

## **Minutes of Carbrooke Parish Council Meeting held in the Community Hub on 22 November 2022**

**Present:** Cllrs G Redfern (Chair), J Borrett, N Defew, G Long, M Mawby, D Page, J Tinson. In attendance: H Crane (Breckland Council) N Hartley (Parish Clerk). Twenty two members of the public.

### **1 Apologies for Absence**

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

### **2 Declarations of Interest**

None.

### **3 Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 8 November 2022 as a true and accurate record. The Chair signed the minutes.

### **4 Matters Arising**

None.

### **5 Resignation of Councillor Long**

The Council noted that Councillor Long is to step down from the Parish Council after the January meeting.

### **6 Finance**

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

Community Action Norfolk, meeting with T Winsley re management structure of the Community Hub, £81

N Defew, reimbursement for cost of trees for Council, £486.78

N Hartley, reimbursement for cost of suggestion box for Hub, £37.95

Norfolk Parish Training & Support, new councillor training, £44

Vuelt Training, training in Excel, £40

P Arrowsmith, reimbursement of cost of Christmas presents, £281 (section 137)

J-Mac Electrical, replace light in phone box with LED, £108

6.2 The Council noted the following payment had been received:

Community Hub, cash, £283.99

## **7 Additional Signatory**

It was agreed to hold this request to a later meeting.

## **8 Public Participation/the Structure for the Management of the Community Hub**

The Council heard the views of residents and answered a number of questions, as below, regarding the management of the Community Hub.

Cllr Crane (Breckland Council) thanked all those who had worked so hard to get the building up and running, among them Phil Sampher, Laura Fox and Pam Arrowsmith.

Cllr Redfern explained that the Parish Council was seeking volunteers to join a committee.

The Council was asked to outline the professional advice it had been given. Cllr Redfern explained the Council had been advised that the best way forward was to establish another committee. This will be a committee of the Parish Council and will be responsible to the Parish Council.

The Council was asked if the committee should have parish councillors on it and it was noted that the original committee designated that two parish councillors should be members of the committee. Cllr Redfern explained that the Parish Council would like people on the committee who are best equipped to run the building in a professional manner.

The Council was asked if committee members have to reside in Carbrooke. Cllr Redfern said membership was open to all, whether resident and non-resident.

Laura Fox explained that the Runway Community Group is to take over from the Blenheim Grange Residents Association.

The Council was asked if the Runway Community Group can use the Community Hub as its base. The clerk will seek guidance regarding this.

Cllr Redfern noted that if the Community Group uses the Hub it will be asked to pay hire fees the same as any hirer of the building.

It was noted that the Runway Community Group can separately apply for grants.

With regard to events held in the Hub, Cllr Redfern noted that if the committee raises money from those events, the committee will be able to decide where those monies are spent. Cllr Redfern noted that until a new committee has been established, any further decisions about events cannot be made.

The Council was asked if members of the committee will have access to the Hub bank account. Cllr Redfern confirmed that it will.

Cllr Redfern noted that the Parish Council would like a regular report from the committee once it has been established.

The Council was asked if Pam Arrowsmith would continue in her role. Cllr Redfern confirmed that she would.

Attendees of the meeting provided Laura Fox with their names and contact details. Cllr Redfern noted that the Parish Council would like to meet and approve committee members at a date to be established.

### **9 Request from Blenheim Grange Residents Association**

It was agreed to hold this to a later meeting.

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

The Terms of Reference document for the Community Hub

The policies relating to the Community Hub

A proposal to move the War Memorials

Update on the Speed Watch Group

### **11 Next Meeting**

The next Parish Council meeting will be in the Community Hub on December 5 at 7pm.

There being no further business, the meeting was closed at 7.45pm.