

**Minutes of Carbrooke Parish Council Meeting
held in the Community Hub, Blenheim Grange, on 12 April 2022**

Present: Cllrs G Redfern (Chair), J Borrett, P Sampher, M Wormall. In attendance: Cllr C Bowes (Norfolk County Council) Cllr H Crane (Breckland Council) N Hartley (Parish Clerk). Four members of the public.

Public Participation

The Council was asked about the repair of the Plough outside the Village Hall. This is in hand and will be completed as soon as possible.

The Clerk was asked if the Council had received complaints about dog mess and bags of dog mess being left at the Ash Tree estate, as well as rats in the ditches. The Council had received no complaints. The Council was asked if it was aware of building work to the rear of the estate. It was not. The Council suggested the resident provides the Council with a contact for the Management Company that runs the estate and the Council will write to them.

1 Apologies for Absence

Apologies were received from Cllrs Long, Mawby and Tinson.

2 Report from Norfolk County and Breckland Councillors

Cllr Bowes (Norfolk County Council) read the following from Norfolk County Council regarding the road adoptions at Blenheim Grange.

As you may already know, despite several years correspondence the main Developers, Taylor Wimpey, have not supplied drawings meeting the technical requirements, needed for NCC to progress a Section 38 Adoption Agreement.

Many house purchases have been completed without an Adoption Agreement & supporting Bond of Surety in place. This can happen when Purchasers are not always adequately warned of potential problems by their legal representatives during conveyancing, or where they are prepared to take a financial risk to secure a property. This creates challenges for NCC to complete the adoption process with the Developer retrospectively.

Taylor Wimpey now intend to offer the Stage 1 roads for adoption under Section 37 of the Highways Act 1980. This allows them to serve Notice on NCC to dedicate the roadway as public highway, (subject to the satisfactory completion of a twelve months maintenance period), but without the security of a Bond of Surety to protect Purchasers against possible road charges.

Using this legitimate procedure, the Developer must ensure full completion of roads and street lighting to an adoptable standard before serving the Notice. As the

correspondence below shows, works to enable that have been ongoing for some time, in liaison with NCC officers.

We have just been made aware of ongoing structural testing of lighting columns, so matters are progressing to conclude Stage 1. Further stages can proceed when the relevant Developers are ready.

Once a S37 Notice has been served , the Highway Authority has 3 months to respond and notify any outstanding matters. Hopefully any issues will have already been addressed, following engagement with NCC officers.

I cannot confirm when roads may be adopted as public highway until the S37 Notice is served. Please be assured that we want this concluded as soon as practicable, in everyone's interests.

On the TRO matters mentioned by the Developer, the legal process to formalise the 20mph zone will proceed during the 12 months maintenance period, so does not impeded the initial Section 37 Notice being served.

Cllr H Crane (Breckland Council) noted the following:-

The Local plan update-call for sites process has started and will end on 20th May. Details on website of all sites that have been put forward. Not just housing allocation sites but, employment and green spaces.

GIRAMS-green infrastructure levy which will now be applied and paid prior to commencement of building. This will be £185.93 per dwelling and will address recreational impacts on wildlife sites throughout Norfolk.It is a legal requirement to do so to protect habitats and will come in the form of wardens, signposting and information for visitors to important wildlife and habitat sites.

Nutrient neutrality-A letter from Natural England to all district authorities has impacted planning. This is protection for areas in Breckland for the catchment area of the river wensum and the broads. This will mean that Breckland will be giving a precautionary approach to planning and will pause decision making in impacted areas until a habitat regulation assessment has been undertaken. Outside the catchment area we will be determining asap, but this has meant a delay in the planning process and put some applications on hold.

3 Declarations of Interest

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

4 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 9 March 2022 as a true and accurate record.

5 Matters Arising

None.

6 Planning

6.1 Comments sent to Breckland Council

St Peter & St Paul Primary School, Church Street	3PL/2022/0260/F
Removal of mobile classroom in school field and replace with timber frame classroom	No objection
5 Mill Lane	3PL/2022/0284/HOU
First floor extension	No objection

6.2 Applications considered

Honeysuckle Cottage, Willow Corner	3PL/2022/0350/HOU
Single storey front extension	No objection
1 Church Street	3PL/2022/0359/HOU
Single storey side extension, rear extension and new front porch	No objection
Westmere Homes, land off Lancaster Avenue	3PL/2022/0385/VAR
Variation of condition 2 of 3PL/2016/0084/F	No objection

7 Finance

7.1 The Council approved the following payments to be made in accordance with the budget:-

Veolia, waste collection from Community Cabin, £34.34
N Hartley, clerk's salary, £811.91
Norfolk Parish Training & Support, annual membership fee, £360
SCS Accounting, payroll services, £18
TOP Garden Services, emptying dog & litter bins Blenheim Grange (Feb), £196.80
Central Design Ceramics Ltd, mugs for the school for the Queen's Jubilee, £1,233.12
Imprint Signs & Graphics Ltd, logo sign and car park sign for Community Hub, £106.76
Oaks CCTV Ltd, installation of CCTV cameras at Community Hub, £2,817.60
Just Blinds & Curtains, blinds for Community Hub, £1,434.78
PHS Group, sanitary disposal contract at Community Hub, £128.17
P Sampher, reimbursement of costs in fitting out the Community Hub, £280.24
P Arrowsmith, services to the Community Hub, £96
TOP Garden Services, emptying dog and litter bins at Blenheim Grange (March), £196.80

AED, installation of acoustic panels in Community Hub, £4,999.20
Npower, street lighting (Trenchard Crescent) £37.15
British Gas, gas bill Community Hub, £933.66
British Gas, electricity bill Community Hub, £39.47

7.2 The Council approved the following payments to be made from the Commuted Sum:-

TOP Garden Services, tree felling, blocking path, grass cutting at Blenheim Grange, £1,422

7.3 The following payments were received:-

Breckland Council, part precept, £50,000
Unity Trust Bank, interest on account, £46.55

7.4 Appointment of an internal auditor

It was **RESOLVED** to appoint SCS Accounting as the Council's Internal Auditor.

7.5 The meeting received a report from the Internal Control Officer, who said that he had carried out the checks and that everything was in order.

8 Annual Asset Report

The meeting received a copy of the annual Asset Report carried out by the clerk. It was **RESOLVED** to carry out the following works for which the clerk will obtain quotes. To repaint/stain the wooden parts of the bus shelter on Broadmoor Road; clean the Council's bus shelter on Norwich Road; clean/stain the Village sign; and clean/stain the bench outside the Village Hall. The Plough is being repaired. The path to the phone box on Church Street will be cleaned.

The Council currently sees no need to lock the Village Hall car park. It was acknowledged that a local resident was previously locking the car park, but that the anti social behaviour which had led to the decision to lock the car park at night had ceased.

9 Hours of the Manager/Caretaker of the Community Hub

It was **RESOLVED** to approve the hours of the Manager/Caretaker of the Community Hub as a minimum of ten hours a week with an additional two hours if necessary.

10 Report from the Manager/Caretaker of the Community Hub

Pam Arrowsmith, the Hub's manager/caretaker, noted that she had received a positive welcome from members of the Hub's Committee. She has been carrying out cleaning of the building, litter picking and other duties, including the weekly check of the Council's play equipment. Cllr Sampher thanked her husband for his help at the building.

11 Update on the Community Hub

Cllr Sampher noted that the Committee was struggling without a bank account, but the building was up and running with bookings being made. The Committee is hoping the British Olympic Tae Kwon Do team will use the building for training. The Committee's AGM is on 28 April. He noted that soundproofing has been fitted and this has made a great improvement. Advertising leaflets are to be distributed throughout the estate and on the noticeboards.

12 Proposal to install the Council's two benches at the Community Hub

Cllr Sampher proposed that the two benches which have been removed from the War Memorials be re-sited outside the Community Hub. It was **RESOLVED** to instruct Tom Mansfield to install the benches.

13 Maintenance of the smaller open spaces at the Community Hub

Cllr Sampher proposed to wildflower seed the land at the rear of the Community Hub. It was **RESOLVED** to approve this and to instruct the Council's grass contractor.

Cllr Sampher asked if gravel could be laid down in the area where the Christmas tree is sited. It was **RESOLVED** to approve this and to instruct Tom Mansfield to carry out the work.

14 CCTV

The Committee running the Hub will need to be trained in the use of CCTV in terms of the legal requirements and their obligations re processing data and such matters as subject access requests. The Hebborn Consultancy will provide training for up to 10 people for £400. It was **RESOLVED** to appoint the Hebborn Consultancy. The training will be offered first to members of the Committee and the Parish Council. If there are any spaces these will be offered to representatives of village organisations. Jerry Darby of the Millennium Green Trust was at the meeting and expressed an interest in the training.

15 Toddler Seats

The clerk suggested replacing the two toddler seats at the Blenheim Grange play area. It was **RESOLVED** to wait to see the results of the annual assessment of the play equipment.

16 No Mow May

The housing consortium had put forward a suggestion of not cutting the Open Spaces at Blenheim Grange over the month of May in order to improve the environment/insects. It was **RESOLVED** to ask the Council's grass contractor not to cut the open spaces in May.

17 Removal of the knee rail fencing at Washington Drive open space

The meeting received quotes from two contractors, one for £1,190 and one for £650. The latter was from Top Garden Services. It was **RESOLVED** to appoint Top Garden Services.

18 Access to Open Spaces near the play area at Blenheim Grange

It would cost the Council between £5,000 and £6,000 for fencing or bollards to close off this area to vehicles. It was **RESOLVED** to install four signs asking residents not to park vehicles on the land on the Lancaster Avenue side and one at Stirling Road.

19 Proposal for a parish newsletter

At the request of Cllr Borrett, this was carried forward to the May meeting. Cllr Borrett noted that a parish newsletter is the only means the Fuel Allotment Charity has of contacting residents without computers.

20 Speeds Norwich Road

This was carried forward to the May meeting as Cllr Mawby was not present.

21 Request for a light on the path near the power substation

It was noted that there are flytips on the path and next to the power substation. The clerk will contact Arqiva re removal of the flytips next to the substation and ask the Council's contractor to remove the others.

22 Update on the road adoptions at Blenheim Grange

This was covered under Cllr Bowes' report (item 2).

23 Staff Committee

It was **RESOLVED** to appoint Cllr Sampher to the Staff Committee.

24 Litter Pick

A resident had asked if there could be an organised litter pick. Cllr Borrett will contact Paul Kerrison, who previously organised litter picks to see if he is willing to organise another.

25 Items for inclusion in the next agenda

Bins for the Community Hub

Proposal for a parish newsletter

26 Meetings

It was **RESOLVED** to hold the summer meetings of the Parish Council in the Village Hall and winter meetings in the Community Hub. For 2022, the Council will therefore meet in the Village Hall until September and from October meetings will be held in the Hub.

27 Next Meeting

The next Parish Council meeting will be in the Village Hall on 10 May 2022.

There being no further business, the meeting was closed at 8.05pm.