

**Minutes of the Annual Parish Council Meeting
held in Carbrooke Village Hall on 14 May 2024**

Councillors present:

N Defew (Chair), A Baker, J Borrett, R Humphreys, K Jones, W Leport, D Page, S Yerby.

In attendance:-

N Hartley (Parish Clerk), P Bate (Breckland Council), P Arrowsmith (Community Hub), two members of the public.

1 Election of Chair

It was **RESOLVED** to elect Cllr Defew as Chair of the Council. He signed the Declaration of Acceptance of Office.

2 Election of Vice Chair

It was **RESOLVED** to elect Cllr Page as Vice Chair of the Council. He signed the Declaration of Acceptance of Office.

3 Resignation of Cllr Willmott

The Council noted the resignation of Cllr Willmott.

4 Apologies for Absence

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

5 Statement from the Council Chair

The Chair proposed this was carried into the closed part of the meeting. There were no objections to this.

6 Amendment to Standing Orders

It was proposed that the Council remove the last line of Standing Order 29 about emails being considered to be in the public domain. It was **RESOLVED** by a majority vote that the clause should not be removed.

7 Code of Conduct

Councillors re-signed the Code of Conduct.

8 Declaration of Interest

None.

9 Minutes

Cllr Yerby requested additions to item 24 of the minutes. Four councillors abstained from voting. Two councillors voted in favour of the changes. Two councillors voted not to make the changes. The Chair used his casting vote. It was **RESOLVED** to approve and sign the minutes of the meeting held on 9 April 2024. The Chair signed the minutes.

10 Matters Arising

Mrs Arrowsmith drew attention to all the good things the Parish Council does. She noted the number of positive comments about the recent cleaning of the American War Memorial at Blenheim Grange and the installation of new pathing at Blenheim Grange. She suggested the Parish Council should promote itself more widely.

11 Public Participation

A member of the public referred to item 24 in the April 2024 minutes and to the Code of Conduct. He said that emails marked Private and Confidential should remain private and confidential unless the sender gives their consent otherwise. He said that someone had disclosed the contents of a councillor's email that had been marked private and confidential. In consequence, rumours had spread that a female councillor had been responsible for preventing the fete from taking place.

12 Reports from Breckland and County Councillors

Cllr Bate (Breckland Council) noted with regard to the Boundary Review the proposal is to increase the number of councillors from 48 to 51, and to reduce the number of district councillors to one per ward.

Cllr Bowes' (Norfolk County Council) report is attached to the minutes.

13 Planning

13.1 Breckland Council decisions:-

Flying Fish, Norwich Road

3PL/2023/1161/F

Conversion of redundant public house to an Indian restaurant/takeaway

Approved

13.2 Consultation letter re a proposed Play Area/public open space at Tedder Close

It was **RESOLVED** that the Council was broadly in approval of the proposal.

14 Finance

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

N Hartley, clerk's salary, £768.96

HMRC, clerk's Paye, £192

Norfolk Association of Local Councils, annual subscription, £184.85

N Hartley, reimbursement of Microsoft 365 subscription on Council laptop, £59.99

Norfolk Parish Training & Support, councillor induction courses, £96

Wensum Valley Electrical Ltd, replace defibrillator door at Aerolite Garage, £72

Gorts Gardening, grass cutting Carbrooke church, £225 (Section 137)

Mansfield Fencing, replace timber in play house roof at Hub play area, £60

Community Heartbeat Trust, cost to return defibrillator door, £36

Clear Councils, insurance premium, £1,707.21

14.2 The following payment was made from the Commuted Sum:

MW Surfacing, resurfacing footpaths by the Blenheim Grange play area and the power substation (Blenheim Grange) £4,526.40

15 Unity Trust Signatories

It was **RESOLVED** to confirm Cllrs Defew, Page and Yerby, and the Clerk, as signatories to the Council's Unity Trust account.

16 Accounts 2024 and the Annual Return

It was **RESOLVED** to approve the accounts to 31 March 2024 and to sign the Annual Return.

17 Budget Committee

It was **RESOLVED** to appoint Cllrs Defew and Page to the Budget Committee. No other councillors wished to join the Committee.

18 Staff Committee

It was **RESOLVED** to appoint Cllrs Defew and Page to the Staff Committee.

19 Internal Control Officer

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

20 Carbrooke Village Hall

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

21 Millennium Green Trust

It was **RESOLVED** to appoint Cllr Page as the Council's representative to the Millennium Green Trust.

22 Carbrooke Academy Representative

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

23 Carbrooke Parochial Church Council

It was **RESOLVED** to appoint Cllr Borrett as the Council's representative to Carbrooke Parochial Church Council.

24 Carbrooke Fuel Allotment Charity

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

25 Community Hub

It was **RESOLVED** to appoint Cllr Humphreys as the Council's representative to the Community Hub.

26 Council's Insurer

It was **RESOLVED** to appoint Clear Councils as the Council's insurer.

27 Hub Manager's Report

A copy of the report is attached to the minutes.

28 Hub Finance Report

A copy of the report is attached to the minutes.

29 Grant Application Carbrooke Parochial Church Council

The Council considered a grant from Carbrooke PCC to cut the grass in the churchyard. It was **RESOLVED** to approve a grant of £1,000, invoices to be paid directly by the Parish Council.

30 Road Adoptions at Blenheim Grange

The consortium had reported that they have been 'given the go ahead to carry out remedial works on Phase 1 to progress the adoption of Phase 1. The works started 7 May and continued for 14 days.

31 Resurfacing the Village Hall Car Park

This was carried forward to the next meeting as all the quotes had not been received.

32 Community Award

The Council considered a proposal for a Community Award. It was **RESOLVED** to approve the proposal.

33 Litter Pick

Cllr Borrett will speak to the previous organiser and see if he wishes to organise a litter pick in the autumn.

34 Mindful Village

The Council had received a request for Carbrooke to become a 'mindful village.' Councillors were asked if they would like to become 'Wellbeing Champions.' Councillors will respond to the request individually.

35 Bus for Beacon Lighting Event (6 June)

The Council proposed laying on a bus service to transport residents to and from the Norwich Road estates. It was **RESOLVED** that Cllr Baker will contact the Fountain of Life Church re use of their mini bus. Mrs Arrowsmith will gauge demand for a bus service. It was **RESOLVED** that

if there is sufficient demand and if the Fountain of Life Church minibus is not available, the Council will pay for a bus service.

36 Meeting re the Local Plan

Cllr Crane had contacted the Head of Planning at Breckland Council to arrange a meeting with the Parish Council and he had agreed to hold a private meeting with the Parish Council. Councillors agreed it would be beneficial to meet him in order to understand the process and ask questions. Councillors agreed they do not have sufficient knowledge to answer residents' questions.

37 Representatives' Reports

Cllr Defew noted the Beacon lighting event is going ahead on 6 June.

Cllr Yerby brought a card from the children at the school thanking the Council for its help in funding the Forest School.

38 Items for Inclusion in the next Agenda

Installation of No Dog Fouling signs.

39 Next Meeting

The next Council meeting will be in the Village Hall on June 11 2024 at 7pm.

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 following.

40 Manager/Caretaker's Salary Scale

It was **RESOLVED** to set the Manager/Caretaker's salary at £13.28 (SCP 10 on the NALC salary scale) and to increase her hours to 20 hours a week. The Council will introduce a new Timesheet to record her hours.

41 Complaint

The Clerk noted that the Council had received a complaint against the Council Chair. This had been investigated under the Council's Complaints Procedure. The result of the investigation had been sent to the complainant.

42 Statement

A member of the Council expressed concerns for the safety of female councillors as there was a perception that a female councillor was responsible for the fete not proceeding. The councillor said their property was being pointed out as the home of the councillor who had closed down the fete, and that this had arisen as a result of the disclosure of an email marked Private and Confidential. Councillors expressed their support for the councillor and approved the following statement.

There may be a perception the fete was cancelled because of a particular Council member, This is entirely incorrect. The Parish Council was asked to consider a grant application for £3,000 for a fete on the Millennium Green. In response, the Council requested a breakdown of costs for the fete. The decision to request this information was made by the Council as a whole. No response was received because the fete had already been cancelled. The Council is disappointed that the fete is not going ahead and remains steadfast in its support for all parish organisations.

The Parish Council runs according to a Code of Conduct. Councillors sign up to this code and must be mindful of it when it comes to confidential matters and email policy. This also extends to treating people appropriately at meetings and other contexts.

The Council appoints representatives to act as a liaison between the Council and parish organisations. These appointees are only representatives and are not there to make decisions on behalf of the Parish Council.

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

County Councillor Report

Road Safety Community Fund 2024/25

I am very pleased to inform you that following my submission to the above Fund, the following scheme has been assessed and approved for design and delivery during the coming financial year and will be funded in full.

PLB245 Caudle Springs Carbrooke – 20mph Speed Limit

Furthermore the **20mph speed limit scheme for Watton High Street** funded through my Members' budget is scheduled to be implemented on June 24th.

Watton Junior School unveils New Social, Emotional and Mental Health (SEMH) Base

A 16-place SEMH base, located within the grounds of Watton Junior School officially opened on 18 April 2024.

This new building, funded as part of Norfolk County Council's £120 million Local First Inclusion programme, will provide early support to children and their families to manage emotions and build the confidence and strategies to flourish at both school and home.

The base will be managed by the Executive Headteacher and governing body at the school, part of the Clarion Corvus Trust. A newly recruited team leader will oversee the day-to-day running of the facility along with support staff. NCC has also funded access to a range of professionals, including family learning workers and educational psychologists.

£600 million-plus devolution deal to be considered at the NCC Infrastructure and Development Select Committee in May

Preparations for a devolution deal to bring more powers and funding to Norfolk are to be considered by councillors at the I&D select committee tomorrow

Three reports will be presented that pave the way for major investment in infrastructure, skills, housing and transport, subject to a vote in July on introducing a leader, elected by the public:

- A report to enable transfer of the Government's £12.8 million per year adult skills budget to Norfolk.
- A report on how the county and district councils have worked on a pipeline of brownfield site regeneration projects, to develop up to 580 homes using £7 million of devolution funding.
- A report on how the £20 million investment fund will be administered, with the involvement of district councils and other partners in advising the directly elected leader and cabinet on funding decisions.

Flourish Awards 2024

Norfolk County Council has announced the return of the Flourish Awards for 2024 – with nominations now officially open.

Hosted by the Children and Young People Strategic Alliance (CYP SA), the distinguished awards recognise the people, projects, teams and organisations that have made outstanding contributions to help children and young people flourish in Norfolk.

Any project, team or organisation can be nominated by members of the public or a professional, with the winners being decided by a panel of children and young people, made up of members of the Norfolk Youth Advisory Boards and other relevant groups, and parents.

Nominations are open until 24 May 2024.

Foster care

is a way of providing a safe and nurturing environment for children and young people who cannot live with their birth families. Foster carers are people who open their hearts and homes to children in need, and offer them support, stability, and love. Foster carers can be single, married, or in a relationship, and can come from any background, culture, or religion. They can be homeowners or renters, employed or unemployed, and have children of their own or not. The most important thing is that they have the time, space, and commitment to care for a child or young person.

Benefits of foster care

Becoming a foster carer can be a rewarding and fulfilling experience for both you and the child or young person you care for. Some of the benefits of foster care are:

- You can make a positive difference in the life of a child or young person who has experienced trauma, abuse, or neglect.
- You can help a child or young person develop their confidence, self-esteem, and resilience.
- You can learn new skills and gain valuable experience in working with children and young people.
- You can receive ongoing training, support, and guidance from a dedicated team of professionals.
- You can access financial assistance and allowances to cover the costs of caring for a child or young person.
- You can be part of a community of foster carers who share your passion and commitment.

If fostering sounds like something you would like to explore further, Email michelle.brady@norfolk.gov.uk or call 0300 0241177. One of the team will be happy to have a chat and discuss how you could become a Norfolk Foster Carer

May 2024 Report form Community Hub Manager

Bookings Payable hours and Community Hours

	April	May	June	July	Aug
Total Paid Hours	90	99TBC			
Total Community Hours	25	25			

A new parent and baby fitness class is due to start in May initially 1 hour per week

We are working with Watton Families in need to help families in our local area.

All is going well at the hub bookings are steady with NHS and Abbots confirming bookings until Dec 2024

We have a possibility of a housing Association using the Hub on a regular basis if time and dates can be found.

We continue to have positive comments about the hub and continue to get interest from local people. The war memorial has been renovated; we have had some very positive feedback from this. We will publicise that it has been completed and paid for by the Parish Council, it would be good if we could raise the profile of the work the Parish Council does in the community.

Thank you

Pam Arrowsmith

Treasurers Report

Community Hub As of 30/04/24

Produced by P Arrowsmith

Lloyds Current Account

Opening Balance on 01/04/24	£7,471.58
Payments out	£2182.80
Payments received.	£1090.00
Closing Balance 30/04/24	£6378.78
Predicted Income May 2024	£990.00 Hirers TBC

Predicted Out goings May 2024	£350.00 Gas /electric £800.00 Salary £500.00 PA system Stand/ Speaker £100.00 Microphone £28.00 Mobile Phone £68.00 Breckland Council Waste bins £75.00 Internet £220.00 Window /gutter £150.00 Repay damage deposit. Total £2291.00
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Committee raised funds = £1591.00 with in bank account

£500.00 has being allocated to buying a outside PA system

£100.00 has been allocated to buying a Microphone and stand.

The remaining amount will be spend within the Hub, further discussions ongoing during committee meeting.