

Minutes of the Parish Council Meeting held in Carbrooke Village Hall on 13 June 2023

Present: Cllrs N Defew (Chair), M Mawby, D Page, S Yerby. In attendance: Cllr H Crane (Breckland Council) N Hartley (Parish Clerk) P Arrowsmith (Chair of the Hub Committee). Six members of the public.

1 Co Option of New Members

The Council considered five candidates for co option. It was **RESOLVED** to co opt Aaron Baker, Lee Grubb, William Leport and Steve Willmott.

2 Public Participation

The meeting was closed for Public Participation. A member of the public noted that he had objected to the Planning Application on Summer Lane. He noted the plough had not yet been restored. He noted that the hedge was overhanging Summer Lane. Cllr Yerby said she will speak with the property owner to see if the hedge can be cut back.

The Council was asked how large a parish had to be before it could apply to have its own doctor's surgery. It was noted that this is not something within the Parish Council's purview. Cllr Crane (Breckland Council) suggested the resident may wish to consult George Freeman MP.

The Council was asked if it had plans to tidy up the trees outside the Village Hall. It was noted that the Council had recently had a Tree Survey carried out and that no works had been recommended regarding these trees in the report. The Council was asked who owns the picnic benches outside the Village Hall. These are owned by the Village Hall Committee.

3 Apologies for Absence

Apologies were received from Cllr J Borrett and Cllr C Bowes (Norfolk County Council).

4 Declarations of Interest

None.

5 Code of Conduct

It was **RESOLVED** that all councillors will sign the Code of Conduct once the newly co opted members have joined the Council at the July meeting.

6 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 9 May 2023 as a true and accurate record. The Chair signed the minutes.

7 Matters Arising

Cllr Yerby asked if re-positioning of the Plough could be discussed at the Council's July meeting.

8 Reports from Breckland Councillor

Cllr Crane read her report to the meeting. A copy of the report is attached to the minutes.

9 Planning

9.1 Breckland Council decisions:-

Dawe Estates Ltd, land at Manor Farm, Willow Corner Erection of new farm building	3PL/2023/0316/F Approved
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Westmere Homes Ltd, land at corner of Lancaster Avenue & Buckingham Close Erection of one 3 bed detached house, brick wall screening to sub station and associated external works	3PL/2023/0145/F Approved
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White Hart Cottage, Church Street Replacement of two ground floor windows in front elevation	3PL/2023/0427/LB Refused
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9.2 The following application had been withdrawn:-

Bennett Homes, former officers mess site Portal Avenue Leap Specification to be provided prior to commencement of development	3OB/2020/0004/OB
3PL/2024/1378/F	

9.3 The following Variation of Planning Conditions was considered:-

Bennett Homes, Officers Mess Site, Portal Avenue 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	3PL/2023/0408/VAR
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Cllr Mawby noted it would be helpful to have like for like comparisons in the future. The Council had no objection to the application.

9.4 The following Consultation Amendment was considered:-

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.

Cllr Crane (Breckland Council) noted that she had 'called in' the application. The Council objected to the amendment for the following reasons:-

- Poor access
- Safety issues
- The property is outside the planning envelope

9.5 The following Planning Applications were considered:-

DPSK Ltd, 2 Vulcan Place 3PL/2023/0468/F
Installation of one air conditioning unit and one cold room compressor to the rear elevation No objection

DPSK Ltd, 2 Vulcan Place 3PL/2023/0467/A
One internally illuminated fascia sign and one internally illuminated projecting sign No objection

31 Mill Lane 3PL/2023/0549/HOU
Demolition and re-build of gable end wall, refinished with render No objection

10 Finance

10.1 The following payments were approved 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
Community Heartbeat, defibrillator pads, £68.34
Justin Steward Clearances, removal of flytips at Blenheim Grange, £185
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 The following payment was made from the Commuted Sum:-

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

10.3 The following payment had been received:-

HMRC, reimbursement of Vat, £7,683.52

11 Financial Regulations

The Council reviewed its Financial Regulations. It was **RESOLVED** that no amendments were necessary.

12 Bank Account Signatories

It was **RESOLVED** to add Cllrs Page and Yerby as signatories to the Council's bank signatories.

13 Grants Policy

The Council noted that it had set aside £8,500 towards grants and considered changes to its policy regarding the frequency of applications and how those applications are considered in terms of a cost/benefit ratio. It was **RESOLVED** that the representatives to the parish organisations will notify the organisations that the Council has grant funding available for which qualifying groups can apply, and that the Council will be revising its policy for discussion at its July meeting. Cllr Mawby offered to put forward amendments to the policy in conjunction with the Clerk for consideration at the July meeting. The Council will also prepare a standard written communication for all parish organisations.

14 Addition to Standing Orders

It was **RESOLVED** to add a clause to the Council's Standing Orders regarding email protocol. It was noted that it is councillors' personal choice as to whether they wish to have a dedicated council email address.

15 Social Media

The Council would like to improve its communication with residents. The Council will consider the appointment of a Social Media Officer at its July meeting and what avenues are open to it in terms of communication.

16 Representatives Reports

Cllr Defew said he would like the Council to become a hub to share updates from parish organisations.

Cllr Yerby reported that she had met the school's Head. She noted the school would like help from the community to wrap Christmas presents and are seeking volunteers to hear children read. She noted the children have their own committee to determine the items for which they would like to fund raise.

Cllr Defew noted that Cllr Crane (Breckland Council) has helped the Millennium Green to buy a chipper.

Cllr Defew had attended a meeting of the Village Hall Committee. He noted that events are planned over the summer months and that the Committee is looking to replace the roof of the hall.

17 Hub Caretaker

It was **RESOLVED** to seek professional advice from Acas regarding the Caretaker's employment and, if required, from a qualified HR contractor.

18 Transfer of Funds to the Community Hub

It was noted that it is essential the Council retains financial controls around the Hub, but that it does not want to make matters onerous for the Hub Committee. It was proposed that the budgeted funds for the Hub should be drawn down on a quarterly basis. It was **RESOLVED** to make a payment of £4,532.25 in July and quarterly thereafter on the production and discussion of the Hub's financial figures. The Council will receive monthly financial reports.

19 Community Hub Report

A copy of the report is attached to the minutes.

20 Community Hub Financial Report

A copy of the report is attached to the minutes.

21 Terms of Reference Amendments

It was **RESOLVED** to make additions to the Hub Terms of Reference document to reflect decisions taken at previous Council meetings and to add Susan Hargreaves as a Committee member.

22 Play Reports

It was **RESOLVED** to carry this forward to the July meeting.

23 Dog Bin on Washington Drive

It was **RESOLVED** to purchase a second bin to be installed on the Council's land on Washington Drive.

24 Emptying Dog/Litter Bins

It was **RESOLVED** to empty the dog and litter bins at Blenheim Grange more regularly over the summer months. An additional empty will be added to the schedule.

25 Land next to Wessex Drive

The Council considered a request to close off part of its land next to Wessex Drive. It was **RESOLVED** to obtain quotes and to consider this at the next meeting.

26 No Flytipping Signs

It was **RESOLVED** to install two 'Flytippers will be Prosecuted' signs on the Council's land between the Propeller War Memorial and the Spar car park.

27 Propeller War Memorial

Cllr Mawby had received a quote for cleaning the propeller of £900 for three cleans between June and April 2024. Cllr Crane (Breckland Council) and Pam Arrowsmith offered to clean the memorial and to weed the path leading to it.

28 Village Hall Car Park

It was noted that resurfacing the car park is a long term project as the Council cannot afford the current costs. It was **RESOLVED** to confirm the Village Hall Committee's plans. At its next meeting, the Council will consider installing a seat around the tree in the car park and tidying up the tree. Cllr Defew will speak with the builders to rectify some of the damage to the car park.

29 Flower Troughs in the Village Hall Car Park

Cllr Yerby said some residents were prepared to make the flower troughs if the Council provides the wood. It was **RESOLVED** to ask the Village Hall Committee what it would like.

30 Charity Food Bank Table

Cllr Yerby said some residents were prepared to make a new table if the Council provides the wood. No decision was taken, but Cllr Yerby will speak to the resident who installed the existing tables.

31 Parish Magazine

It was **RESOLVED** to carry this forward to the next meeting.

32 Litter Picks

It was **RESOLVED** to carry this forward to the next meeting.

33 Clerk's Appraisal

The Staff Committee will carry out the Clerk's annual appraisal, date to be agreed.

34 Items for Inclusion in the Next Agenda

The Plough (see matters arising item 7).

The installation of a seat around the tree in the car park and tidying up the tree.

35 Next Meeting

The next meeting will be in the Village Hall at 7pm on 11 July.

There being no further business, the meeting was closed at 9.15pm.

Breckland Councillor's Report

Cllr. Sam Chapman-Allen is confirmed as Leader of Breckland Council and Cllr. Sarah Suggitt as deputy Leader. Chairman of the council is Cllr. Peter Wilkinson and Deputy is Cllr. Terry Jermy. I will continue as cabinet member for Waste, Environmental health, Licensing and sustainability. My outside body is The Wayland Partnership.

The Breckland community grant funding has been allocated for the year 2022/23 and a new round of funding should be announced shortly.

Infrastructure levy consultation-As part of the planning reform process the government is proposing to mandate an infrastructure levy. The technical aspects of this proposed scheme consultation will run until 9th June. This infrastructure levy will, if agreed replace the section 106 agreements of developer obligations, although in some complex cases a section 106 agreement may be required. The infrastructure levy is designed to be a locally set obligation levied on the final gross development value of a completed development. Designed to replace the section 106 for the purpose of securing affordable housing and developers reducing affordable housing through viability assessments.

Snetterton power sub-station has been completed. Delivery has been led by Breckland Council utilising funding from New Anglia LEP (Local enterprise partnership), Business rate pool and council resources. Snetterton being one of the main commercial growth areas in the district, bringing power means the infrastructure is in place in this corridor of growth and will bring businesses and jobs for Breckland.

Breckland Local Plan-regulation 18 consultation-Identifying how planning policy can be used positively to address key issues within Breckland. Community involvement is paramount in this process and I encourage residents to have their say as evidence and information become available. Experts in community engagement will be assigned to this task.

Breckland Council has won a National award for providing excellent support to residents in the health and social care category Local Government Chronicle Awards. In partnership with NHS Norfolk and Waveney the award was given in recognition of work delivered by the Council, NHS, Charities and other partners to tackle health inequalities in Breckland. Together they have supported some of the districts most vulnerable residents, including those who have experienced domestic abuse, Isolation and loneliness and those in need of mental health support. This is all part of the Inspiring Communities programme.

Cllr. Helen Crane

June 2023 Report for the Community Hub

Mike Mawby has agreed to continue to be the representative from to Parish Council for the Hub thank you Mike it's been good to work with you.

The Parish Council has elected a new committee with Chair N Defew, D Page Deputy Chair

ROSPA all reports have been completed.

Snagging Some items are still outstanding PA to speak to the Builders.

Vandalism – The slides have been vandalised on the Bleinham Grange play park; the information is adding to an investigation by the police. Parish Council have agreed to pursue this matter with the police. Ongoing.

Budget The Hub Committee would like to request that the outstanding funding be transferred into the Hub Account allowing the Hub Committee to manage their finances but still reporting to the Parish Council. (Nick has the figures)

Start-up funding potential use

Gardening quotes ongoing

Shade for Patio quotes are ongoing.

New Container base has been completed the container is due to arrive in July.

Pig racing night has been arranged for 29th July more details to follow.

Working with the Hear to ear group we have arranged a community event Norfolk singing hands on the 5th August.

The litter picking at the end of May went well with members of the Police and housing Associations attending. We had 20 members of the public attend.

Bookings Payable hours

Name of Group Paid hours	April	May	June	July	Aug
Meditation	8hours	10 hr	6		
Private Hire, Abbots and Cranswick. (Cranswick 5 free sessions left)	9hours	29.75	20.5		
Kidz Klub	4hours	6hr	8		
WHAM dance school	4.5 hours	20hr	10.5		
Ear to Hear	2hours	2hr	2		-
Panto	-	-	2		
Music Group	6hours	6hr	6		
Fitness dance group	6.5hours	5hr	5		
Beech Tree Residence Association	-	-	2		
Dance practice	2hours	1hr	-		
All Nations Church	-	-	3		

Runway	4hours	-	-		
Drumming group	-	-	4		
Total Paid Hours	46 hours	79.75	69.0		
Community Usage Non Paying	April	May	June		
Hub Committee Meetings Parish council	2hours	2hr	2		
Stay and Play including set up /clear away	12hours	16hr	20		
Coronation event/winter wonderland/Remembrance / Halloween/Christmas event Horse racing/Quiz night/Easter	7Hour	6hr	6		
Saturday Surgery	-	-	-		
Crafty Coffee Morning	5hours	5hr	10		
Wellness Bus					
Mobile Food Bus/wellness	6hours	5hr	4		
Litter picking with community		2.5hr			
Total Community Hours	32hours	39.5hr	42hr		

Hub Financial Report

Financial Year 2023/24 – Month 1 April 2023

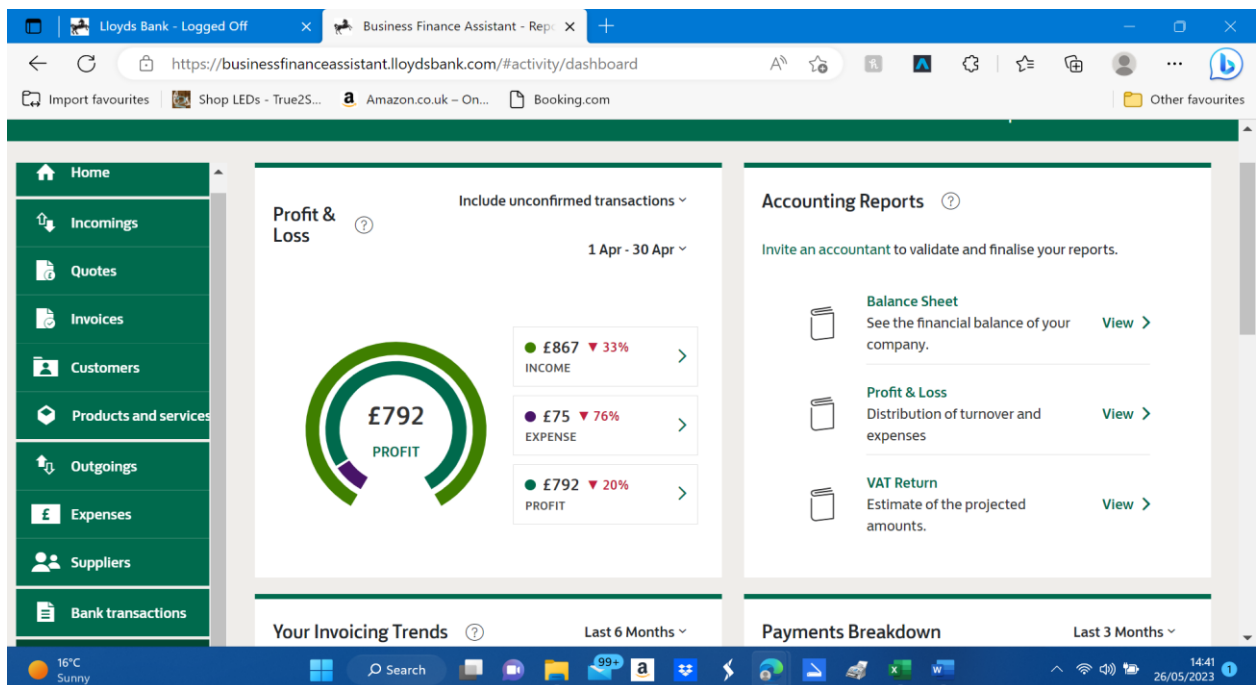
The Opening Balance on 01/04/23 was £4919.49

Payments out were £75.34

Payments in were £866.94

Closing balance on 30/04/23 was £5711.09

This shows an operating profit of £791.60



Financial Year 2023/24 – Month 2 May 2023

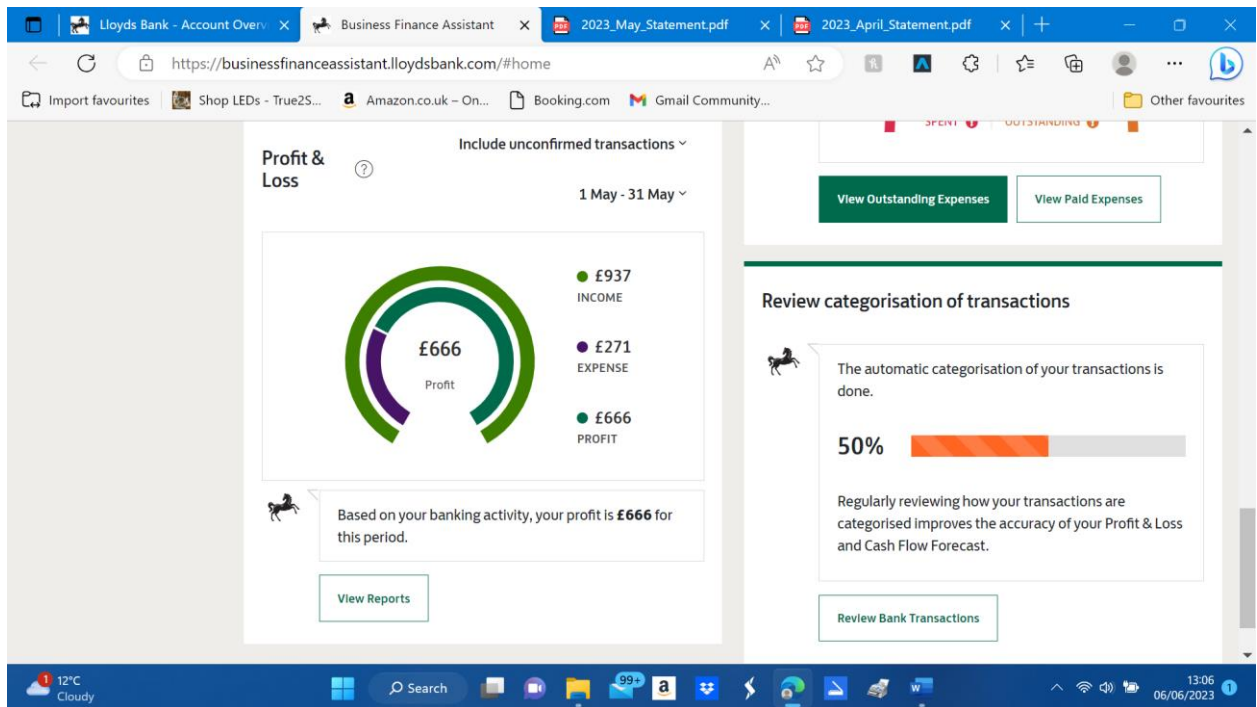
The Opening Balance on 01/04/23 was £5711.09

Payments out were £270.62

Payments in were £937.00

Closing balance on 30/04/23 was £6377.47

This shows an operating profit of £666.38



Please be aware that these two months as depicted above do not show the full picture as there have been a few historical utility bills that needed reconciling. A clearer picture will be seen at the end of June. These pages are really to give you an idea of the kind of information that we can supply to you.

The overall profit for April and May is shown here as an aggregated total of the two months, these do not yet show results of the Utility Bills with their historical accruals and the reality of the ongoing costs.