

**Minutes of the Parish Council Meeting  
held on 9<sup>th</sup> September 2019 in Carbrooke Village Hall**

**Present:** Cllrs T Coppen (Chair), J Borrett, S Dekeyzer, J Lorne, P Sampher, M Wormald. In attendance. N Hartley (Parish Clerk) Cllr Bowes (Norfolk County Council) Three members of the public.

**Public Participation**

The meeting commenced with a period of Public Participation. Reverend Atkins spoke in relation to the grant application of Carbrooke PCC. She noted that residents of Carbrooke are buried in the churchyard, regardless of religious faith or whether they have attended church. The PCC is entrusted with maintaining the church in good repair, insuring it and carrying out all health and safety inspections. The amount to maintain the churchyard in good repair is between £2,500 and £3,000pa. She believes it is unfair that the burden of cost should fall solely on the members of the congregation.

The PCC's treasurer reinforced Reverend Atkins' comments and noted that it was important to understand the difference between the church's religious and civic roles. He said there was an impression that the church had 'a lot of money' and that this was incorrect. The church needs to fund repairs to the church tower that will cost an estimated £400,000.

It was noted that the Parish Council had offered to reduce the PCC's cost of maintaining the churchyard by using its own contractor several years ago and that this offer had been declined. It has also been suggested that the PCC might like to use the Probation Service, which currently helps with the maintenance of the Millennium Green.

It was noted that in terms of its grants the Parish Council had been advised to keep parity between the village organisations and not to make grants a routine request every year.

Tony Doyle of Strategic Land Solutions offered to help the parish in whatever manner he can and sought to establish an ongoing dialogue with the Parish Council. Mr Doyle spoke on behalf of Dawe Estates and noted that Mr Dawe owns Vicarage Meadows, which he suggested could potentially be used as additional car parking for the school. He also suggested that he may be able to help regarding flooding or other matters.

The meeting was opened.

**1 Apologies for absence**

Apologies were received from Cllrs Colley, Redfern and Tinson, Cllr Birt (Breckland Council) and Cllr Crane (Breckland Council).

## 2 Declarations of Interest

Cllr Coppen in any matters relating to Carbrooke Village Green. Cllrs Sampher and Wormald in any matters relating to Blenheim Grange.

## 3 Minutes

It was resolved to approve and sign the minutes of the meeting held on 9 July 2019 as a true and accurate record.

## 4 Matters Arising

None.

## 5 Planning

### 5.1 Parish Council comments sent to Breckland Council

17, Newall Avenue, Carbrooke  
Single storey side extension for ancillary use

3PL/2019/082/HOU  
No objection

Shrublands, Norwich Road  
Alterations, improvements and widening of existing access

3PL/2019/0929/F  
No objection

### 5.2 Breckland Council decisions

Dawe Estates Ltd, Manor Farm, Willow Corner  
Restoration and subdivision of Grade II Listed farmhouse to form two dwellings;  
Erection of three new dwellings, associated parking and turning area.

3PL/2018/0815/F  
Approved

Dawe Estates Ltd, Manor Farm, Willow Corner  
Restoration and subdivision of Grade II Listed farmhouse to form two dwellings

3PL/2018/0816/LB  
Approved

Land to the rear of The Crown House, Meadow Lane  
Construction of two new bungalows

3PL/2019/0596/F  
Approved

17, Newall Avenue, Carbrooke  
Single storey side extension for ancillary use

3PL/2019/082/HOU  
Approved

### 5.3 Applications considered

Strategic Land Solutions, Land north of Meadow Lane  
Two family homes and double garages, provision of metalled access road  
The Council objected to this application on the basis that it is outside the Settlement Boundary and is on arable land.

3PL/2019/0919/O

Carbrooke Service Station, Church Street 3PL/2019/0880  
Reserved matters for submission for proposed two dwellings following outline  
Planning permission 3PL/2015/1200/O No objection

Beech Cottage, Bridge Street 3PL/2019/0476/F  
Residential development of one single storey dwelling  
No objection as long as all the other relevant authorities are happy with it.

## 6 Finance

6.1 The following payments were approved in accordance with the budget and made from the Current Account:-

Direct Debit, Veolia, waste collection at Blenheim Grange, £33.89  
Direct Debit, Veolia, waste collection at Blenheim Grange, £34.03  
Chq 101441 Thinking Rural, payroll services, £24  
101442 TOP Garden Services, emptying dog bins, £93.60  
101443 TOP Garden Services, cutting Village Hall car park, £48  
101444 Carbrooke Parish Council, transfer of funds to the Council's Lloyds account for reimbursement of VAT paid at Blenheim Grange, £3,591.36  
101445 Norfolk Parish Training & Support, chairmanship course, £32  
101446 HMRC, clerk's PAYE, £120.20  
101447 Breckland Council, charge for uncontested elections, £75  
101448 TOP Garden Services, emptying dog bins, £140.40  
101449 TOP Garden Services, grass cutting Village Hall car park, £72  
101450 EDF Energy, electricity bill for Community Cabin, £33.41  
101451 Norfolk Parish Training & Support, new councillor course, £38.40  
101452 PKF Littlejohn, external audit fee, £240  
101453 TOP Garden Services, emptying dog bins, £46.80  
101454 TOP Garden services, grass cutting Village Hall car park, £48  
101455 G & G Fencing, replacement fence panel at Norwich Road, £372

As the cost of replacing the fence panel on Norwich Road (cheque 101455) was less (including the reimbursement of VAT) paid by the party who caused the damage, it was **RESOLVED** to reimburse the difference of £125 as a gesture of goodwill.

6.2 The following payments were approved from the Commuted Sum in accordance with the budget

000028 TOP Garden Services, grass cutting at Blenheim Grange, £486  
000029 TOP Garden Services, grass cutting at Blenheim Grange, £648  
000030 Alex Grey, hedge cutting, tree work, strimming and spraying, £180  
000031 TOP Garden Services, grass cutting at Blenheim Grange, £432

6.3 The following payments were received

HMRC, refund of VAT paid, £4,145.26

Barclays Bank, interest on Community Centre account, £2.63

6.4 The meeting received a report of Actual to Budgeted expenditure.

6.5 The clerk noted that the External Audit had been satisfactorily completed.

## **7 Budget Committee**

It was **RESOLVED** to appoint Cllrs Sampher and Tinson to the Budget Committee. The Budget Committee comprises Cllrs Coppen, Dekeyzer, Sampher and Tinson.

## **8 Section 106 Monies**

The Council had received an email from Breckland Council stating that 'many of the Section 106 agreements are written so that Watton would receive the money.' It was **RESOLVED** to ask the two District councilors to pursue this further as the Parish Council continues to believe that monies which should have been paid to Carbrooke Parish Council have in fact been made to Watton Town Council.

## **9 Norwich Road/Washington Drive Road Crossing**

Cllr Bowes an update regarding the Council's request for a road crossing at Norwich Road/Washington Drive. She is still waiting to hear back from officials at Norfolk County Council and Breckland Council.

## **Grant Applications**

It was noted that the Village Hall was not applying for a grant and had asked the Parish Council to reconsider its rule of giving a maximum of £500 per community group.

## **10 Grant Application Blenheim Grange Residents Association**

The Council considered a grant application from Blenheim Grange Residents Association for £500 for its insurance premium and a new PA system. It was **RESOLVED** to make a grant of £500.

## **11 Grant Application Millennium Green Trust**

The Council considered a grant application from Millennium Green Trust for £1,500 for its insurance premium. It was **RESOLVED** to make a grant of £500 and a donation of £800.

## **12 Grant Application Carbrooke PCC**

The Council considered a grant application from Carbrooke PCC for £2,499 for the maintenance of the churchyard. It was **RESOLVED** to make a grant of £500 and a donation of £1,700.

### **13 Blenheim Grange Deeds**

It was **RESOLVED** to transfer the Blenheim Grange deeds to Spires Solicitors.

### **14 Appointment of a grass contractor for 2020**

The Council considered three quotes for grass cutting in 2020 at Blenheim Grange and the Village Hall car park. It was **RESOLVED** to appoint TOP Garden Services.

### **15 Tree Survey**

The Council considered three quotes for a tree survey at Blenheim Grange. The Council requested a quote from Andrew Balls.

### **16 Griston Parish Council regarding a Proposed Boundary change**

This item was deferred as Griston Parish Council has put the matter on hold in view of the difficulties involved.

### **17 Noticeboard at Knights Park**

It was **RESOLVED** to request Barretts install a noticeboard on Valetta Drive as Taylor Wimpey had previously installed two noticeboards.

### **18 Safety surfacing at Blenheim Grange play area**

The clerk had consulted the Council's safety assessor regarding a suitable safety surfacing under the swings. It was noted that due to the heavy usage of the area, matting is not suitable and that bonded shredded rubber is a cost effective alternative. The clerk had obtained an idea of cost, which would be in the region of £4,500 to £7,500. It was **RESOLVED** to see if Griston Parish Council would make a contribution to the cost as part of the play area is in Griston parish. The Council will consider whether to set aside funds and/or apply for grant funding.

### **19 Additional fencing at Norwich Road near Spar**

It was noted that DAB had taken their equipment off the Council owned land next to Norwich Road and had levelled the nearby entrance to the Spar car park. The clerk

had obtained an idea of cost to continue the fencing of between £3,500 and £5,200. It was **RESOLVED** to ask DAB to install fencing to the mini-roundabout in return for their continuing to use the Parish Council's land to advertise the sale of their properties.

## **20 The walking route to school and reinstatement of the school bus**

Cllr Wormall was thanked for his help in obtaining documentation. It was considered that the Parish Council has fresh evidence with which to go back to Norfolk County Council to request the reinstatement of the school bus in the form of the safety report carried out in December 2014, which has been released to the school. It was noted that the decision to stop the bus was made by an individual officer and not Norfolk County Council. It was also noted that the number of pupils at the school is increasing. The clerk was asked to write to Norfolk County Council requesting the reinstatement of the bus.

## **21 Representatives' reports**

Cllr Wormall noted on behalf of Blenheim Grange Residents Association the continuing problems with anti social drinking and litter.

Cllr Coppen noted on behalf of Millennium Green Trust that the Probation Service was helping on the Green twice a month. It was requested if a tree, plaque or other suitable memorial could be erected to Jan Godfrey.

Cllr Borrett noted on behalf of the Fuel Allotment Charity that she has completed the annual report to the Charity Commission.

Cllr Lorne noted there will be a book launch in the Village Hall on 9 November at 3pm for the book drawn from the school's logbook in World War Two. He thanked the Parish Council for its grant toward the publication costs. He noted the Christmas Bazaar will be on 3 November 10-3pm.

## **22 Items for inclusion on the agenda for the next meeting**

Update on road adoptions at Blenheim Grange.

Cleaning the telephone box.

Whether to invest Council funds with CCLA.

## **23 Next Parish Council meeting**

The Council will agree a date based on the availability of the Village Hall.

There being no further business, the meeting was closed at 9.40pm.