

Minutes of Carbrooke Parish Council Meeting held in Carbrooke Village Hall on 9 November 2021

Present: Cllrs J Tinson (Chair), V Colley, G Long, G Redfern, P Sampher. In attendance: N Hartley (Parish Clerk) Cllr H Crane (Breckland Council) One member of the public.

1 Resignation of Cllr Defew

The resignation of Cllr Defew was noted.

2 Public Participation

A member of the public noted that the Flying Fish looked unsightly. Cllr Crane noted that members of the public can report such comments to Breckland Council at www.breckland.gov.uk/article/6470/Report-an-Unsightly-Site

3 Apologies for Absence

Apologies were received from Cllrs Borrett, Coppen and Wormald, and Cllr Bowes (Norfolk County Council).

4 Report from Breckland Councillor

Cllr Crane (Breckland Council) noted that a new Breckland Council Chief Executive, Maxine O'Mahoney, has been appointed. The Council has been awarded a Gold Star by the RSPCA for its work with stray dogs. She noted the Council has been handing out fines for flytipping. She also noted that she recently walked round Blenheim Grange with the Chief Accountant of Breckland Council to highlight some of the problems with littering and other matters. She also visited the Millennium Green.

5 Declarations of Interest

Cllrs Colley, Long and Sampher declared an interest in any matters relating to Blenheim Grange and the Community Hub.

Cllr Sampher in item 12 (Watton Fireworks display) as he is involved in the event.

6 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 12 October 2021 as a true and accurate record.

7 Matters Arising

The clerk noted that the insurance claim has been settled and a new basket seat will be installed at the Blenheim Grange play area. At the same time, new safety surfacing for the 5 a side goals will be laid down. A new litter bin will be installed near Willow Corner and another at the Caudle Springs end of the Norwich Road footpath. The Council is looking into having another litter bin at the Norwich Road end of the footpath. The Council is waiting to hear back from Mick George Ltd regarding its request for help to re-shingle the Village Hall car park.

8 Planning

8.1 Application considered:-

Land off B1108 (Norwich Road), Carbrooke, IP25 6TH FUL-2020-0050
Proposed inert waste recycling facility (10,000 tpa): Skillplane Ltd – Amendments

The Parish Council objected to this application for the following reasons: the entrance to the site is not considered to be suitable in that it is a one lane road that has seen little or no maintenance over the last 25 years and is not suitable to take the proposed volume of traffic; the visibility at the junction is not considered to be safe and the access/exit to and from the site is on to a fast piece of road that is known as an accident hot spot (there have been two fatal accidents at this junction over the past eleven years); the Council noted the comments of a local resident/landowner, Mr Buscall, that the applicant has suggested cutting/trimming two trees to improve visibility and that these trees are in the ownership of Mr Buscall and not the applicant; the Council is also concerned that the applicant stresses its green credentials, but before submitting its application the applicant cleared the site of a number of mature trees without permission and destroyed an environment used by badgers; the applicant does not describe itself as a recycling waste company and the justification statement states that once the pit is infilled 'the site will act as the Applicant's main depot,' suggesting that traffic levels in the long run will be more significant than is stated in the planning application, thus calling into question the safety of the site in terms of the amount of traffic. The Council was concerned to note that members of the public cannot open the ecology report for the application and cannot therefore comment on it.

8.2 Breckland Council

Summer Lane Kennels, Summer Lane 3PL/2021/1194/F
Application for five residential caravans, including a sewage plant and grass area off an existing access Application withdrawn

9 Finance

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

Veolia, waste collection, £49.79

N Hartley, clerk's salary, £699.53
HMRC, clerk's PAYE, £175.38
N Hartley, reimbursement of expenses, £326.88
N Hartley, reimbursement for stamps, £7.92
P Sampher, reimbursement for diary, desk, cabinet keys and noticeboards for Community Hub, £98.82
Earth Anchors Ltd, litter bin for Willow Corner, £249.54
Mansfield Fencing, removal of Youth Shelter at Blenheim Grange, £685
Mansfield Fencing, install dog bin, move bench from War Memorial, repair play area gates/add chain, relocate bin from War Memorial, remove graffiti from Community Cabin, £390
Earth Anchors Ltd, litter bin for Caudle Springs end of footpath, £249.54
TOP Garden Services, cutting grass at the Village Hall car park, £48
TOP Garden Services, emptying dog/litter bins at Blenheim Grange, £181.20
Zurich Insurance, additional premium for Community Centre, £186.29

9.2 The following payment was made from the Commuted Sum:-

TOP Garden Services, grass cutting at Blenheim Grange, £444

9.3 The meeting received a report of Actual to Budgeted expenditure

9.4 Cllr Sampher noted that he had carried out the checks as Internal Control Officer and that everything was in order.

9.5 The completion of the External Audit was noted.

10 Spar Car Park

The Council considered a request to fence or tarmac the area from the Council's land into the Spar car park. It was noted that Norfolk County Council had advised the Council not to designate a path into the car park for safety reasons. It was **RESOLVED** to obtain quotes for an extension of the metal fencing and for wooden block fencing. The Council will also obtain a quote to move a tree trunk to prevent access and a further quote for a sign stating that the Council will not assume liability for those walking across its land.

11 Grant Application

The Council considered a grant application from Blenheim Grange Residents Association for a Christmas event to be held in the new Community Centre. It was **RESOLVED** to make a grant of £500.

12 Watton Fireworks Display

The Council considered a request for a donation to Watton Fireworks Display. It was **RESOLVED** to make a donation of £150 for 2021 and £150 for 2022.

13 Dog/Litter Bins at Blenheim Grange

The Council considered the frequency of dog and litter bin emptying at Blenheim Grange. It was noted that when the roads are adopted Serco will take over emptying the bins. In the meantime, it was **RESOLVED** to confirm the Council's contractor can empty the bin every Monday and if so to employ them to do so. The Council will then evaluate the effectiveness of the change.

14 New Litter Bin at Norwich Road

It was proposed and **RESOLVED** to ask if the Parish Council can install a litter bin next to the bus stop on Norwich Road near Salmond Road.

15 Green Grant

The clerk noted the Council had not been successful in its bid for a Green Grant from Breckland Council. The Council will consider other Green grants as the need arises.

16 Parish Partnership Scheme Bids 2022/23

The Council had considered two bids under the Parish Partnership Scheme. One was to improve the footpath from Caudle Springs to the junction with Summer Lane. This was considered impractical and too expensive. The second was to improve the Caudle Springs to Norwich Road footpath. The Council noted that as Norfolk County Council had designated this as part of the walking route to the school that Norfolk County Council should properly maintain the footpath. It was noted that the County Council has a statutory duty to make the path safe and useable. It was **RESOLVED** to not proceed with a Partnership Scheme and to ensure Norfolk County Council properly maintains the Norwich Road to Caudle Springs footpath. Cllr Crane and Cllr Bowes are meeting George Freeman MP about the walking route to the school and the lack of a school bus.

17 Payments re Community Hub

It was **RESOLVED** to amend the Council's Financial Regulations to allow the Council to take payments and make payments in respect of the Community Hub.

18 Update from the Community Hub Committee

Cllr Sampher noted that a contractor has visited with regard to fire extinguishers and a separate contractor is preparing a quote on commercial cleaning. He has also

spoken to an independent contractor regarding the cleaning. British Gas is to provide gas and electricity for the building. Anglian Water will provide water. Cllr Sampher has asked the builders to install the noticeboards.

It was **RESOLVED** that Cllr Sampher can purchase smaller items for the building and be reimbursed by the Council on production of receipts.

It was noted that the Data Protection Impact Assessment needs to be carried out before the Council can consider the appointment of a contractor to install CCTV.

19 Draft Terms of Reference for the Community Hub Committee

The Council considered draft Terms of Reference for the Community Hub Committee and made amendments to the document. It was **RESOLVED** to send the amended document to the Management Committee.

20 Draft Budget

The Council considered a draft budget for 2022/23. In view of the opening of the Community Centre, the proposed Precept is £50,000, but the Council is awaiting advice on the effect this increase would have on householders. The Council will discuss the budget again at its December meeting. It was **RESOLVED** that an explanation of any increase in the Precept (and how the figure was calculated) should be put on the Council's social media outlets and website.

21 Manager at the Community Hub

The Council will advertise the appointment of a manager via the Hub's social media, but it was recognised that an appointment cannot be made until the budget for 2022/23 has been agreed.

22 Treasurer to the Community Hub

A volunteer had agreed to be the Treasurer to the Community Hub. It was **RESOLVED** to add her to the Management Committee and for Cllrs Sampher and Long, together with the clerk, to meet her to discuss the role further.

23 School Signs

Norfolk County Council had notified the Council that the speed signs either side of the school were in suitable locations. Cllr Redfern will meet with Cllr Bowes (Norfolk County Council) Cllr Crane (Breckland Council) and George Freeman MP.

24 Covid Plaque

It was **RESOLVED** to apply for a Covid Plaque for installation in the Community Centre.

25 Items for Inclusion in the next agenda

Explanatory Statement from Mick George Ltd regarding a proposed planning application for Carbrooke Quarry.

Appointment of a contractor to carry out a Data Protection Impact Assessment for Community Centre.

Appointment of a contractor to install CCTV at the Community Centre (after consideration of a Data Protection Impact Assessment).

26 Next Meeting

The next meeting will be at 7.30pm on December 14, venue to be agreed.

There being no further business, the meeting was closed at 9.25pm.