

**Minutes of a meeting of Carbrooke Parish Council  
held in the Community Hub on 14 January 2025**

**Councillors present:** N Defew (Chair), J Borrett, K Jones, W Leport, D Page, L Poole, G Redfern.  
**In attendance:-** N Hartley (Parish Clerk), Cllrs H Crane and P Bate (Breckland Council), P Arrowsmith (Community Hub).

**Public Participation**

No members of the public were present.

**1 Apologies for Absence**

Apologies were received from Cllr Bowes (Norfolk County Council).

**2 Declarations of Interest**

Cllr Defew declared an interest in item 12 as his brother's company was considered as a supplier.

**3 Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 10 December 2024.  
The Chair signed the minutes.

**4 Matters Arising**

None.

**5 Report from Breckland Councillor**

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

**6 Finance**

6.1 The following payments were approved in accordance with the budget:-

N Hartley, clerk's salary, £796.48  
HMRC, clerk's Paye & Hub manager's Paye (December), £440  
Carbrooke Parish Council (Community Hub), drawdown payment, £2,000  
N Defew, reimbursement for oil to maintain the Plough, £13.99  
Wensum Valley Electrical Ltd, installation of Christmas tree lights, £126  
Breckland Council, two litter signs for Blenheim Grange, £130.80  
Didlington Nurseries Ltd, purchase of trees for Blenheim Grange orchard, £528.75

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

Top Garden Services, tree work at Blenheim Grange, £3,960

6.3 The following payments were received:-

Carbrooke Parish Council (Hub account), payment for manager's Paye (Dec), £240.80

Barclays Bank, interest on account, £76.54

Scottish Widows, interest on account, £801.50

Unity Trust Bank, interest on account, £604.55

## **7 Hub Manager's Report**

A copy of the report is attached to the minutes.

## **8 Hub Finance Report**

A copy of the report is attached to the minutes. It was **RESOLVED** to transfer £4,000 to the Hub account to meet ongoing costs.

## **9 Path at Village Hall Car Park**

The Council considered an amended quote from Gary Cooper Paving re its plans for an accessible path into the Village Hall car park. It was **RESOLVED** to request further information re the quote, as well as a plan of the proposed works. Councillors to meet the contractor.

## **10 Speed Gates**

The location and size of the speed gates at the agreed locations was noted. It was **RESOLVED** to proceed.

## **11 Neighbourhood Plan**

It was noted that the Parish Council had registered its interest with Breckland Council in preparing a Neighbourhood Plan. The Council will apply for funding and produce policies for the Plan. Cllr Crane offered her help and support, which the Council accepted.

## **12 Christmas Tree Sign**

It was **RESOLVED** to purchase a sign to be placed beside the Christmas tree that the Council installs each year in Carbrooke churchyard.

## **13 Representatives' reports**

Cllr Defew noted that the Village Hall AGM had been held. It was noted that Pam Arrowsmith has joined the Hall Committee.

The Millennium Green Trust has finished connecting Broadband.

Cllr Borrett noted that the Fuel Allotment Charity was compelled to give residents cheques in 2024 as there were no immediate banking facilities from which the charity could withdraw cash to make the annual payments. She noted that she may not continue on the Charity.

**14 Items for Inclusion on the next Agenda**

None.

**15 Next Meeting**

The next meeting will be in the Community Hub on February 11 at 7.pm.

The meeting was closed at 7.30pm.

Signed ..... Chair

Date .....

## Cllr Crane's report

The new Link facility was opened in Dereham at Breckland business centre. This facility is a help hub for residents to access services in one building where they only need to tell their story once. It is a one stop shop for support and early intervention. It has been created in partnership with Breckland Council and Norfolk and Waveney MIND. The partners include Citizens Advice, Community Housing Officers, Department for Work and Pensions, Boost Skills Programme, Nova Training and NHS Talking Therapies. Further partners may be added as 'The Link' evolves.

The budget came to cabinet on Monday 6<sup>th</sup> January, after it had been to Overview and Scrutiny and it will now go to full council.

You may be aware that due to the new housing figures handed to us by the government, Breckland has lost its 5 year housing land supply. We are going to have to look again at where housing is going to go as the rise is significant.

Devolution and LGR is going ahead at pace and NCC members voted in favour. The leader of NCC will now write to the Secretary of State asking for the postponement of County elections in May in readiness for the election of a Mayor in 2026.

Round 4 of Inspiring Communities is open and applications can be made on the Norfolk Community Foundation website.

The household support fund is open until March and any resident in need can get in contact with me for a referral.

Due to the frozen ground the planting of the orchard could not take place on the 11<sup>th</sup> and a new date has been set for Saturday 25<sup>th</sup> January. The trees have been delivered and are currently with Ed Buscall.

## Community Hub Report

Happy New Year everyone

Bookings Payable hours and Community Hours

	Nov	Dec	Jan	Feb	Mar
Total Paid Hours	106	96	90 TBC	92 TBC	
Total Community Hours	30	28	20	16	

**Play-park** the gates from Bleinham Grange play park have been moved to the hub pending a decision to repair them or not. The shutter in the kitchen and the outside bifold door shutter have been fixed.

The Christmas party went very well we increased the number of families attending.

Booked hours are looking promising for 2025 with two of our regular bookings increasing their hours. Abbotts, NHS, Meditation, Breaks Jam Club, Independence Dance Training, and the Bridge Club are all continuing their bookings.

Lighting and Heating improvements are on hold until March, the company were unable to purchase the equipment requires. Unfortunately, three groups had already been cancelled they were contacted but had already informed their clients.

The defibrillator is due to be installed in January further update next meeting.

Pam Arrowsmith

### Treasurers Report

Community Hub As of 01/01/2025

Produced by P Arrowsmith

### Lloyds Business Account

Opening Balance on 01/12/24	£4,097.38
Payments out	£2,548.53
Payments received.	£3,917.50
Closing Balance 31/12/24	£5,466.35
Predicted Income Jan 2024	£690.00 (some groups have already Paid)
Predicted Out goings January 2025	£3,615.43 Approx
	£450.00 Gas /electric £ 963.91 Salary £240.80 PAYE £84.40 Cover for manager £68.00 Breckland Council Waste Disposal £104.00 Internet £28.13 Mobile phone £250.00 Community Hub Stay and Play £150.00 School Donation £599.40 repair of 2 shutters £200.00 Deposit returns £181.79 Expenses £75.00 Fire extinguisher testing £220.00 Fire Alarm testing.

£230 ringfenced with in bank account donation from the Kings Arms Public House

The Hub Committee are requesting a payment from the Parish Council into the Community Hub Account of £4,000 to top up the finances the amount if approved will be paid into the account in February after the Parish Council meeting. The amount being asked for will ensure a carry over into 2025/2026 budget which will give a good start to the next financial year.

In total if the above is approved by the Parish Council the Community Hub we will have received £9000 of the original estimated £13,000.