

Minutes of Carbrooke Parish Council Meeting held in Carbrooke Village Hall on 14 June 2022

Present: Cllrs J Tinson (Chair), J Borrett, G Long, M Mawby, G Redfern, P Sampher, M Wormal. In attendance: N Hartley (Parish Clerk). Two members of the public.

Public Participation

It was noted there is no Konnectbus timetable in the bus shelter. The Council will see if this can be added. The Council was asked about the damage to the bridge by Broadmoor Road. It was noted that Norfolk County Council is monitoring this. The hedge on Summer Lane needs cutting back.

1 Co option

It was **RESOLVED** to co opt Nathan Defew on to the Parish Council.

2 Apologies for Absence

Apologies were received from Cllr C Bowes (Norfolk County Council) and Cllr H Crane (Breckland Council).

3 Report from Breckland and Norfolk County Councillors

The councillors were not able to attend the meeting.

4 Declarations of Interest

Cllrs Sampher and Wormal declared an interest in any matters relating to Blenheim Grange and the Community Hub. Cllr Long declared an interest in any matters relating to Blenheim Grange.

5 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 10 May 2022 as a true and accurate record.

6 Matters Arising

With regard to the Council's request to slow traffic at the Lancaster Avenue/Norwich Road mini roundabout, Norfolk County Council has asked if the Council will consider as a Parish Partnership Scheme to have either slow markings or flashing signs. The

Parish Council will request an estimate of cost and whether there could be speed bumps/sleeping policemen.

The clerk noted that residents at one of the Wessex Drive properties had contacted the Council about birds defecating in their garden/on their cars, asking if the Council could cut any of the branches from one of the trees. The Council acknowledged there is no action it can take in this respect, but that it had noted some dead branches, which it has asked its contractor to remove for safety reasons.

7 Planning

7.1 Breckland Council decisions

Honeysuckle Cottage, Willow Corner
Single storey front extension 3PL/2022/0350/HOU
Approved

Norfolk County Council, Carbrooke Quarry, land off Summer Lane
Variation of conditions 1,3 & 7 of Permission ref C/3/2014/3020 to improve the quality of the restored landform and enhance habitat diversification
3CM/2022/0011/CM
Approved

7.2 Applications considered

Meadow Corner, Broadmoor Road
Demolition of pitched roof dining room and erection of single storey rear extension
3PL/2022/0529/HOU
No objection

Acorn Barn, Shipdham Road
Single storey extension and alterations to front paving
3PL/2022/0635/HOU
No objection

St Peter & St Paul Vc School, Church Street
Removal of mobile classroom in school field and replace with new timber frame classroom – amendments to elevations, floor and roof with revised materials
3PL/2022/0260/F
No objection

8 Finance

8.1 To approve the following payments to be made in accordance with the budget:-

Veolia, waste collection from Community Cabin, £34.63

British Gas, electricity bill for Community Hub, £97.42

British Gas, gas bill for Community Hub, £198.98

N Hartley, clerk's salary, £710.33

HMRC, clerk's PAYE, £168.40

Hebborn Consultancy Ltd, freedom of information and data protection training for members of the Parish Council and Community Hub, £400

Mansfield Fencing, move and install benches at the Community Hub, supply and lay down shingle, £790

NGF Play Ltd, install safety surfacing for 5 a side goals and basket seat at Blenheim Grange play area, £5,609.17
D Bracey, annual play area inspection reports for Buckingham Close and Lancaster Avenue play areas, £150
P Arrowsmith, services to the Community Hub, £636
P Sampher, reimbursement of expenses for the Community Hub, £120.60
Thomas Clark, purchase of domain for Community Hub, £14.39
Thomas Clark, booking system for Community Hub, £81.97
EDF, standing charge for Community Cabin, £0.25
Jemco, signs for play area, £62.74
British Gas, gas bill for Community Hub, £79.70

8.2 The following payments were made from the Commuted Sum

Mansfield Fencing, install signs at open space areas at Blenheim Grange, £525
Jemco, signs for open space areas at Blenheim Grange, £73.38

8.3 Payments received:-

HMRC, Vat reimbursed, £6,225.98
Community Hub, cash from hire of Hub, £312.52
Barclays Bank, interest on account, £1.51
Community Hub, cash from hire of Hub, £307.10

8.4 The meeting received a copy of a report of the Council's Actual Expenditure to Budgeted Expenditure

9 Amendments to Standing Orders

It was **RESOLVED** to amend Standing Order 19 and to add the appointment of a Parish Council representative to the Community Hub to the Annual Meeting.

10 Appointment of a Parish Council representative to Carbrooke PCC

It was **RESOLVED** to hold this to the July meeting.

11 Request for a Wider Distribution of the Council's Grants

The Council considered a request from a member of the public for a wider distribution of the Council's grants in its Budget for 2023/24. It was **RESOLVED** that the Council will amend its deadline date and advise village organisations. The Council saw no reason to change the existing system.

12 Request to Cap the Amount of the Council's Grant to any one Organisation

The Council considered a request from a member of the public to cap the amount of the Council's grant to any one organisation. It was **RESOLVED** that there is no reason to change the existing system.

13 Play Area Safety Reports

The annual safety reports had been carried out on the Lancaster Avenue play area and the play area at the Community Hub. It was recommended that new signs were added to both play areas. The Council has contacted Norfolk County Council for a road sign advising drivers of the play area at the Hub. Westmere Homes have filed down the excess threads to bolts as recommended in the report.

The report recommended replacing the grass/matting in the Lancaster Avenue play area with wet pour or bonded rubber mulch safety surfacing. The Council will look into the availability of Section 106 monies and grants.

The Council will carry out the other recommendations in the report.

14 Dead tree/caterpillar Nests at Washington Drive

The Council considered action regarding a dead tree/caterpillar nests at Washington Drive. It was noted that the tree is dead. It was **RESOLVED** to fell and remove the tree, using the Council's tree contractor. The Council will monitor a nearby tree in 2023 for nests.

15 Purchase of a Bingo Machine for the Community Hub

The Council considered a request from the Management Committee to purchase a bingo machine for the Community Hub. It was **RESOLVED** to look further into whether or not a gambling licence is required.

16 Update on the Community Hub

Cllr Sampher noted the increase in bookings. The building is being used for meditation classes, children's groups, kickboxing and a dance school, as well as private events.

The hire fee will increase from September.

The Council discussed the costs of the building. The increased energy costs were noted. The Council will work out the forecasted expenditure in relation to the income.

17 Use of the Council's bin for flytips by its contractor

It was noted that the Council's contractor uses the Veolia bins to dispose of flytips on behalf of the Council. It was **RESOLVED** to ask the contractor for the cost to dispose of flytips at the recycling centre.

18 Items for inclusion in the next agenda

An update on road adoptions at Blenheim Grange.

An update on a proposal for a parish magazine.

19 Next Meeting

The next Council will be in the Village Hall at 7pm on July 12.

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 clerk's annual appraisal.

20 Clerk's annual appraisal

The Council considered the appraisal carried out by the Staff Committee on June 13. In view of the additional work re the Community Hub and the areas of open space at Blenheim Grange, it was **RESOLVED** to amend the clerk's Job Description and to increase his working hours to 56 hours a month, with provision for up to 60 hours a month. It was **RESOLVED** to award the clerk a payrise of 3%. It was **RESOLVED** to replace the Council's laptop, which has been used for the last seven years, with a new laptop.

There being no further business, the meeting was closed at 8.50pm.