

Minutes of Carbrooke Parish Council Meeting held online on 14 December 2021

Present: Cllrs G Redfern (Chair), J Borrett, G Long, P Sampher, M Wormall. In attendance: N Hartley (Parish Clerk), Cllr H Crane (Breckland Council).

1 Public Participation

There were no members of the public present.

2 Resignation of Councillor Colley

The Council noted the resignation of Councillor Colley.

3 Apologies for Absence

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

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4 Report from Breckland Councillor

Cllr Crane (Breckland Council) noted that there will be no strike by Serco over the Christmas period and that the bins will be emptied as normal. She noted that Breckland is now using artificial intelligence on its website to improve efficiency.

5 Declarations of Interest

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

6 Minutes

It was **RESOLVED** to approve and sign as soon as practicable the minutes of the meeting held on 9 November 2021 as a true and accurate record.

7 Matters Arising

The clerk noted that the installation of the safety surfacing at the 5 a side goals at Blenheim Grange had been put on hold by the contractor due to problems with the weather and how it affects the materials. The new basket swing will be installed at the same time.

8 Planning

8.1 Applications considered:-

Explanatory Statement from Mick George Ltd regarding a proposed planning application for Carbrooke Quarry.

The Council **RESOLVED** to request further information from Mick George - to ask about the inert waste material to be used and the expected increase in the volume of traffic.

Shrublands, Norwich Road

3PN/2021/0063/UC

Prior approval for conversion of agricultural buildings to 4 dwellings – General Permitted Development England Order 2015 as amended Schedule 2, Part 3, Class Q.
No objection

Reads, the Old Grain Store on site west of Shipdham Road

3PL/2021/1603/F

Demolition of old grain store and erection of single dwelling, 2 storey cart lodge with store/office above and change of use of agricultural land to facilitate the use as residential garden land.

Subject to having more information, but based on the application submitted, the Parish Council objected to the application as it is a complete rebuild of the property and as there are concerns about drainage/flooding. The Council was also concerned about the cart lodge as it is a new lodge and not part of the grain store as it stands.

9 Finance

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

Veolia, waste collection, £34.78

N Hartley, clerk's salary, £699.53

AED, second payment for installation of loop hearing/sound system at Community Hub, £5,998.20

EDF Energy, closing statement for Community Cabin, £15.94

Great Melton Farms, Christmas for Carbrooke church and Community Hub, £374

Imprint Signs & Graphics Ltd, sign for Community Hub, £114

Watton Town Council, donation toward Watton Fireworks display, £150

Earth Anchors Ltd, litter bin for Norwich Road end of Caudle Springs footpath, £249.54

P Sampher, reimbursement for purchase of colander, saucepan set, hazard matting, safety poster, first aid kit, tea towel set, Christmas lights, £213.72

Westcotec, brackets for SAM2, £60

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

A G Gardening & Maintenance, maintenance of flower beds, hedge cutting & cutting front of Blenheim Grange, £1,150

9.3 The meeting received a report of Actual to Budgeted expenditure

10 Anti Bullying and Harassment Policy for the Parish Council

The Council considered a draft Anti Bullying and Harassment Policy. It was **RESOLVED** to approve the policy without amendment.

11 Anti Bullying and Harassment Policy for the Community Hub Committee

The Council considered a draft Anti Bullying and Harassment Policy for the Community Hub Committee. It was **RESOLVED** to approve the policy without amendment.

12 Code of Conduct for the Community Hub Committee

The Council considered a draft Code of Conduct for the Community Hub Committee. It was **RESOLVED** to approve the policy without amendment.

13 Complaints Procedure for the Community Hub Committee

The Council considered a draft Complaints Procedure for the Community Hub Committee. It was **RESOLVED** to approve the procedure without amendment.

14 Disciplinary and Grievance Policy for the Community Hub

The Council considered a draft Disciplinary and Grievance Policy for the Community Hub. It was **RESOLVED** to approve the policy without amendment.

15 Equality and Diversity Policy for the Community Hub

The Council considered a draft Equality and Diversity Policy for the Community Hub. It was **RESOLVED** to approve the policy without amendment.

16 Filming at Parish Council meetings document

The Council considered a Filming at Parish Council meetings document. It was **RESOLVED** to approve the document without amendment.

17 Filming at Community Hub meetings document

The Council considered a Filming at Community Hub meetings document. It was **RESOLVED** to approve the document without amendment.

18 Health and Safety Policy for the Community Hub

The Council considered a draft Health and Safety Policy for the Community Hub. It was **RESOLVED** to approve the policy without amendment.

19 Procedure in case of Accident for the Community

The Council considered a draft Procedure in case of Accident for the Community Hub. It was **RESOLVED** to approve the procedure without amendment.

20 Safeguarding Policy for the Community Hub

The Council considered a draft Safeguarding Policy for the Community Hub. It was **RESOLVED** to approve the policy without amendment.

21 Whistleblowing Policy for the Community Hub

The Council considered a Whistleblowing Policy for the Community Hub. It was **RESOLVED** to approve the policy without amendment.

22 Whistleblowing Policy for the Parish Council

The Council considered a draft Whistleblowing Policy. It was **RESOLVED** to approve the policy without amendment.

23 Grants Policy

The Council considered amendments to the wording of its Grants Policy, and to include Charitable Donations and a request that the successful group/organisation acknowledges the grant in its newsletter or similar. It was **RESOLVED** to approve the amendments.

24 Internal Control Policy

The Council considered amendments to its Internal Control Policy to include the move to online banking. It was **RESOLVED** to approve the amendments.

25 Risk Management Policy

The Council considered amendments to its Risk Management Policy following the move to online banking. It was **RESOLVED** to approve the amendments.

26 Grant application from the Millennium Green

The Council considered a grant application of £750 to clear a ditch on the edge of the Millennium Green to help against flooding. It was noted that the Parish Council made a grant to the Millennium Green earlier this year and that multiple applications from the same organisation are not normally considered within a 12 month period. It was noted that Dawe Estates will clear the ditch. It was **RESOLVED** to make no grant.

27 Road Adoptions at Blenheim Grange

The Council received an update on the road adoptions from the consortium. The delivery of the new lanterns will be at the end of January, with the expected date for the road adoptions in March 2022.

28 Update re the Community Hub

Cllr Sampher advised that the Hub has appointed a Secretary and a Treasurer. The Committee will be shown how to use the building's alarm system, lighting and heating system by the contractors. The handover is expected before Christmas 2021. It was noted that one of the dog bins by the play area is broken beyond repair. It was **RESOLVED** to purchase a replacement bin. Cllr Sampher noted that the Committee members have agreed to sign the Terms of Reference on the understanding that it is a fluid/changing document.

29 Spar Car Park

The Council considered an update to a request to fence or tarmac the area from the Council's land into the Spar car park. The Council considered quotes to extend the existing fencing and for knee railing. In addition, the Council considered a quote to put felled trees over the two entrances into the car park. The Council had been advised by Norfolk County Council that it should not encourage people to walk into the car park by making a formal path. It was **RESOLVED** to take further guidance and to discuss this again at the January meeting.

30 Data Protection Impact Assessment

The Council considered the appointment of a contractor to carry out a Data Protection Impact Assessment for Community Centre. It was **RESOLVED** to appoint the Hebborn Consultancy at a cost of £300 for the Impact Assessment and £120 for a Data Protection policy.

31 CCTV Contractor

The Council considered the appointment of a contractor to install CCTV at the Community Centre if the Data Protection Impact Assessment shows that CCTV is necessary. The Council considered three quotes. It was **RESOLVED** to appoint Oaks CCTV.

32 Draft Budget 2022/23

The Council considered its draft budget for 2022/23 prepared by the Budget Committee. It was **RESOLVED** to approve the Budget and to set the Precept at £50,000.

33 Shingle in the Village Hall car park

As a gesture of community good will, Mick George has offered to provide the Village Hall car park with twenty tons of shingle. It was **RESOLVED** to ask if it is possible to accept delivery in January/February 2022 when it can be laid out.

34 Parish Partnership Scheme

Cllr Bowes (Norfolk County Council) had asked the Council to consider making improvements to the Caudle Springs footpath as part of the Parish Partnership Scheme. The Council noted that if it is described as part of the designated walking route to the school then Norfolk County Council should be maintaining the path to a safe standard, and if not then Norfolk County Council should be restoring the school bus.

35 Items for inclusion in the next agenda

Update on the road adoptions

Longer term maintenance of the Village Hall car park

Hire of a Community Hub Manager and Caretaker

36 Next Meeting

The next meeting of the Council will be on January 11, 2022.

There being no further business, the meeting was closed at 8.25pm.