

**Minutes of the Annual Parish Council Meeting
held on 13 May 2019 in the Community Cabin, Blenheim Grange**

Present: Cllrs T Coppen (Chair), J Borrett, S Dekeyzer, H Shipman, J Tinson, M Wormald. In attendance. N Hartley (Parish Clerk) T Birt (Breckland Council)

1 Election of Chairman

It was **RESOLVED** to elect Cllr Coppen as Chairman for the forthcoming year. He signed the Declaration of Office.

2 Election of Vice Chairman

It was **RESOLVED** to elect Cllr Wormald as Vice Chairman for the forthcoming year. He signed the Declaration of Office.

3 Co-Option of New Member

It was **RESOLVED** to co-opt Hepzibah Shipman onto the Parish Council. She signed the Declaration of Acceptance of Office.

4 Acceptance of Office

All members of the Parish Council signed the Declaration of Acceptance of Office forms.

5 Apologies for Absence

None.

6 Declarations of Interest

Cllr Coppen in any matters relating to Carbrooke Village Green. Cllr Wormald in any matters relating to Blenheim Grange.

7 Minutes

It was resolved to approve and sign the minutes of the meeting held on 8 April 2019 as a true and accurate record.

8 Matters Arising

It was noted that the post box on Lancaster Avenue has been opened for letters.

It was noted that the school is doing all it can to improve parking outside the school at pick up and drop off. The school is also trying to help with the problem of littering by including it as part of its initial learning.

9 Public Participation

None.

10 Planning

10.1 Applications considered

Staddle Stones, 2 Willow Corner Single storey extension to front of property (revised scheme)	3PL/2019/0417/HOU No objection
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Plot at 4, The Bungalows, Caston Road Raising the height of the roof by 300mm to approved planning permission 3PL/2018/0217/F to approved one and a half storey agricultural workers dwelling	3PL/2019/0485/VAR No objection
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11 Finance

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

Direct Debit, Veolia, waste collection at Blenheim Grange, £33.50
Standing Order, N Hartley, clerk's salary, £615
Chq 101354 Thinking Rural, payroll services, £12
101355 HMRC, clerk's PAYE, £117
101356 Carbrooke Parish Council, transfer of funds for Community Centre, £5,000
101357 Jemco, two signs for Village Hall car park, £41.03
101358 David Bracey, play area safety inspection report, £96
101359 EDF Energy, electricity for Community Cabin, £38.94
101360 NGF Play Ltd, purchase and installation of play area gate, £2,329.10
101361 NGF Play Ltd, purchase and install replacement ball catcher, £1,140
101362 NGF Play Ltd, repairs to Blenheim Grange play area, £198
101363 N Hartley, reimbursement of Council's Microsoft subscription, £59.99
101364 TOP Garden Services, emptying dog bins, £93.60
101365 TOP Garden Services, cutting grass at Village Hall, £48
101366 Norfolk Parish Training & Support, internal audit fee, £147.74

11.2 The following payment was approved in accordance with the budget and made from Blenheim Grange Maintenance Fund

000025 TOP Garden Services, grass cutting at Blenheim Grange, £432

12 Approval of Audited Accounts

The clerk presented the Council's audited accounts for 2018/19. It was **RESOLVED** to approve the accounts.

13 Internal Auditor's Report

The Council received the Internal Auditor's report. The contents of the report were noted.

14 Annual Return

It was **RESOLVED** to approve and sign the Annual Return for 2018/19.

15 Appointment of Internal Control Officer

It was **RESOLVED** to appoint Cllr Tinson as the Council's Internal Control Officer.

16 Appointment of a Budget Sub Committee

It was **RESOLVED** to appoint Cllrs Coppen and Dekeyzer to the Budget Sub-Committee.

17 Appointment of a Staff Committee

It was **RESOLVED** to appoint Cllrs Coppen and Dekeyzer to the Council's Staff Committee.

18 Appointment of a Representative to Blenheim Grange Residents Association

It was **RESOLVED** to appoint Cllr Wormald as the Council's representative to Blenheim Grange Residents Association.

19 Appointment of a Representative to Carbrooke Village Green

It was **RESOLVED** to appoint Cllr Coppen as the Council's representative to Carbrooke Village Green.

20 Appointment of a Representative to Carbrooke Village Hall

It was **RESOLVED** to appoint Cllr Dekeyzer as the Council's representative to Carbrooke Village Hall.

21 Appointment of a Representative to Carbrooke Academy

It was **RESOLVED** to appoint Cllr Dekeyzer as the Council's representative to Carbrooke Academy.

22 Appointment of a Representative to Carbrooke Fuel Allotment Charity

It was **RESOLVED** to appoint Cllr Borrett as the Council's representative to Carbrooke Fuel Allotment Charity.

23 Appointment of a Representative to Wayland Partnership

It was **RESOLVED** to appoint Cllrs Dekeyzer and Tinson as the Council's representatives to the Wayland Partnership.

24 Appointment of the Parish Council's Insurer

The Council considered three quotes. It was **RESOLVED** to appoint Zurich Insurance as the Parish Council's insurer for 2019/20.

25 Play Area Safety Report

The Council received the annual play area safety inspection report for Blenheim Grange. The contents of the report were noted. It was **RESOLVED** to put anti vandal paint on the top of the youth shelter due to the Council's concerns over safety.

26 Annual Asset Report

The Council received a copy of the annual Asset Report. The clerk had spoken with a representative of Norfolk Wildlife Trust regarding concerns over the amount of litter in the woods behind Anson Way. It was **RESOLVED** to obtain quotes to fell up to 25% of the trees and to create a path through the woods.

27 Reinstatement of the school bus

Concerns continued to be expressed over the safety and practicality of the designated walking route to and from the school. It was **RESOLVED** to unite the school, pupils,

parents, councillors and members of the public in the late summer/autumn to walk the route and draw press attention.

28 Litter at Blenheim Grange

Cllr Birt will approach Breckland Council for assistance.

29 Representatives' reports

Cllr Wormall noted on behalf of Blenheim Grange Residents Association that the fete is on 3 August. A request was made for a donation to Watton Fireworks display. This will be considered at the next Council meeting.

Cllr Dekezyer noted on behalf of Carbrooke Village Hall that the trustees of the hall are seeking new bookings. The bar is open every Friday night and alternate Sundays.

30 Items for inclusion on the agenda for the next meeting

Update on road adoption at Blenheim Grange, a central reservation at Norwich Road, a uniform speed limit on Norwich Road.

31 Next Meeting

It was noted that the next Parish Council meeting will be in Carbrooke Village Hall on Monday 10 June at 7pm.

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