

# **Minutes of the Annual Parish Council Meeting held on 14 May 2018 in Carbrooke Church**

**Present:** Cllrs P Sampher (Chair), J Borrett, T Coppen, S Dekeyzer, M Wormall.  
In attendance N Hartley (Parish Clerk). Two members of the public.

## **1. Election of Chairman**

It was unanimously RESOLVED to elect Cllr Sampher as Chairman.

## **2. Election of Vice Chairman**

It was unanimously RESOLVED to elect Cllr Coppen as Vice Chairman.

## **3. Resignation**

The Council noted the resignation of Cllr Fishlock.

## **4. Apologies**

Apologies were received from Cllr Nind, who was in hospital, and Cllr Hewett (Breckland Council) and Cllr Bowes (Norfolk County Council) who were attending other meetings.

## **5. Declarations of Interest**

Cllrs Sampher and Wormall in any matters relating to Blenheim Grange. Cllr Wormall in the grant application of the Blenheim Grange Residents Association. Cllr Coppen in the grant application of the Millennium Green Trust and any matters relating to the Millennium Green. Cllr Coppen in his planning application. Cllr Dekeyzer in Cllr's Coppen's planning application as her husband is the contractor.

## **6. Minutes**

It was RESOLVED to sign the minutes of the meeting held on April 9 2018 as a true and accurate record of proceedings.

## **7. Matters Arising**

Cllr Wormall suggested the Council hold in abeyance the decision to purchase a new dog bin at Blenheim Grange until the position regarding emptying the bins is resolved.

## **8. Planning**

a. Breckland Council decisions.

Mr W Armitage, land adjacent 4 The Bungalows, Caston Road  
One and a half storey agricultural workers dwelling

3PL/2018/0217/F  
Approved

b. Application Considered.

Mr A Gibbs, North View, Broadmoor Road  
To convert North View/Ashbel from a detached house with a Granny annex to a four bedroom semi detached property (North View) and a two bedroom semi detached property (Ashbel)

3PL/2018/0421  
No objection

c. Consultation Amendment.

Mr T Coppen, The Crown House, Meadow Lane  
Construction of one bungalow

3PL/2018/0190/F  
No objection

## **9. Finance**

a. The Council's Current Balances were recorded as follows:-

Barclays Bank (Current Account): £12,598.62  
Barclays Bank (Deposit Account): £1,344.94

Blenheim Grange Maintenance Fund:-

Scottish Widows: £85,031.12  
Unity Trust Bank: £85,088.64  
Lloyds Bank: £25,803.43

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

Direct Debit, Veolia waste collection at Blenheim Grange, £33.07  
Direct Debit, Veolia waste collection at Carbrooke Village Hall, £85.44  
Chq 101261 N Hartley, clerk's salary to May 2018, £580.20  
101262 Thinking Rural, payroll services, £12  
101263 N Hartley, reimbursement for cost of brass plaque, £15  
101264 Mansfield Fencing, supply & fit three combination locks on noticeboards, £30  
101265 N Hartley, reimbursement for Microsoft subscription for Council laptop, £59.99  
101266 D Bracey, play area inspection report, £96  
101267 Norfolk County Council, contribution to purchase of speed sign, £550  
101268 Carbrooke PCC, use of the church for April and May meetings, £26  
101269 D Harrow, fee for Internal Audit, £150  
101270 N Hartley, reimbursement for cost of wooden base for plaque, £15

Payments from Blenheim Grange Maintenance Fund

Chq 000005 CGM (East Anglia) Ltd, clearance at front of Blenheim Grange and Washington Drive, £2,040  
000006 TOP Garden Services, tree clearance, land clearance and flytip removal, £1,440  
000007 CGM (East Anglia) Ltd, grounds maintenance, £493.51

## **10. Council's Audited Accounts**

It was unanimously RESOLVED to approve the Council's audited accounts to 31 March 2018. The accounts were signed by the Chairman and the clerk.

## **11. Internal Auditor's Report**

The clerk read the Internal Auditor's report to the meeting. The report noted that the Council's systems complied with all the necessary regulations and there were no discrepancies in the accounts.

## **12. Annual Return**

It was unanimously RESOLVED to sign the completed Annual Return. The Chairman and the clerk signed the Return on behalf of the Council.

## **13, Revised Budget for 2018/19**

The clerk presented a revised Budget reflecting changes made since the Budget was first approved. It was unanimously RESOLVED to accept the revised Budget.

## **14. Internal Auditor**

It was unanimously RESOLVED to appoint Luisa Cantera as the Parish Council's Internal Auditor for 2018/19.

## **15. Internal Control Officer**

It was unanimously RESOLVED to appoint Cllr Nind as the Parish Council's Internal Control Officer for 2018/19.

## **16. Blenheim Grange Residents Association**

It was unanimously RESOLVED to appoint Cllr Wormald as the Parish Council's representative on the Blenheim Grange Residents Association for 2018/19.

## **17. Carbrooke Village Green**

It was unanimously RESOLVED to appoint Cllr Coppen as the Parish Council's representative on the Carbrooke Village Green charity for 2018/19.

## **18. Carbrooke Village Hall**

It was unanimously RESOLVED to appoint Cllr Dekeyzer as the Parish Council's representative on the Village Hall committee for 2018/19.

### **19. Carbrooke Academy**

It was unanimously RESOLVED to appoint Cllr Dekeyzer as the Parish Council's representative at the school for 2018/19.

### **20. Carbrooke Fuel Allotment**

It was unanimously RESOLVED to appoint Cllr Borret as the Parish Council's representative on Carbrooke Fuel Allotment Charity for 2018/19.

### **21. Insurance**

The Council considered two quotes. It was unanimously RESOLVED to appoint Zurich Insurance as the Parish Council's insurer for 2018/19.

### **22. Summer Fete**

An application for funds was made for a Summer Fete. It was unanimously RESOLVED to make a grant of £500. The Parish Council will provide a mini bus as transportation to and from the Norwich Road estates.

### **23. Grant Application of Carbrooke Village Green**

The Council considered a grant application from Carbrooke Village Green. It was unanimously RESOLVED to make a grant of £1,500 to cover the cost of insurances.

### **24. Grant Application of Blenheim Grange Residents Association**

The Council considered a grant application from Blenheim Grange Residents Association. It was unanimously RESOLVED to make a grant of £367.82 to cover the cost of the insurance premium.

Cllr Wormall noted that the Residents Association had purchased the A3 printer with its grant from last year, but it had to be returned as it was defective. The Residents Association asked if this part of the grant could be carried forward. It was unanimously RESOLVED to agree to this.

### **24a. Grants**

The PCC had made a written request for funding, but not yet completed a formal grant application. It was unanimously RESOLVED to ringfence £1,000, pending consideration of a grant application from the PCC.

It was suggested that the Council should budget a set amount in its next Budget for grants.

### **25. Maintenance of Open Spaces at Blenheim Grange**

The Council considered whether to continue with its current grass cutting contractor for the remainder of the year. The Council considered three quotes. It was unanimously RESOLVED to continue the contract with CGM.

### **26. Felling of Trees off Washington Drive**

The Council considered two quotes to fell two poplar trees off Washington Drive. The trees are diseased and have been deemed dangerous. It was unanimously RESOLVED to appoint CGM to carry out the work.

### **27. Litter at Blenheim Grange**

The clerk will chase Breckland Council regarding the continued problems of litter removal in order to find a more permanent resolution.

### **28. Dog Waste at Blenheim Grange**

The Council's contractor is not emptying the dog bins. The clerk will write to the contractor to terminate the agreement. The Council considered two quotes. It was unanimously RESOLVED to appoint CGM as part of the Open Space maintenance contract.

### **29. Play Area Safety Report**

The annual report had been successfully completed. The self-closing gate needs to be repaired and one of the pieces of equipment needs to be tightened. The clerk has contacted Wicksteed with regard to both. Wicksteed is also looking to repair the rear gate.

### **30. Representatives' Reports**

Cllr Wormall noted on behalf of the Blenheim Grange Residents Association that he had received a request from a resident to put a football goal on the Open Space land. It was noted that the Council has agreed not to allow such requests and that the 5 a side goals will shortly be installed. The underground water tank has been completed and the area is to be reseeded.

### **31. Correspondence**

A request was made by Mr Fishlock to put a banner at the front of Blenheim Grange for two weeks. This was approved.

The school has agreed to host Norfolk Day and asked for proposals. Cllr Sampher will speak with Mrs Wheeler.

It was unanimously RESOLVED to formally request a uniform speed limit on Norwich Road.

### **32. Items for inclusion on the agenda for the next meeting**

The speed limit when coming into the village from the Shipdham end.

### **33. Date of Next Meeting**

The date and time of the next Parish Council meeting was confirmed as Monday 11 June at 7pm in the Community Cabin, Blenheim Grange.

### **The meeting was closed to the public.**

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that, because of the confidential nature of the business transacted, the public were asked to leave the meeting so that the Council could discuss the clerk's salary following completion of Cilca.

### **34. Clerk's Salary**

It was noted that following his attainment of his Cilca, under the terms of his contract the clerk is moved up one salary point in addition to that agreed after his appraisal. It was unanimously RESOLVED to approve this.

There being no further business, the meeting was closed at 9.55pm.