

## **Minutes of the Parish Council Meeting held in Carbrooke Village Hall on 27 July 2021**

**Present:** Cllrs M Wormald (Chair), J Borret, V Colley, L Defew, G Long, G Redfern, P Sampher, J Tinson. In attendance: N Hartley (Parish Clerk) Cllr C Bowes (Norfolk County Council). One member of the public.

### **1 Public Participation**

The improvements to Summer Lane were noted, but it was thought the hedges need cutting back to improve access for the bus. It was noted that Norfolk County Council has stopped verge cutting on country lanes. Cllr Borrett said she had reported to Norfolk County Council the condition of the verges heading in the Shipdham direction and had been told no action was required. The verges were subsequently cut by a resident.

### **2 Apologies for Absence**

Apologies were received from Cllr Coppen, and Cllr H Crane (Breckland Council)

### **3 Reports from Breckland and County Councillors**

Cllr Bowes (Norfolk County Council) noted that she can pay to have the Caudle Springs footpath cut using her Members' Budget. Cllr Wormald noted that this is part of the designated walking route to the school and that Norfolk County Council had agreed to take responsibility for cutting it. If Cllr Bowes uses her Budget, the Parish Council would arrange for a contractor to cut the path and Cllr Bowes would reimburse the Parish Council.

Cllr Bowes further noted that the Parish Council can apply for an enforceable 20mph limit outside the school under the Parish Partnership Scheme. She noted that Green Grants are available through Breckland Council.

### **4 Caudle Springs Footpath**

Cllr Wormald expressed concerns that responsibility for cutting the footpath may fall on the Parish Council if one of Cllr Bowes' successors decided not to use their Members Budget for cut the footpath. Norfolk County Council had designated the footpath as part of the walking route to the school. It was **RESOLVED** that the Parish Council should take no part in cutting the footpath and to request that Norfolk County Council continues to cut it.

### **5 Declarations of Interest**

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

## 6 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 4 May 2021 as a true and accurate record.

## 7 Matters Arising

None.

## 8 Planning

### 8.1 Comments sent to Breckland Council

Westmere Homes, land off Lancaster Avenue Variation of condition no2 on 3PL/2016/0084/F – omit 30 flats on site and replace with 16 houses & associated parking	3PL/2021/0598/VAR No objection
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Co-Dunkall Ltd, Woodland House, Norwich Road Erection of two silos and a sand bunker on an area of hardstanding (retrospective)	3PL/2021/0751/F No objection
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Dawe Estates, Manor Farm, Willow Corner Change of use of part machinery workshop to new cheese dairy	3PL/2021/0750/F No objection
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Dawe Estates, Manor Farm, Willow Corner New farm office, rest room and wc facilities	3PL/2021/0812/F No objection
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The Oaks, Shipdham Road Single storey side extension	3PL/2021/0702/HOU No objection
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### 8.2 Breckland Council decisions

West End Cottage, Willow Corner Pitched roofs over garage and two storey rear extension, and rebuild porch (amended scheme to 3PL/2020/0500/HOU)	3PL/2021/0556/HOU Approved
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Dawe Estates, Manor Farm, Willow Corner Change of use of part machinery workshop to new cheese dairy	3PL/2021/0750/F Approved
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Dawe Estates, Manor Farm, Willow Corner New farm office, rest room and wc facilities	3PL/2021/0812/F Approved
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Meadow Corner, Broadmoor Road New dwelling	3PL/2021/0318/F Refused
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Co-Dunkall Ltd, Woodland House, Norwich Road Erection of two silos and a sand bunker on an area of hard-standing	3PL/2021/0751/F Approved
The Oaks, Shipdham Road Single storey side extension	3PL/2021/0702/HOU Approved
LBJ Properties Ltd, Carbrooke Service Station, Church Street Pair of detached dwellings	3PL/2021/0449/F Approved

## 9 Finance

9.1 The following payments had been approved and made in accordance with the budget:-

Direct Debit, Veolia, removal of waste from Community Cabin, £34.78  
N Hartley, clerk's salary, £699.53  
N Hartley, reimbursement for renewal of Zoom subscription, £143.88  
SCS Accounting Solutions, internal audit fee, £120  
Jemco, sign for basketball hoop at Blenheim Grange play area, £28.92  
N Hartley, reimbursement of Microsoft subscription for Council laptop, £59.99  
N Hartley, reimbursement for stamps and envelopes for the Council, £10.21  
D Bracey, play equipment safety report Blenheim Grange, £102  
Mansfield Fencing, replace fence post and panel at Blenheim Grange, £75  
TOP Garden Services, grass cutting at Carbrooke Village Hall, £72  
TOP Garden Services, emptying dog and litter bins at Blenheim Grange, £275.40

9.2 The following payments had been approved and made from the Commuted Sum:-

Oakbank Conservation, tree survey of Open Spaces at Blenheim Grange, £1,320  
TOP Garden Services, grass cutting of Open Spaces at Blenheim Grange, £666

9.3 The following payment had been received:-

HMRC, Vat refunded, £3,406.67

9.4 It was **RESOLVED** to make the following payments from the Current Account in accordance with the budget:-

N Hartley, clerk's salary, £699.53  
HMRC, clerk's PAYE/NI, £250.69  
SCS Accounting Solutions, payroll services, £18  
TOP Garden Services, grass cutting at Carbrooke Village Hall, £48  
TOP Garden Services, dog/litter bin emptying at Blenheim Grange, £275.40  
N Hartley, reimbursement of expenses, £320.89  
EDF Energy, Community Cabin electricity bill, £16.15  
Fenland Leisure, repairs to trampoline at Blenheim Grange play area, £1,453.61  
Fenland Leisure, maintenance work at Blenheim Grange play area, £222.96

Fenland Leisure, additional repairs to trampoline at Blenheim Grange £252.21  
Westcotec Ltd, new batteries for SAM2, £192

9.5 It was **RESOLVED** to make the following payments for the Community Centre:-

Gopak, purchase of tables, £2,253.96  
Strictly Tables & Chairs, purchase of chairs, £2,060.40  
P Sampher, reimbursement for purchase of mugs, cups, £638.40  
P Sampher, reimbursement for purchase of cutlery, £59.52

9.6 It was **RESOLVED** to make the following payment from the Commuted Sum:-

TOP Garden Services, grass cutting of Open spaces at Blenheim Grange, £444

9.7 The meeting received a report of Actual to Budgeted expenditure

9.8 The clerk noted the completion of the internal audit

## **10 Removal of Temporary Standing Orders**

It was **RESOLVED** to remove the temporary Standing Orders added to support the Coronavirus Act 2020.

## **11 Basketball Hoop**

The Council confirmed its decision to remove the broken basketball hoop at Blenheim Grange in view of ongoing vandalism.

## **12 Annual Play Safety Report**

The Council confirmed its decision to carry out the works recommended in the annual play safety inspection report for Blenheim Grange play area.

## **13 Tree Survey**

The Council confirmed its decision to carry out the works recommended in the Tree Survey for Blenheim Grange open spaces. The recommended works from the report will be carried out by TOP Garden Services.

## **14 Sewer Adoptions**

The Council confirmed its decision to bypass the two month notice period regarding the Section 102 Sewer Adoption at Blenheim Grange in order to speed up the adoption of the roads.

## **15 Appointment of Spires**

The Council confirmed its decision to appoint Spires to carry out the conveyance of the Community Centre.

## **16 Storage Container**

The Council confirmed its decision to ask the developers to install a storage container at rear of the Community Centre.

## **17 Community Cabin**

The Council confirmed its decision to turn off the electricity supply to the Community Cabin.

## **18 Update on the Community Centre**

Cllr Sampher noted that the scaffolding has been removed from the Community Centre. The building should be handed to the Parish Council in September. Cllr Wormall noted that the Lord Lieutenant, Lady Dannatt, has agreed to formally open the building. Cllr Long showed the Council the logo and confirmed that the website is being built.

## **19 Update on road adoptions at Blenheim Grange**

The consortium has received approval for a new street light design. The prices need to be agreed by all members of the consortium.

## **20 Update on anti social drinking**

As Cllr Crane was not able to attend the meeting, this was carried over to the next meeting.

## **21 Update on the flooding report**

Cllr Bowes is sending the Council a copy of a report. This matter was carried over to the next meeting.

## **22 Litter at Blenheim Grange**

The Council considered a proposal to move the litter bins and picnic benches at Blenheim Grange in order to reduce the problems with littering. The amount of

smashed glass on the ground from anti social drinking was noted, together with the difficulty of removing it. The Council will seek help from Breckland Council regarding this as it is a danger. It was **RESOLVED** that the Council will advise residents on social media that the benches should be used for their designated purpose and that unless this is done the Council will have to consider their removal.

### **23 Vandalism/Anti Social Behaviour**

It was noted that the Youth Shelter is not being used as a shelter. It was **RESOLVED** to obtain a price to remove the shelter. The damage to the double gates into the play area was noted. A price to repair the gates is being obtained. It was noted the grass contractor needs the double gates to access the play area and that if he did not he would charge an additional £15 per cut as he would have to use a strimmer.

### **24 CCTV at Blenheim Grange Play Area**

The Council considered the use of CCTV at the play area. Concerns were expressed that as a local authority the Parish Council must be able to provide justification for the use of CCTV. It was noted that there is no power supply to run CCTV at the play area at the present. Cllr Bowes is asking if the Council would be able to use power from a street light.

### **25 CCTV at Community Hub**

The Council discussed putting CCTV cameras on the Community Hub. Concerns were expressed that as a local authority the Parish Council must be able to provide justification for the use of CCTV. In view of the short space of time and the absence of a full proposal it was **RESOLVED** to obtain prices for the installation of an alarm system on the building and a full proposal to be made regarding the Council's use of CCTV at a later date.

### **26 Surfacing under the Swings**

This was held over to the next meeting.

### **27 Five A Side Goals**

This was held over to the next meeting.

### **28 War Memorials**

The Council considered a proposal to reposition the US war memorial next to the British memorial. It was **RESOLVED** to apply for a Green Grant from Breckland

Council to turn this area back into a wildlife area and to contact RAF Mildenhall and Lakenheath re moving the memorial.

### **29 Wildflower Areas**

The Council considered creating wildflower areas at Blenheim Grange to reduce the price of grass cutting. It was **RESOLVED** to create a wildflower area off Washington Drive in the enclosed area of around two metres from the cut areas.

### **30 Village Hall Car Park**

This was held over to the next meeting.

### **31 Appointment of a Representative to the Village Hall**

This was held over to the next meeting.

### **32 Millennium Green**

It was noted that the Council's tree next to the bench on the Millennium Green is dead. As Cllr Coppen was not able to attend the meeting, this was held over to the next meeting.

### **33 Speed Equipment**

The Council noted the appointment of three volunteers to move the speed equipment in the parish. Cllr Colley also volunteered to help, together with a resident of Blenheim Grange.

### **34 Caudle Springs Speed Limit**

The Council considered a request from a resident regarding the speed of traffic at Caudle Springs. It was **RESOLVED** to use the SAM2 to reduce speeds.

### **35 Muriel Way**

The Council considered a request from a resident regarding the speed of traffic between Muriel Way and Church Street. It was **RESOLVED** to use the SAM2 to reduce speeds.

### **36 Queen's Jubilee 2022**

The Council considered plans to commemorate the Queen's Jubilee 2022 and will aim to organise an event to link with the formal opening of the Community Hub.

### **37 Telephone Box/Defibrillator**

It was proposed that over the summer months the Council should cut the grass around the telephone box/defibrillator near the church. Cllr Redfern offered to help re this.

### **38 Parish Partnership Scheme 2022/23**

The Council considered proposals for the Parish Partnership Scheme 2022/23. It was **RESOLVED** to apply for an enforceable 20mph speed limit outside the school.

### **39 Social Media Policy**

It was **RESOLVED** to introduce a Social Media policy and for Cllr Long to be appointed as the Administrator.

### **40 Representatives' Reports**

Cllr Long noted that a number of bikes, scooters and children's toys have recently been stolen at Blenheim Grange. Blenheim in Bloom had been attended by the posting of photographs of residents' gardens.

### **41 Items for inclusion in the next agenda**

An update on road adoptions at Blenheim Grange

An update on the proposal to remove the benches at Blenheim Grange play area

Removal of the Youth Shelter

The Queen's Jubilee and the formal opening of the Community Hub

### **42 Next Meeting**

The next meeting will be in the Village Hall at 7pm on September 14.

There being no further business, the meeting was closed at 9pm.