**Minutes of Carbrooke Parish Council Meeting**

**held in the Community Hub on 14 March 2023**

**Present:** Cllrs G Redfern (Chair), J Borrett, N Defew, D Page, L Poole, S Yerby. In attendance: H Crane (Breckland Council) N Hartley (Parish Clerk) Three members of the public.

**Public Participation**

A member of the public objected to the planning applications on Summer Lane.

**1 Co Option**

It was **RESOLVED** that in view of the upcoming elections in May it would be best for the applicant to complete the Nomination Papers the same as existing councillors.

**2 Apologies for Absence**

Apologies were received from Cllrs Mawby and Tinson, and Cllr C Bowes (Norfolk County Council).

**3 Declarations of Interest**

Cllr Defew in the grant application for the Millennium Green.

**4 Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 21 February 2023 as a true and accurate record. The Chair signed the minutes.

**5 Matters Arising**

It was noted that the Council had been awarded a £250 match-funding grant for a flagpole to be installed at the Community Hub as part of the King’s Coronation celebrations.

Cllr Poole noted that she had consulted Norfolk County Council about the bridge repairs at Church Street/Broadmoor Road. She was told that repairs had been carried out in 2022 and no further significant repairs were required at present.

**6 Reports from Breckland and County Councillors**

Copies of Cllr Bowes’ and Crane’s reports are attached to the minutes.

**7 Planning**

7.1 Breckland Council decisions:-

22 Boscombe Road 3PL/2023/0041/HOU

Two storey rear extension with Juliet balcony Approved

7.2 Applications considered:-

Summer Lane Kennels, Summer Lane 3PL/2023/0139/F

Change of use at Summer Lane Dog Kennels for part of the site to outside storage (B8 use) for touring caravans, small containers and small boats; the Dog Kennels will continue trading. In addition, the short term storage of mobile homes (not occupied) for sale or use on a residential site elsewhere

The Council objected for the following reasons:

* The highway is inadequate to serve the site
* An increase in vehicles associated with the site would have an adverse impact on Summer Lane to the north of the site, leading to an intensification of the use of the junction at Drury Lane and Bridge Street
* The Council was also concerned regarding the amenity impact of the development. The site is currently a greenfield site with very little development on it. The proposal would lead to a significant increase in development on the site which would have an adverse impact on the local amenity.

However, if Breckland Council approves the application, the Parish Council would like information detailing how the access is to be improved, as well as a weight restriction applied to the north to prohibit vehicles from the site accessing the village.

Summer Lane Kennels, Summer Lane 3PL/2023/0146/F

Erection of two industrial units, commercial use (Use Class E)

The Council objected for the following reasons:

* The highway is inadequate to serve the site
* An increase in vehicles associated with the site would have an adverse impact on Summer Lane to the north of the site, leading to an intensification of the use of the junction at Drury Lane and Bridge Street
* The Council was also concerned regarding the amenity impact of the development. The site is currently a greenfield site with very little development on it. The proposal would lead to a significant increase in development on the site which would have an adverse impact on the local amenity.

However, if Breckland Council approves the application, the Parish Council would like information detailing how the access is to be improved, as well as a weight restriction applied to the north to prohibit vehicles from the site accessing the village.

The Council noted that comments on both applications had been submitted to Breckland Council online as appearing to come from the Parish Council. These were not comments made by the Parish Council and the Council will draw this to the attention of Breckland Council.

Westmere Homes Ltd, land at the corner of Buckingham Close 3PL/2023/0145/F

Erection of one 3 bed detached house, brick wall screening to sub-station and associated works No objection

3 Harris Road 3PL/2023/0256/HOU

Erection of rear & side single storey extensions No objection

**8 Finance**

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

N Hartley, clerk’s salary, £702.12

HMRC, clerk’s Paye, £175.40

N Hartley, reimbursement of expenses, £325.82

P Arrowsmith, services to the Hub, £504

Breckland Council, waste removal Community Hub, £34.87

N Hartley, reimbursement for ink for Council photocopier, £60.59

Glasdon UK Ltd, purchase of two litter bins for Blenheim Grange, £698.20

Jemco, signs for Hub play area, £94.56

S Arrowsmith, reimbursement for shelving for storage container at Hub, £453.72

P Arrowsmith, reimbursement for cleaning supplies, carpeting and batteries for the Hub, purchase of paper and laminating pouches, and replacement kettle, £181.71

**9 Fitting Out Costs Community Hub**

It was noted that the balance of the Fitting Out costs is currently £12,875. The Council decided it could not vote on the matter in the manner it had been raised on the agenda (‘to consider the balance of the Fitting Out costs to be paid into the Hub bank account’) and will carry this forward to the April meeting.

**10 Allocation of the Council’s Reserves**

It was **RESOLVED** to carry this forward to the April meeting.

**11 Community Hub Report**

A copy of the report is attached to the Minutes. Cllr Yerby was thanked for obtaining a free filing cabinet for the Hub. Cllr Page offered to provide a second free filing cabinet. Mrs Arrowsmith noted the Hub Budget does not include a figure for the water bill. This will be addressed when the Council is able to see the next bill charged by Wave.

**12 Storage Container**

The Council considered quotes for a second storage container outside the Hub. It was **RESOLVED** to purchase a ‘once used’ container from Shipping Containers Uk and to appoint Mansfield Fencing to install the base.

**13 Sun Blinds**

It was **RESOLVED** to carry this forward to the April meeting pending the receipt of quotes.

**14 Additions to Terms of Reference Document**

The Council received job descriptions for the Health and Safety Officer, and the Data Protection/CCTV Officer for the Hub. It was **RESOLVED** to add these to the Terms of Reference document.

**15 Annual Service of Shutters**

The Committee requested the annual service of the shutters at the Hub at cost £562.10. It was **RESOLVED** to approve the service.

**16 Purchase of Photocopier/Printer for Community Hub**

The Committee requested a replacement photocopier/printer for the Hub at approximate cost £250. It was **RESOLVED** to approve the purchase.

**17 Appointment of Council’s Social Media Officer**

It was **RESOLVED** to appoint Zia Shore as the Council’s Social Media officer. It was **RESOLVED** that she can only post Council approved notifications and that any responses should be View Only, with no responses to be made by her to individual comments.

**18 Flower Bed Contractor (Blenheim Grange)**

The Council received quotes for maintenance of the flower beds at Blenheim Grange. It was **RESOLVED** to obtain a further quote from A Steven Gardening Services.

**19 Washington Drive Fence**

The Council received a quote of £200 from CJS Maintenance to repair the fencing on the corner of Washington Drive. It was **RESOLVED** to appoint CJS Maintenance.

**20 Noticeboard Washington Drive**

The Council received a quote for a new noticeboard on Washington Drive. It was **RESOLVED** to purchase a noticeboard from the Noticeboard Company.

**21 Community Cabin**

It was noted that in order to have the Community Cabin taken away for scrap, the Council would have to clear and strip all the interior and remove overhanging branches to facilitate removal of the structure. It was **RESOLVED** to advertise that the structure is available to be taken away.

**22 Broadmoor Road Bus Shelter**

The Council received quotes to restain the shelter, paint the interior and cut back the overhanging branches. It was **RESOLVED** to appoint CJS Maintenance.

**23 Grant Application Millennium Green**

The Council considered a grant application of £354 from the Millennium Green for a tree survey. The Clerk noted that the Green had received a Council grant in 2022 and that the Council’s Grants Policy stated it will not normally consider more than one grant from the same organisation in a 12 month period. It was **RESOLVED** to approve a grant of £354.

**24 Council Elections**

Councillors applying for re-election to the Council need to submit their Nomination papers to Breckland Council by 4 April.

**25 Items for Next Agenda**

A proposal for a flagpole in the older part of the parish.

Further details on the location of the plough.

A proposal to install fencing around the Propeller war memorial at Blenheim Grange

A proposal to form a working group to consider the Council’s response to the Issues and Options document.

**26 Next Meeting**

The next Parish Council meeting will be in the Village Hall on April 11 at 7pm.

**The meeting was closed to the public.**

**27 Caretaker’s Hours and Salary**

Mrs Arrowsmith noted that her hours are in excess of the current agreement of up to twelve hours a week. She requested an increase to her hours and a cost of living increase to her hourly rate. It was **RESOLVED** to increase her hours to up to fifteen hours a week and to increase her hourly rate by ten per cent to £13.20 an hour.

There being no further business, the meeting was closed at 8.30pm.

**Report of Helen Crane (Breckland Council)**

Breckland Food bus is back on the road in a different format, but we are hoping the proper bus will be back in action asap.

SERCO industrial action-95% of bins were collected yesterday Monday 13th. Advice is to put your bin out on the usual day and in the event of a delay it will be collected ASAP.

The Loch Neaton freshwater lake at Watton is to receive £30,000 investment from Breckland Council to enhance the area for residents. The money has been allocated from the Market Towns Initiative scheme.

I am delighted that Carbrooke Milennium Green has been awarded a £1,000 grant from Breckland Council in partnership with SERCO to purchase a wood-chipper.

Litterpicking-equipment can be obtained from Breckland Council along with bags and hi-viz for community litter picks.

The findings of the resident's survey is back and overall, it is very positive with 91% satisfied with the local area. 73% are satisfied that Breckland Council runs things well. Perception of trust in the Council is 79% and higher than national statistics. 80% feel they are safe in their area after dark and 97% during the day. Residents consider supporting services for vulnerable people and supporting the local economy and people's jobs to be particularly important.

Reminder that photo ID will be required when voting at a polling station on 4th May.

**Report from Cllr C Bowes (Norfolk County Council)**

I’m pleased to report that at it’s meeting last week, County Council Cabinet approved £125k funding from the local Business Rates Fund to finance the first stage of the project to deliver a Wayland Digital and Creative Media Centre in Watton Town Centre. The project was one of 12 across the County to win funding through the first phase of the Norfolk Investment Framework.

The County Council has awarded £770,000 to organisations who will be able to make a large positive impact in the communities in which they operate. This is the third round of Social Infrastructure Funding, which has provided capital grants to organisations who can use the money to improve facilities for communities and boost the level of local community services. I am again very pleased to say that another Wayland local community group has benefited and that through the Fund, The Charlotte Harvey Trust will get £38,000 to refurbish and improve their toilets to make the Youth and Community Centre in Watton more accessible and fit for the future.

The scheme to reduce the speed limit in Watton High Street to 20mph, which I am funding through my County Council Member’s budget has now gone to the ‘consultation with statutory stakeholders’ stage. This stage is followed by the Traffic Regulation Order and public notices stage and this legal part of the process is the most lengthy, however, all being well, the scheme should hopefully be implemented within 12 months.

Norfolk County Council was invited to begin devolution negotiations for a County Deal in February 2022 and a public consultation on the proposed deal is now underway. The consultation closes on 20th March and all details can be easily accessed on the County Council website. So please take part and have your say.

**Report for the Parish Council Meeting from Hub Manager**

**ROSPA** all reports have been completed.

**Snagging** the builders have started the snagging list. Update still ongoing

**Fire Alarm servicing**

One recommendation that a smoke detector to be located in the cleaning cupboard where chemicals are stored, Spartek have quoted £252.62 to complete the work. Please can I have conformation this can be completed.

**Health and Safety**

I would like to request that a mains light is put into the container at the Hub. Over the past few months, it has become increasingly difficult to see in the container as it is very dark. We have had a couple of near misses where someone has tripped and another where a head injury could have occurred if the person was not wearing a hat.

New Racking for container at the hub. The racking has been installed and is being used.

Old Container

We have been using this as storage for items that the Hub uses on occasions E.G Christmas Halloween etc. After the last inspection it was found to be leaking badly and smells very bad, we have found items that have become mouldy. Please could we consider another container sited at the hub next to the one we already have. Parish Council is looking into cost of another container at the hub and the removal of the old container. Racking will also be required to enable easy storage.

Vandalism- We have has some spray paint used on a bench at the Bleinham park but as we have had rain the spray paint has washed off.

Food Hygiene- One member of the committee has expressed an interest in completing a Food Hygiene Certificate to enable BBQ to take place in the future.

I am looking into quotes for completing gardening work by the container, also quote for gutter and window cleaning.

Funding is required for shade on the patio area hopefully a quote can be obtained by the next meeting.

I am looking into the British Sign Language course for two committee member which has been agreed by the Parish Council.

Booking System – Hall Master demo is being arranged to look at the functionality and to see if it suits our needs. Also what will be required before we go live.

A Race night on the 25th March and a Quiz night on the 22nd April have been arranged with the help of Rob Poole for Carbrooke Village.

I would like to thank Nick our Parish Clerk for all the help and guidance he as given to the hub his assistance has been invaluable.

**Bookings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Group Paid hours** | **Nov** | **Dec** | **Jan** | **Feb** | **March** |
| Kick Boxing | 4hours | - | - | - | - |
| Meditation | 9hours | 3hours | 5hours | 8hours | 8hours |
| Julia Café Church and 11up | 5hours | 5 hours | - | - | - |
| Private Hire, Abbotts and Cranswick.  (Cranswick 7 free sessions left) | 26.5hours | 16.5hours | 7hours | 26.00 hours | 31.5 |
| Kidz Klub | 6hours | 8hours | 6hours | 6hours | 10hours |
| WHAM dance school | 8.75 hours | 8.5 hours | 10hours | 11.00  hours | 20hours |
| Ear to Hear | 2hours | 2hours | 2hours | 2hours | 2hours |
| Panto | - | - | - | - | 2hours |
| Music Group | 6hours | 6hours | 6hours | 3hours | 9hours |
| Fitness dance group | 5hour | 3.75hours | 5hours | 1.25hours | 2.5hours |
| Beech Tree Residence Association | - | 2 hours | - | - | 2hours |
| Dance practice | - | - | 2hours | 2hours | 2hours |
| All Nations Church | - | - | 3 hours | - | - |
| **Total Paid Hours** | **72.25**  **hours** | **54.75 hours** | **46.0 hours** | **65.0**  **hours** | **89**  **hours** |
|  |  |  |  |  |  |
| **Community Usage** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** |
| Hub Committee Meetings  Parish council | 8.5hours | 6.5hours | 5hour | 5hours | 5hours |
| Stay and Play including set up /clear away | 14hours | 12hours | 16hours | 16hours | 20hours |
| Hub Jubilee event/winter wonderland/Remembrance/  Halloween/Christmas event | 8hours  3hours | 8hour | 8hours | - | 5hours |
| Saturday Surgery | - | - | - | - | - |
| Coffee Morning | 7.5hours | 5hours | 12hours | 7.5 hours | 7.5hours |
| Wellness Bus |  |  |  | 6hours | - |
| Mobile Food Bus/wellness | 4hours | 3hours | - | - | 10hours |
|  |  |  |  |  |  |
| **Total Community Hours** | **45.0**  **hours** | **34.5 hours** | **41.0 hours** | **35.0 hours** | **47.5 hours** |
| Maintenance |  | 6hours |  | 24hours | 8hours |
| Cleaning/caretaking |  |  |  |  | 5hours |
| Meetings |  |  |  |  | 4.5hours |