

**Minutes of the Parish Council Meeting
held in Carbrooke Village Hall on 11 July 2023**

Present: Cllrs N Defew (Chair), A Baker, J Borrett, L Grubb, W Leport, M Mawby, D Page, S Willmott, S Yerby. In attendance: N Hartley (Parish Clerk) P Arrowsmith (Chair of the Hub Committee). Three members of the public.

1 Co Option of New Councillors

It was **RESOLVED** to co opt Aaron Baker, Lee Grubb, William Leport and Steve Willmott. Each signed a Declaration of Acceptance of Office.

2 Apologies for Absence

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

3 Declarations of Interest

None.

4 Code of Conduct

All councillors signed the revised Code of Conduct.

5 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 13 June 2023 as a true and accurate record. The Chair signed the minutes.

6 Matters Arising

None.

7 Reports from Breckland Councillor

A copy of Cllr Crane's report is attached to the minutes.

8 Finance

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

N Hartley, clerk's salary, £702.12
HMRC, clerk's Paye, £175.40
N Hartley, clerk's expenses, £284.37
SCS Accounting Solutions, internal audit fee, £120
Vuelt Training, excel training (April) £40
Community Hub, first transfer of Budgeted funds, £4,532.25
Eibe Play, bin lid for Hub play area, £105.60
Norfolk Parish Training & Support, chairing meetings courses, £140
Glasdon UK Ltd, dog bin for Washington Drive, £218.26
Mansfield Fencing, various works re noticeboards/litter bins, and base for new container at Hub, £2,460
SC Johnson, supply and install water softener at Hub, £1,400

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

CJS Maintenance, maintenance of flower beds/open spaces, £550
Jemco, two flytippers will be prosecuted signs, £91.32
Abel Groundworks, clearance of area near Community Cabin, £350

8.3 Payments Received

Zurich Insurance, insurance claim re two slides at Blenheim Grange play area, £3,623
Barclays Bank, interest on deposit account, £41.85
Unity Trust Bank, interest on account, £488.48

8.4 Internal Control Officer's report

Cllr Mawby noted that he had carried out the first quarterly check and that everything was in order. He noted that he will be reviewing the internal control system.

8.5 Internal Control Officer's report for the Hub

The clerk noted that he had carried out the first quarterly check of the Hub's finances and that everything was in order, subject to item 13 (below).

8.6 The Clerk noted that the Internal Audit had been successfully completed and that there were no issues relating to it.

8.7 The Council received a report of Actual to Budgeted Expenditure.

9 Planning

9.1 Breckland Council decisions:-

DPSK Ltd, 2 Vulcan Place
Installation of one Air Conditioning Unit and one Cold Room Compressor to the rear elevation
3PL/2023/0468/F
Approved

DPSK Ltd, 2 Vulcan Place
3PL/2023/0467/A

One internally illuminated fascia sign and one internally illuminate projecting sign
Approved

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) small containers; the Dog Kennels will still continue trading. In addition the short term storage/parking of mobile homes (not occupied) for sale or use on residential sites elsewhere Refused

9.2 The Council considered the following Consultation Amendment:-

Shrublands, Norwich Road 3PL/2023/0047/F
Proposed barn conversion to one dwelling (unit 3) revised vehicular access/parking, revised design to unit 4, change of land from agricultural to residential and erection of carport with garden store for unit 2 (part retrospective)

Amended plans include a larger site area and a change in the description of development to include changes to the access, parking and internal layout of unit 4.
No objection

10 Grants Policy

The Council reviewed its Grants Policy. It was **RESOLVED** to approve the amended policy and associated documents.

11 Employment Status of the Hub Caretaker

The Council had taken initial guidance from Acas regarding the role of the Hub caretaker. The Council wishes to clarify whether it has a legal obligation to make this an employed role and not one of a self-employed contractor. It was **RESOLVED** to seek guidance from an HR professional in order to understand the legalities and the impact on the Council.

12 Community Hub Report

A copy of the report is attached to the minutes.

13 Community Hub Financial Report

A copy of the report is attached to the minutes. The caretaker and Hub treasurer had drawn to the Council's attention that they were unable to account for £100. It was not clear where this had been lost. The caretaker and the treasurer had made a thorough investigation of the accounts, the monies taken and the banking. The bank statement showed £170 had been paid in and the paying in book/the payment envelopes noted that it should have been £270. The caretaker and the treasurer have taken measures to ensure that henceforth cash taken is double checked and receipted.

It was **RESOLVED** that the clerk will contact Norfolk Parish Training & Support for guidance as to what action the Council should be taking.

It was **RESOLVED** that the Council will agree a Cash Handling Policy. Cllr Grubb offered to help prepare a policy for Council approval.

14 Play Report

The meeting received the report of the play areas at Lancaster Avenue and the Hub. It was **RESOLVED** to carry out all the works recommended in the report. At its next meeting the Council will consider future action regarding the trampoline.

15 Council Land near Wessex Drive

The Council had received a request from residents to close off an informal cut through at Vulcan Place/Wessex Drive. The Council had requested initial quotes for wood fencing (£1,685) and metal fencing (£3,225). It was **RESOLVED** to contact the builder of the property and ask why no fence was installed when the property was built.

16 Trial Surveillance Cameras

The Council had received a request from Breckland Council to trial the use of surveillance cameras. It was **RESOLVED** to seek further information from Breckland Council about the legal ramifications of using the cameras. The Council proposed the following locations.

The area between the Spar car park and the propeller war memorial
The area near the American war memorial
The area leading to/next to the power substation
The play area on Lancaster Avenue.

17 Dog and Litter Bins

Cllr Defew had obtained a quote from Serco, which was substantially less than the Council's current contractor is paid to empty the dog and litter bins at Blenheim Grange. The quote is to empty the bins weekly. It was **RESOLVED** to accept the Serco quote.

18 Installation of a Bench in the Village Hall Car Park

Cllr Yerby proposed the Council install a bench around the tree in the car park. She also suggested trimming back the branches. It was noted that some members of the public had trimmed the branches a few months ago. The Council did not consider that a bench was necessary. It was **RESOLVED** to take no further action.

19 Flower Troughs in Village Hall Car Park

Cllr Yerby proposed the installation of flower troughs in the area next to the trees at the side of the Village Hall. Cllr Page offered to supply the flower troughs at no cost to the Council. It was **RESOLVED** to install the flower troughs and flowers, subject to Cllr Yerby presenting the Council with a Maintenance Plan as to who will water, weed and feed the plants.

20 Charity Food Bank Table

Cllr Yerby proposed the installation of a new table at the entrance to the car park. It was **RESOLVED** that Cllr Defew will speak to the resident who put up the existing tables. The proposal will be considered at the next Council meeting.

21 Hunton Plough

The Council considered where to return the Hunton Plough, which had been removed for essential repairs. The Council had been asked to cost a metal silhouette of the plough. This was approximately £2,000. It was **RESOLVED** that the Council would not install a silhouette of the plough on the plinth. The Council considered whether to place the plough in the church or return it to the plinth. It was **RESOLVED** to return the plough to the plinth. At its next meeting the Council will consider a Maintenance Plan for the plough.

22 Litter Picks

Following the success of a recent litter pick at Blenheim Grange, it was proposed the Council might hold regular litter picks throughout the parish. It was **RESOLVED** that Cllr Willmott will liaise with Cllr Crane (Breckland Council).

23 Representatives' reports

Cllr Yerby (representative to Carbrooke Academy) said that meetings of the Ethics Group were starting in September. She will start reading with the children in September. She has advised the school about grants.

Pam Arrowsmith noted that awareness of the Hub is improving. She noted an event hosted at Blenheim Grange by the Police and Breckland Council had successfully drawn attention to remedies to anti social behaviour.

Cllr Defew (representative to the Village Hall) noted that the Council had received notification from the Committee of the following. The Village Hall Management Committee has adopted a series of policies on financial management, financial reserve management, conflicts of interest, GDPR and privacy. These are published

on the Hall's website. The Committee has decided to keep its management meetings to trustees only, the same as other hall management committees. This will allow the trustees to focus on their main purpose, which is to improve and manage the hall for the whole community. In light of this the committee has raised the profile of its contact details on its website, Facebook page and in the Village Hall so that people can easily raise issues.

Cllr Page (representative to the Millennium Green) said he will be attending the meeting later in the month.

Cllr Borrett (representative to Carbrooke Fuel Allotment Charity) said she had attended a meeting of the CCLA. She asked if the Council might like to consider the use of this organisation when reviewing its finances/the Commuted Sum.

Cllr Defew noted the Church needs financial investment for new wiring. He said that the Church was requesting time and knowledge from any residents interested in helping.

24 Parish Partnership Bids 2024/25

The Council considered if there were any initial bids to put forward to Norfolk County Council under the Parish Partnership Scheme. It was **RESOLVED** that Cllrs Baker and Page will liaise with Cllr Bowes (Norfolk County Council) as to possible projects.

25 Flagpole

The Council received an update from the PCC to its proposal to install a flagpole outside the church. The PCC felt the churchyard was not the best location for a flagpole and noted that the siting of a flagpole would require a Faculty application which could be a lengthy process. The PCC felt the Village Hall car park would be a better position. It was **RESOLVED** to take no further action.

26 Council Training

Cllr Defew suggested that councillors might benefit from training to understand the Council's finances. It was **RESOLVED** to obtain costs from Norfolk Parish Training & Support for full Council training.

27 Correspondence

The Council had received a letter from a resident about the current formation of the Council and the proportion of male and female councillors. The resident had left no address. In consequence the Council was unable to reply directly.

28 Request from the Fountain of Life Church

The Fountain of Life Church requested permission to host an event on the play area at Blenheim Grange on 19 August. It was **RESOLVED** to approve the request, subject to the organisation providing the Council with a risk assessment, indemnity waiver and insurance. The organisation to clear the site after the event.

29 Items for Inclusion in the Next Agenda

Documentation and management system

Action regarding the trampoline in the Lancaster Avenue play area

Update on the replacement of the Charity Food Bank Table

Maintenance Plan for the flower troughs

Maintenance Plan for the Hunton Plough

Litter picks in the parish

Review of the Council's investment of the Commuted Sum

Update on possible Parish Partnership bids

Update on Council training on finances

30 Next Meeting

The next meeting of the Council will be in the Village Hall on 5 September 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 clerk's annual appraisal

31 Clerk's Appraisal

It was **RESOLVED** to approve the appraisal provided by the Staff Committee and the objectives set for the year. The appraisal is held on file.

There being no further business, the meeting was closed at 8.55pm.

Report of Helen Crane (Breckland Council)

Alexa-A new service via the Alexa smart speaker has been launched which will enable Breckland residents to find out more about local council services, including which bin is next due for collection. This new function is the first to be delivered by a Norfolk Council and embraces the latest technology and will develop over the months ahead to give more information. It is another way of residents being able to communicate with their council.

Local Government Chronicle awards-Breckland Council won the Health and Social Care category on 8th June. This is for the councils 1 million£ inspiring communities programme which launched in 2020 setting out a new partnership with NHS, Charities and other partners. Together support has been given to some of the district's most vulnerable residents, including those who have experienced domestic abuse, isolation and loneliness and people in need of mental health support.

Thetford Stage and Screen festival returns on 5th and 6th August. Free outdoor cinema and 2 performances of outdoor Theatre of Jane Austin's Sense and Sensibility.
Business waste-The business waste has seen its 250th customer. This service is not a one size fits all and is tailored to meet the individual needs of our business waste customers.

Mental Health support-The Breckland build together Families programme will deliver interactive workshops and support for up to 100 young people and their families who are on local mental health waiting lists.

Car Parks-Breckland Council is set to carry out a new survey of its 32 public car parks. The last survey was done in 2016 and the council wants to understand how the car parks are being used and support our 5 Market Towns.

Local Plan Partial Review-The inspector has "considered the review on its own merits, this specific review has evolved in response to the complex mix of local circumstances, alongside which the Council has shown that it has undertaken substantive work on its full update of the local plan which is expressed clearly in the published Local Development Scheme. On balance the focused approach to the partial review is both pragmatic and justified." The full report can be found on the website.

Breckland 2035-Carbon Audit report came to cabinet this morning. The carbon footprint shows a positive direction of travel. There has been a 10% reduction since the previous year and a 17.5% reduction since the baseline year 2019/20. We have seen good progress in scopes 1 and 2, these are which are within our control. There are challenges with scope 3 for things out of our control such as SERCO waste collection, contracted cleaning, Equipment procurement etc.

Decarbonisation of Leisure Centres-Cabinet recommended that up to £530k be released to deliver destratification fans at both sites along with lagging improvements and optimisation of heating systems. Thetford would also see replacement of single glazed windows. This will see a reduction in total carbon emissions of 175.55 tonnes.

July 2023 Report for the Parish Council and Community Hub

Laura Fox marketing and Fundraising has resigned she feels since moving away she cannot contribute as much as she would like to. We are in the process of recruiting another member for the role we have interest so this is good news for us.

I thought you may be interested in who uses the Hub and their age ranges, we are always open to suggestions and to have a variety of groups and events available to the community.

Meditation age group 35-75 year

Private Hire at the moment it is usually children's birthday parties so 1-12 years

Kidz Klub 5-10years

WHAM dance school 5-16 years

Ear to Hear 45-75years

Panto 14-65 years

Music Group 16-75years

Fitness dance group 35-60 years

Beech Tree Residence Association 30-75years

Dance practice 8year

All Nations Church young people and adults

Drumming group Adults

Stay and Play under 1year -4years rising to 9years in summer

Halloween/Christmas event children and adults all age ranges

Horse racing/Quiz night/pig racing 16years -80years

Crafty Coffee Morning usually adults

Mobile Food Bus all age ranges

Up coming events

Pig racing night has been arranged for 29th July posters and tickets are available online or from the Hub on a Monday 9.30-12.00

Working with the Hear to ear group we have arranged a community event Norfolk singing hands on the 5th August at 11.00 bring your own picnic, refreshments tea/coffee will be available.

We will be hosting a breast cancer awareness morning tea on the 7th August between 10.00 -12.00 all welcome to come and support with all proceeds going to breast cancer awareness.

Halloween organised by the runway group

Christmas event for the children during the day followed by the Jersey Boiz in the evening 9th Dec

Snagging We have two outstanding items the builders are in the process of completing these.

Start-up funding potential use

Gardening quotes ongoing

Shade for Patio quotes are ongoing.

Water softener will be installed 5th July

New Container base has been completed the container is due to arrive in 18th July the nursing home have been made aware.

Bookings Payable hours

| Name of Group Paid hours | April | May | June | July | Aug |
|--|-----------------|---------------|-------------|---------------|--------------|
| Meditation | 8hours | 10 hr | 6 | 6 | 10 |
| Private Hire, Abbots and Cranswick. (Cranswick 4 free sessions left) | 9hours | 29.75 | 21.5 | 12 | 8 |
| Kidz Klub | 4hours | 6hr | 8 | 4 | - |
| WHAM dance school | 4.5 hours | 20hr | 10.5 | 9 | - |
| Ear to Hear | 2hours | 2hr | 2 | 2 | - |
| Panto | - | - | 2 | - | - |
| Music Group | 6hours | 6hr | 6 | 6 | 6 |
| Fitness dance group | 6.5hours | 5hr | 5 | 6.25 | - |
| Beech Tree Residence Association | - | - | 2 | - | - |
| Dance practice | 2hours | 1hr | 1 | - | - |
| All Nations Church | - | - | 3 | 1 | - |
| Runway | 4hours | - | - | - | - |
| Drumming group | - | - | 4 | 4 | 4 |
| Total Paid Hours | 46 hours | 79.75 | 71.0 | 50.25 | 28.00 |
| | | | | | |
| Community Usage Non Paying | April | May | June | July | Aug |
| Hub Committee Meetings Parish Council | 2hours | 2hr | 2 | 7 | - |
| Stay and Play including set up /clear away | 12hours | 16hr | 20 | 15 | 15 |
| Coronation event/winter wonderland/Remembrance / Halloween/Christmas event Horse racing/Quiz night/Easter | 7Hour | 6hr | 6 | 5 | 5 |
| Saturday Surgery | - | - | - | - | - |
| Crafty Coffee Morning | 5hours | 5hr | 10 | 10 | 8 |
| Wellness Bus | - | - | - | - | - |
| Mobile Food Bus/wellness | 6hours | 5hr | 4 | 4 | 5 |
| Litter picking with community | - | 2.5hr | 4 | - | - |
| Total Community Hours | 32hours | 39.5hr | 46hr | 39.5hr | 33.00 |

Hub Treasurer's report

Financial Year 2023/24 – Month 1 April 2023

| | |
|-------------------------------------|----------|
| The Opening Balance on 01/04/23 was | £4919.49 |
| Payments out were | £75.34 |
| Payments in were | £866.94 |
| Closing balance on 30/04/23 was | £5711.09 |
| This shows an operating profit of | £791.60 |

Financial Year 2023/24 – Month 2 May 2023

| | |
|-------------------------------------|----------|
| The Opening Balance on 01/04/23 was | £5711.09 |
| Payments out were | £270.62 |
| Payments in were | £937.00 |
| Closing balance on 30/04/23 was | £6377.47 |
| This shows an operating profit of | £666.38 |

Financial Year 2023/24 – Month 3 Jun 2023

| | |
|-------------------------------------|----------|
| The Opening Balance on 01/04/23 was | £6437.47 |
| Payments out were | £1084.12 |
| Payments in were | £1048.57 |
| Closing balance on 30/04/23 was | £6341.92 |
| This shows an operating loss of | £95.55- |

Please be aware that this quarter as depicted above does not necessarily show the full picture as there have been a few historical utility bills that needed reconciling.