**Carbrooke Parish Council**

**Notice of a meeting of the Annual Parish Council Meeting to be held**

**in Carbrooke Village Hall on 14 May 2024 at 7pm**

**Agenda**

1 To elect a Council Chair

2 To elect a Council Vice Chair

3 To receive apologies for absence

4 To receive a statement from the Council Chair

5 To consider an amendment to the Council’s Standing Orders

6 Councillors to re-sign the Council’s Code of Conduct

7 To receive any declarations of interest

8 To approve the minutes of the meeting held on 9 April 2024

9 To receive any matters arising from the minutes (for information only)

10 Public Participation. Carbrooke Parish Council welcomes the public and press to its meetings. The public and press are able to address the Council during a 15 minute Open Forum. Please note, the law does not permit members of the public to take part in the debates.

11 To receive a report from Breckland and County councillors

12 Planning

12.1 Breckland Council decisions:-

 Flying Fish, Norwich Road 3PL/2023/1161/F

 Conversion of redundant public house to an Indian restaurant/take away Approved

12.2 To consider a letter regarding a proposed play area/public open space at Tedder Close, Watton

13 Finance

13.1 The following payments will be 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, 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

13.2 To make the following payment from the Commuted Sum:-

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

14 To confirm the signatories to the Council’s Unity Trust account

15 To receive the Council’s unaudited accounts and to complete the Annual Return

16 To appoint three members of the Budget Committee

17 To appoint two members of the Staff Committee

18 To appoint an Internal Control Officer

19 To appoint a representative to Carbrooke Village Hall

20 To appoint a representative to the Millennium Green Trust

21 To appoint a representative to Carbrooke Academy

22 To appoint a representative to Carbrooke Parochial Church Council

23 To appoint a representative to Carbrooke Fuel Allotment Charity

24 To appoint the Council’s insurer

25 To receive the Hub Manager’s report

26 To receive the Hub’s Finance report

27 To consider a grant application from Carbrooke PCC

28 To note an update on the road adoptions at Blenheim Grange

29 To consider quotes for resurfacing the Village Hall car park

30 To consider a proposal for a Community Award

31 To consider a proposal for a Litter Pick

32 To consider a proposal for Carbrooke to qualify as a Mindful Village

33 To consider hiring a bus to transport residents from the Norwich Road estates to the Beacon lighting event at the Millennium Green on 6 June

34 To consider arrangements for a meeting with Breckland Council about a site in the Local Plan

35 To receive Representatives’ reports

36 To receive items for inclusion in the next agenda

37 To confirm the date and time of the next meeting to be held in the Village Hall on Tuesday June 11 2024

**The meeting will be closed to the public**

38 To consider the Hub Caretaker’s Job Description and salary scale

Dated: 8 May 2024

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