

**Minutes of the Parish Council Meeting  
held on 11<sup>th</sup> February 2020 in Carbrooke Village Hall**

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

### **Public Participation**

The meeting commenced with a period of Public Participation. Some observations were made regarding Manor Farm and recent work there. Cllr Bowes advised the member of the public to keep an eye on it and to report any issues to Breckland Council. It was noted that members of the Parish Council are meeting George Freeman regarding the school. Cllr Bowes noted that she and Cllr Crane had walked the school walking route with Mr Freeman. She noted that the County Council is restricted by its budgetary constraints, but suggested the Council asks Mr Freeman about accessing funds to improve the footpath. She noted the Parish Council can apply for an enforceable 20mph speed limit outside the school under the Parish Partnership Scheme. With regard to 30mph speed limit change on Norwich Road, Cllr Bowes noted this will be carried out at the same time as the new road crossing is installed at Norwich Road/Washington Drive.

### **1 Apologies for absence**

Apologies were received from Cllrs Colley and Tinson, who were unwell, and Cllr Crane (Breckland Council) who was attending another meeting.

### **2 Resignation of Cllr Dekeyser**

The Council acknowledged the resignation of Cllr Dekeyser.

### **3 Declarations of Interest**

Cllr Coppen declared an interest in any matters relating to Millennium Green. Cllrs Sampher and Wormald declared an interest in any matters relating to Blenheim Grange. Cllr Lorne declared an interest in any matters relating to Carbrooke church, the school and the Heritage Group.

### **4 Minutes**

It was resolved to approve and sign the minutes of the meeting held on 14 January 2020 as a true and accurate record.

## **5 Matters Arising**

None.

## **6 Planning**

### **6.1 Breckland Council decisions**

Carbrooke Service Station, Church Street	3PL/2019/0880/D
Reserved matters for submission for two dwellings following outline Planning Permission 3PL/2019/1419/VAR	Approved

It was noted that Cllr Coppen is meeting a representative of the above application regarding demolition works on the site.

### **6.2 Application considered**

Meadow View, Watton Green	3PL/2019/0238/D
Proposed enlarged side extension	No objection

## **7 Finance**

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

Direct Debit, Veolia, waste collection at Blenheim Grange, £34.03  
Chq 101487 Carbrooke PCC, grant for maintenance equipment, £500 (Section 137)  
101488 N Hartley, reimbursement for Wix domain site fee for Parish Council, £12.46  
101489 EDF Energy, electricity bill Community Cabin, £36.80

7.2 The following payment had been received:-

Carbrooke PCC, monies not used from grant payment, £845

7.3 The meeting received a report of Actual Expenditure to Budgeted Expenditure

## **8 Boundary Review**

It was noted that the next meeting of Griston Parish Council is on 4 March. The chairman and the clerk will attend.

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

It was noted that Bdw Homes is to make a payment of £850 toward the crossing. The clerk has contacted Westmere Homes to see if it will make a payment toward the crossing and is waiting for a reply. The balance of the monies will be made through the Parish Partnership Scheme.

### **10 Knights Park Noticeboard**

It was noted that Bdw Homes will contribute £500 toward a new noticeboard. The clerk read two quotes for a new noticeboard. It was **RESOLVED** to appoint Woodcraft, who supplied the other two noticeboards at Blenheim Grange.

### **11 Fortress Road**

The Council considered a request for traffic calming measures at Fortress Road. It was noted that Bdw Homes had set out the road in line with Norfolk County Council and that the Parish Council was still waiting for the roads to be adopted.

### **12 Memorial to Jan Godfrey**

The Council considered a request for a memorial to Jan Godfrey. It was **RESOLVED** to ask the church if it would have a Remembrance Tree in the churchyard as a parish memorial.

### **13 Village Hall Car Park**

It was noted that the manhole cover had been broken. It was **RESOLVED** to move the Bottle Banks back to their previous position in front of the manhole cover.

### **14 Summer Fete**

Cllr Lorne requested Parish Council representation at the Summer Fete on 4 July. It was **RESOLVED** to discuss exactly what is needed at the March meeting.

### **15 Summer Lane**

The Council considered a request regarding usage of a property on Summer Lane. It was **RESOLVED** to ask Breckland Council to investigate.

### **16 School Parking**

The Council had agreed to meet George Freeman over parking at the school. Cllrs Coppen and Lorne will attend, together with the clerk, Cllr Bowes and Cllr Crane. Cllr Lorne noted that Strategic Land Solutions had offered the school a piece of land for

parking and land for a TROD. The school governing body is investigating the best ways to ease the traffic problems outside the school and to provide a suitable infrastructure to support parents and pupils travelling to and from the school.

### **17 Abandoned Bicycle Policy**

It was **RESOLVED** to approve a new Abandoned Bicycle policy.

### **18 Data Protection Policy**

The Council reviewed its Data Protection policy. It was **RESOLVED** to approve the amended policy.

### **19 Privacy Notice**

The Council reviewed its Privacy Notice. It was **RESOLVED** to approve the amended Notice.

### **20 Complaints Procedure**

The Council reviewed its Complaints Procedure without amendment.

### **21 Disciplinary and Grievance Policy**

The Council reviewed its Disciplinary and Grievance policy without amendment.

### **22 Equality Policy**

The Council reviewed its Equality policy without amendment.

### **23 Health and Safety Policy**

The Council reviewed its Health and Safety policy without amendment.

### **24 Openness and Transparency Policy**

The Council reviewed its Openness and Transparency policy without amendment.

### **25 Press and Media Policy**

The Council reviewed its Press and Media policy without amendment.

## **26 Training Policy**

The Council reviewed its Training policy without amendment.

## **27 Representatives' Reports**

Cllr Copen noted on behalf of the Millennium Green Trust that at least one tree had come down in the recent high winds. A wickerwork fence is under construction.

Cllr Wormall noted on behalf of the Blenheim Grange Residents Association that he had carried out a litter pick at the weekend and collected twenty bags of rubbish from the war memorials and play area. He noted that 60% of the rubbish would be recyclable, but had been contaminated by dog waste. He repeated that no help will be available from Breckland Council until the roads have been adopted.

The Council discussed a further request for funds to the Millennium Green. It was noted that the Council had agreed a payment of £1,500.

## **28 Items for Inclusion on the Next Agenda**

Attendance at Summer Fete.

## **29 Next Meeting**

The next Parish Council meeting will be on Tuesday 10 March at 7pm in the Village Hall.

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