filth, stagnant water, or matter likely to be prejudicial to health, by draining, cleansing or covering it, or otherwise preventing it from being prejudicial to health, but so as not to interfere with any private right, or with any public drainage, sewerage or sewage disposal works.

The Clerk had sought guidance from Norfolk Parish Training & Support. The Clerk's reading and that of NPTS was that the above referred to a public health

risk and not ditch clearance to prevent flooding. Attention was drawn to the wording of the section, in particular 'prejudicial to health.' The section appeared to be designed to allow parish councils to clear ponds, ditches, pools where stagnant water may create a health hazard.

Some councillors questioned the above and suggested the Council does have the power to clear ditches under Section 260.

It was **RESOLVED** to contact Dawe Estates and ask for an update in their ditch management plan.

It was **RESOLVED** to clarify the advice given by Norfolk Parish Training & Support regarding their interpretation of Section 260 of the Public Health Act.

It was **RESOLVED** to ask Norfolk County Council to install wider pipes near Meadow Lane where the pipes are thought to be too narrow to cope with the amount of water when there is heavy rain.

16 Draft Budget 2024/25

The Council considered a draft budget. The Council was not seeking to increase its Precept. The Council ran through the figures, noting the reduction in the grants figure. It was considered that one grant a year was probably sufficient and noted that the Council is still supporting village organisations. The Council has set aside £3,000 for a village fete. The Council will make a final decision regarding any application for funding in terms of a fete.

The Council considered the Hub budget and noted the final figure allocated to the Hub is based on generated income of approximately £14,000 from all sources. The income includes donations. It was noted that the Council is fully supportive of the Hub and that the Council has not refused any request for funds from the Hub's Committee. It was noted that if the Hub requires extra funds the Council will do its best to support it.

It was **RESOLVED** to approve the draft budget and to set the Precept at £49,000.

17 Plaque for Christmas Tree

Cllr Yerby asked if the Council would like to install a plaque in front of the Christmas tree which the Council provides each year and which is installed at the entrance to the church. It was **RESOLVED** to purchase a plaque.

18 Representatives Reports

Cllr Baker had attended a Hub Committee meeting and noted the events planned by the Committee for 2024.

Cllr Borrett said the Fuel Allotment Charity had paid out almost all its grants.

Cllr Defew noted the noticeboard purchased for the Millennium Green with a grant from the Parish Council will be installed shortly.

Cllr Defew said the Village Hall was planning to hold a fete on 15 June 2024.

Cllr Yerby said the school's Ethos Group will hold its next meeting in January. She has helped in wrapping books for Christmas presents at the school.

19 Grant Application (Orchard)

Cllr Crane (Breckland Council) had asked if the Council would make a grant application to Breckland Council for 25 fruit trees to be planted on Council land off to Fortress Road. It was **RESOLVED** to make an application.

20 Items for Inclusion in the next Agenda

Investment of Council funds.

21 Next Meeting

The next Council meeting will be in the Community Hub on 9 January at 7pm.

The meeting was closed to the public

22 Hub Manager/Caretaker's Salary

This was carried forward to the January meeting.

There being no further business, the meeting was closed at 8pm.

Carbrooke Parish Council Actual to Budgeted Expenditure

Category	Budgeted	Expenditure	Notes
Running Costs			
Insurance	1,200	754.76	
Clerk's salary, paye & expenses	11,400	7,536.13	
Payroll	100	54.00	
Office supplies	50		
Internal Audit	150	120.00	
External Audit	400	378.00	
Council training	200	699.00	
NPTS subscription	400	396.00	
Microsoft & McAfee subscriptions for council laptop	100	59.99	
Website costs (Wix)	110		
Community Action Norfolk subscription	50		
Information Commissioner fee	35	35.00	
Community Hub			
Caretaker		2,280.00	
Payments made before Hub bank account opened		7,586.92	
Bin lid play area/water softener		1,505.60	
Funds transferred		4,532.25	
Shelves for container and slabs		1,049.60	
Blenheim Grange – open spaces			
Grass cutting	Commuted Sum	579.60	

Tree survey	Commuted Sum	834.00	
Tree maintenance	Commuted Sum		
Flower bed maintenance & weed killing	Commuted Sum	1,300.00	
Clear Cabin site/signage	Commuted Sum	441.32	
Blenheim Grange Play Area			
Play equipment repairs	1,000	7,136.40	
Play equipment safety report	160	156.00	
Safety surfacing	2,000		
Blenheim Grange Capital costs			
Dog waste collection	3,000	847.58	
Remove flytips, benches, fencing, war memorials, signs, noticeboards, drop down locks	1,000	809.00	
New noticeboard	-	1,099.20	
New bin/other		2,678.26	
Veolia – incorrect payment to be adjusted		50.03	
Village Hall car park			
Grass cutting	450	453.60	
Plough		85.50	
Capital costs			
Defibrillators	250	68.34	
Phone box	100		
Street light charges Trenchard Crescent	100	75.59	

Broadmoor road bus shelter and fence repair		550.00	
SAM2	200	100.80	
Dog bin		471.74	
Grants & donations			
Grants	8,500	3,029.00	
RBL Poppy wreaths x 3	100	100.00	
Donation to Watton Fireworks display	150		
Christmas tree and lights	400		
Elections (May 2023)	3,000		Not spent as no election was held
		£47,853.21	

The Council's Precept has been set at £50,000. Allowance has been made for income from the Community Hub.

Bank reconciliation as at 30 November 2023

Barclays Current Account	£28,117.03	
Barclays Deposit Account	£20,168.88	
Lloyds Blenheim Grange	£ 3,302.84	
Lloyds Hub	£ 4,169.49	
Scottish Widows	£60,159.02	
Unity Trust	£87,820.85	£203,738.11
Balance c/f	£188,851.53	
Add receipts	£ 62,739.79	
Less payments	£ 47,853.21	£203,738.11

Report of Cllr H Crane (Breckland Councillor)

At Cabinet on Monday 27th November it was resolved to approve the Local Council Tax Reduction Scheme for those on a low income, whilst maintaining the principal that everyone contributes at least a small amount to council tax. I would like to make residents aware of this fund that is available for those residents that are in financial hardship. The scheme will be maintained for year 24/25.

Local plan update-Approval was given to undertake further public consultation over an 8 week period, normally this would be 6 as set out in legislation but because it is going to take place over the Christmas and New Year period an extension of 2 weeks has been given. There will be Commonplace portal content and surveys, Community placed events, and community virtual events. There will also be 3 youth events in January & February in Watton Swaffham and Thetford. An important element of the full update of the local plan will be the settlement hierarchy and allocation of sites for development along with addressing whether or not the plan should continue to have settlement boundaries or be led by particular local need. The document will also include an assessment of the sites promoted under the call for sites process. This document does not imply the suitability or otherwise of sites and does not allocate sites. The following consultation documents are:

- Breckland Local development plan
- Settlement and countryside paper
- Breckland Local Service Centre topic paper
- A call for sites summary.

The Breckland design guide is also out for consultation.

I was very pleased to be able to plant the first tree, an Oak at Oxburgh Hall. 2400 trees will be planted by volunteers. This is a joint project, with the National Trust providing the land and Breckland Council the trees.

The Police and Crime commissioner for Norfolk has secured over £900,000 of safer street funding from the home office. The allocation of funding towards employing new Breckland Street wardens will help to ensure a secure and vibrant local community for residents and businesses.

Cllr. Helen Crane

Report of Cllr C Bowes (Norfolk County Councillor)

Councillors voted to accept a £600 million devolution deal agreement with the Government to transfer significant funding and powers to Norfolk. Government funding will start transferring to Norfolk next summer if councillors vote next July to stage the first election of a directly elected leader in May 2025. This would be at the same time as the County Council elections to enable the widest possible engagement with the electorate. The deal will mean that significant investment decisions can be taken in Norfolk, for Norfolk, bringing more than £600m over 30 years with powers to boost the local economy, enabling the Council to invest in areas such as transport, skills and job opportunities, housing and regeneration, tailored to the needs of local people.

- Having a Council Leader who is directly elected by the public, enabling Norfolk's voice to be heard by the Government
- Targeted funding and resources to Norfolk's own priorities
- We will be able to unlock housing and employment sites
- Invest in the skills we need and attract and retain key businesses
- And it should open the door to further powers and funding in future

20mph limit Caudle Springs

Through the second tranche of the Government's Road Safety Fund Scheme I was able to apply for funding for the reduction of the speed limit to 20mph through Caudle Springs along the route of the allocated school footpath. For technical reasons it is not possible to install an enforceable scheme in that area but I'm pleased to say that it looks likely that flashing 20mph wig wags with advisory signage will be approved and funded to cover the route. I will update going forward.

Community Hub Report

9th December Christmas event for the children during the day followed by the Jersey Boiz which is sold out.

Christmas presents have been purchased for the children to receive from Santa, also the warm baby project is knitting hats for the children.

The Hub / Warm Baby Project attended the Carbrooke Village Fete where we were able to meet a lot of new people from the area. We were invited to the school fete on the 15th December.

The Hub will be wrapping Christmas presents for all the children in the local school.

We have a new programme of events for 2024

January 27th Race Night

February 25th Murder Mystery

March 23rd Music Night

April 27th Quiz Night

May 25th Bingo

June 22nd Cheese and Wine + Act

July 20th Jazz Picnic

August 11th Afternoon Tea

September 14th Comedy/Magic night

October 19th Race night

October 27th Halloween Party for the children

November 10th Remembrance Sunday

December 7th Music Night

There will be other activities added during the year - table top sale /Santa Visit etc

Bookings Payable hours and Community Hours

	Aug	Sept	Oct	Nov	Dec TBC
Total Paid Hours	38.00	86.75	61.25	67.00	75.00
Total Community Hours	35.50	37.25	37.00	43.50	40.75

Plans for the future:-

Defibrillator

Basic First Aid to include defibrillator training will be offered in the new year to local people.

Warm baby project

WBP has made contact with the Health visitors in the area and have already had referrals for clothing for families.