

**Minutes of a meeting of Carbrooke Parish Council
held in Carbrooke Village Hall on 9 April 2024 at 7.30pm.**

Councillors present:

N Defew (Chair), J Borrett, K Jones, W Leport, D Page, S Willmott, S Yerby.

In attendance:-

N Hartley (Parish Clerk), Cllr H Crane (Breckland Council), P Arrowsmith (Community Hub).

1 Apologies for Absence

Apologies were received from Cllr Baker for personal reasons and Cllr Humphreys, who was unwell, and from Cllrs C Bowes (Norfolk County Council) and P Bate (Breckland Council).

2 Declaration of Interest

None.

3 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 12 March 2024.

4 Matters Arising

None.

5 Reports from Breckland Councillor

There was no report as Cllr Crane had submitted a report to the Annual Parish meeting.

6 Planning

6.1 Breckland Council decisions:-

Land at North Farm, Broadmoor Road	3PL/2024/0046/O
Erection of two detached self-build dwellings & garages	Refused

11 Mill Lane	3PL/2024/0151/HOU
Front porch and two storey rear/side extension	Approved

6.2 Planning Appeal notifications considered:-

Summer Lane Kennels, Summer Lane	3PL/2023/0754/F
Change of use of land from kennels to mixed use comprising leisure and vehicle repairs (non commercial) (retrospective) Appeal reference APP/F2605/W/23/3333597	

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. Appeal reference APP/F2605/W/24/3336369

It was **RESOLVED** to restate the Council's initial response to both applications, with the addition of comment on an increased amount of noise coming from barking dogs in the kennels.

7 Finance

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

N Hartley, clerk's salary, £768.96

HMRC, clerk's Paye, £192

Carbrooke Heritage Group, grant toward purchase of heritage film, £300 (Section 137)

SCS Accounting, payroll services, £18

Npower Solutions, street light (Trenchard Crescent), £123.58

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

Ravencroft Tree Services, tree survey of Blenheim Grange, £858

7.3 The following payments had been received:-

Unity Trust Bank, interest on account, £606.29

Barclays Bank, interest on account, £75.69

8 Appointment of NPTS or NALC

The Council considered whether to appoint Norfolk Parish Training Partnership (£426.89) or the Norfolk Association of Local Councils (£184.85). It was **RESOLVED** to appoint the Norfolk Association of Local Councils.

9 Parish Partnership Scheme

It was **RESOLVED** to proceed with the Council's Parish Partnership Scheme, which has been accepted by Norfolk County Council.

10 Annual Asset Report

The Council received the Annual Asset report. In consequence, it was **RESOLVED** to carry out the following actions:-

Remove the electricity meter box (£150). It was **RESOLVED** to appoint Tim Abel Groundworks to carry out this work.

Clean and restrain noticeboards.

Restain the benches outside the Hub.

Restain the Village Hall bench and clean the base.

Clean the sign on entry to the Village Hall car park.

Clean and restrain the Council owned bench on the Millennium Green.

The Council will appoint a contractor to carry out the cleaning/staining work above.

11 Tree Survey (Blenheim Grange open spaces)

The Council received the annual Tree Survey. It was **RESOLVED** to carry out the recommended actions.

12 Tree Survey (Village Hall car park)

The Council received the annual Tree Survey. It was noted that no actions were recommended other than monitoring two of the trees.

13 Village Hall car park and attendant works

It was **RESOLVED** to obtain up to date quotes to resurface the car park and repair/replace the path over it into the Millennium Green and add to it, so that there is a hard surface path.

14 Resurfacing the paths next to play area at Blenheim Grange

The Council considered quotes to resurface two areas of the path next to the Lancaster Avenue play area. It was **RESOLVED** to appoint MW Surfacing to resurface the smaller area of path into the play area. The Council will continue to monitor the longer area of path and take action as necessary.

15 Land Clearance (new Community Orchard at Blenheim Grange)

The Council received a quote of £300 to clear this area. It was **RESOLVED** to proceed with the quote and to appoint Top Garden Services to carry out the work.

16 Maintenance of flower beds at Blenheim Grange

The Council considered a quote to maintain the flower beds. It was **RESOLVED** to appoint Mrs Greenfingers to replace the previous contractor.

17 Allocation of funds to earmarked reserves

It was **RESOLVED** to allocate funds to earmarked reserves to cover the Parish Partnership Scheme; re-pointing the American war memorial; resurfacing works in the Village Hall car

park; and costs associated with the Community Hub. The Council will make a specific allocation of funds at its next meeting.

18 Council's response to the Local Plan (Site Assessment)

It was **RESOLVED** that Cllr Crane (Breckland Council) will arrange a meeting with the Planning Officer. This will be a public meeting open to residents. The Parish Council will host the meeting and advertise it to residents, but it will be Breckland Council's meeting as the Parish Council is not in a position to answer questions about the site.

19 Hub Manager/Caretaker Report

A copy of the report is attached to the minutes.

20 Hub's Finance Report

Mrs Arrowsmith noted that it was suggested at a previous Council meeting that payments were being made without invoices/receipts. She said this is not the case and that no payments have been made without invoices/receipts.

A copy of the Finance report is attached to the minutes.

21 Request to fence off an area near Wessex Drive

The Council received a request from a resident to fence off an area of Council owned land near Wessex Drive. The Council had considered a similar request in September 2023. It was noted that at that time the Council contacted the developer of the houses nearer Norwich Road who said the houses were built 'in accordance with the approved planning drawings.' It was noted that the Council's duty is to maintain the land and it has no obligation to fence off this area. The Council also considered the ongoing maintenance costs if it was to add fencing. It was **RESOLVED** that the Council will not install fencing in this area.

22 D-day Beacon Grant

It was noted that the Parish Council has been awarded a £300 grant. The Council cannot find a suitable location for a beacon at Blenheim Grange, but would like to use the £300 toward the cost of a bus to transport residents to the event being held on the Millennium Green.

23 Request for Breckland Council to install temporary CCTV on Summer Lane and Mill Lane re flytipping

The Council had received a request from a resident for CCTV on Sumer Lane and Mill Lane (to be installed by Breckland Council under its scheme). Cllr Crane (Breckland Council) noted that Breckland has purchased ten cameras, but there is currently no application process. She noted that the towns will probably take priority. The Parish Council will return to this request once the application process is in place.

24 Councillor Confidentiality

Cllr Yerby was concerned that an email she had sent to Parish Council members had been released into the public domain. She said that based on the email 'a woman on the Council' had been blamed for cancelling the fete. She noted that the Parish Council did not cancel the fete and that the Council had been waiting for further information from the fete committee (see March 2024 minutes).

Cllr Defew noted that under the Council's Standing Order 29 all councillor emails are considered to be in the public domain. He said there were many contributing factors as to why the fete was cancelled, and said the decision to cancel the fete had been taken before Cllr Yerby's email was sent to councillors.

25 Representatives' Reports

None.

26 Items for inclusion in the next agenda

A community litter pick.

27 Next Meeting

The next meeting will be the Annual Parish Council Meeting to be held in the Village Hall on Tuesday May 14 2024.

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 following.

28 Clerk's Appraisal

The Council received the results of the Clerk's annual appraisal by the Staff Committee. The Clerk will complete a work/home assessment.

29 Hub Caretaker's salary scale

It was **RESOLVED** to apply SCP point 10 (salary £13.28 an hour) for 15 hours per calendar week.

30 Contract of Employment for the Hub Manager/Caretaker

The Council considered a contract of employment and job description. It was **RESOLVED** to approve the contract of employment, but to review the Job Description in line with the activities undertaken. This will allow the Council to then review the salary.

There being no further business, the meeting was closed at 9.35pm.

Report form Community Hub Chair /Manager

Bookings Payable hours and Community Hours

	Dec	Jan	Feb	March	April
Total Paid Hours	73.25	75.5	75	93.75	83TBC
Total Community Hours	40.75	27	33	31	27

We are in discussion with the NHS to use the building on a regular basis, it is hoped that the NHS will be using the Hub for health checks for babies and toddlers during April.

Update – we are waiting for dates on be confirmed.

A new parent and baby fitness class is due to start in May initially 1 hour per week

We are working with Watton Families in need to help families in our local area.

Breckland food bus will no longer be operating after the 20th of March waiting for further information.

Due to a new contract PA Manager /Caretaker will no longer be self-employed and will be employed by the Parish Council from April/May.

This means PA can no longer be chair of the committee or hold any voting privileges. The next stage is to ask if anyone would like to take up the position once the Community Hub Committee have agreed the name of the person the Parish Council will be informed in accordance with the Terms of reference section 2.

Update after a successful Community Hub meeting PA stood down as Chair of the Hub.

Helen Crane will take up the position as Chair of the Hub with Rob Poole being the Vice Chair. A vote was taken which was unanimous.

Community Hub Treasurers Report

Produced by PA in the absence of a Treasurer.

Lloyds Current Account

Opening Balance on 01/03/24	£3403.10
Payments out	£1,581.27
Payments received.	£5,649.75
Closing Balance 31/03/24	£7471.58
Predicted Income April 2024	£830.00Hirers TBC Total £830.00 TBC
Predicted Out goings April 2024	£600.00 Gas /electric £904.00 Salary £500.00 PA system Stand/ Speaker £100.00 Microphone £26.00 Mobile Phone £100.00 Expenses £68.00 Waste bins £75.00 Internet £220.00 Window /gutter £500.00 Warm Baby project Chasing £50.00 PAT Testing Chasing Invoice £200.00 Repay damage deposit. £90.00 Repay (cancelled Party in July) Total £3433.00

Committee raised funds = £2091.00 with in bank account

£500.00 is being allocated to the Warm Baby Project

£500.00 has being allocated to buying a outside PA system

£100.00 has been allocated to buying a Microphone and stand.

The remaining amount will be spend within the Hub, further discussions ongoing during committee meeting.