

**Minutes of a meeting of Carbrooke Parish Council
held in Carbrooke Village Hall on 12 November 2024**

Councillors present: N Defew (Chair), J Borrett, K Jones, W Leport, D Page, L Poole.

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

Public Participation

Mrs Arrowsmith noted the Remembrance Day service at Blenheim Grange had been well attended and thanked the ladies who made all the poppies.

Cllr Defew thanked Mrs Arrowsmith for the food supplied to the volunteers working on the Village Hall car park.

1 Co Option of New Councillor

The candidate withdrew for personal reasons before the meeting.

2 Resignation of Cllr Baker

The Council noted the resignation of Cllr Baker.

3 Apologies for Absence

Apologies were accepted from Cllr Redfern, who was unwell. Apologies were received from Cllr Crane (Breckland Council) and Cllr C Bowes (Norfolk County Council).

4 Declarations of Interest

None.

5 Outcome of Complaint against Cllr Defew

With regard to a complaint raised against him, Cllr Defew noted that Breckland Council had investigated the complaint and concluded there was no breach of the Code of Conduct.

6 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 8 October 2024. The Chair signed the minutes.

7 Matters Arising

None.

8 Reports from Breckland and County Councillors

Copies of the reports are attached to the minutes.

9 Planning

9.1 The Council noted the following Appeal decision:-

Re Planning application 3PL/2023/0139/F - Summer Lane Kennels, Summer Lane
Appeal dismissed

9.2 The Council considered the following application:-

Skillplane Ltd, land south of B1108 Proposed temporary aggregate recycling facility

The Council expressed concerns that the proposals will be detrimental to residents who currently live on Carbrooke Road as there will be conflict with HGVs serving the Quarry and the road is narrow with no provision for passing. The Council believes the applicant should provide widening from the B1108 junction to the site access to ensure that conflict is minimised and residents' safety is not compromised. Provided this is provided, the Parish Council recommended no objection.

10 Finance

10.1 The following payments were approved in accordance with the budget:-

N Hartley, clerk's salary, £768.76

HMRC, clerk's Paye & Hub manager's Paye (October), £422.20

N Hartley, clerk's expenses, £336.71

Friends of Carbrooke School, grant to improve the outside areas of learning at the school, £950 (Section 137)

Clear Councils, premium payment in respect of church war memorial, £36.77

Gorts Gardening, grass cutting in churchyard, £450 (Section 137)

N Hartley, reimbursement for photocopier ink cartridges, £71.72

N Defew, reimbursement for Village Hall car park survey, £113.88

Glasdon UK Ltd, purchase of replacement bin for Hub play area, £291.60

Great Melton Farms, purchase of Christmas tree, £222

London Hearts, purchase of Hub defibrillator, £750

10.2 The following payments were received:-

Barclays Bank, interest on account, £76.26

Unity Trust Bank, interest on account, £621.38

Carbrooke Parish Council (Hub account), payment for manager's Paye (Oct), £230

10.3 The meeting received a report of Actual to Budgeted expenditure. A copy of the report is attached to the minutes.

11 Appointment of Bank Signatory

It was **RESOLVED** to appoint Cllr Poole as a new bank signatory.

12 Budget 2024/25

The Council considered the draft budget prepared by the Budget Committee. It was **RESOLVED** to agree the Budget, and to set the Precept at £53,000.

13 Representative to the Community Hub

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

14 Hub Drawdown Payment

The Hub Committee requested a drawdown payment of £3,000. It was **RESOLVED** to make this payment.

15 Hub Manager's Report

A copy of the report is attached to the minutes.

16 Hub Financial Report

A copy of the report is attached to the minutes.

17 Surfacing at Lancaster Avenue and Hub play areas

The surfacing of both the Lancaster Avenue play area and the Hub need to be replaced. It was proposed the Parish Council applies for grants. It was **RESOLVED** to apply for grant funding. It was noted that if the Council applies to the Mick George Fund the Council will pay 11% of the total grant. It was **RESOLVED** to agree to this.

18 Hub Defibrillator

The Council had been awarded a match funding grant for a defibrillator at the Hub. The cost to the Parish Council for a defibrillator would be £750 plus Vat. It was **RESOLVED** to purchase the defibrillator.

19 Electric Charging Points

Norfolk County Council had identified two sites (the Village Hall and Community Hub) as potential sites for charging points. Norfolk County Council will install the charging points and fully fund them until at least 2030. There is solar power grant funding available. The installations are based on future demand as much as current demand.

The proposal will need the backing of the Village Hall Committee and the Hub Committee. It was **RESOLVED** to write to both committees re the proposed charging points. The Clerk will confirm ownership of the charging points and obtain further information regarding grants for solar power.

20 Update on Road Adoptions

Norfolk County Council reported as follows. We are pleased to advise that the Consortium has recently completed the identified Interim Street Lighting remedial works and settled all fees, which has allowed the Interim Certificate for Stage 1 to be issued. As it customary, the Certificate has been backdated to the day the Stage 1 Roads were found to be satisfactory, so the Statutory 12 months Maintenance Period was deemed to commence on 05 June 2024. The Consortium has now suggested that they will be offering further stages for Adoption in the near future, so the process will need to be repeated for each stage, with Plans being approved and all necessary remedial works being completed.

21 LED Trenchard Crescent

TT Jones Electrical Ltd will supply and fit a replacement LED unit at cost £388.00 + Vat. It was **RESOLVED** to proceed with the replacement.

22 Request for Litter Bins

A member of the public requested two litter bins at the front of Blenheim Grange and for No Litter signs for the same area. The Council was waiting for a reply from Breckland Council regarding the request. The matter was therefore carried forward to the Council's December meeting.

23 Path in Village Hall Car Park

The Council considered three quotes to lay a path from the entrance to the Village Hall car park. It was **RESOLVED** to carry this forward to the December meeting when the current work to the car park will have been completed.

24 Maintenance of War Memorial

It was **RESOLVED** to obtain a quote from Bretts to restore the names/lettering on the Memorial.

25 Maintenance of the Plough

This was carried forward to the next meeting.

26 Neighbourhood Plan

Cllr Poole suggested the Parish Council might want to prepare a Neighbourhood Plan in view of the proposed development for Carbrooke. She noted the advantage of a Plan is that it would give an element of control over what development comes forward. It was **RESOLVED** that Cllr Poole will obtain further information and report back to the next meeting.

27 Parish Magazine

It was noted that a parish magazine will need an editor and volunteers to deliver it. It was **RESOLVED** to return to this at a later date.

28 Remote Meetings

The government intends to legislate to give local authorities (including parish councils) the flexibility to allow members to attend formal council meetings remotely. It was **RESOLVED** that the Council was against the idea of remote meetings unless needed in extreme instances such as Covid.

29 Representatives' Reports

It was noted that the Millennium Green had held its AGM. The work to reshingle the Village Hall car park will continue at the end of November.

30 Items for Inclusion on the Next Agenda

As included in the minutes above.

31 Next Meeting

The next meeting will be held in the Community Hub on December 10 at 7pm.

The meeting was closed at 8pm.

Signed Chair

Date

Report of Cllr H Crane (Breckland Council)

Car parks- The consultation document went to the Overview and Scrutiny commission on 24th October. The cross party commission has helped shape the questions that will be asked in this consultation document. The consultation is now live on the website along with paper questionnaires that will be available in libraries and Council offices. There are also in person events being run around the district, Dereham Library 21st November 11am -7pm, Adcocks in Watton 27th November 11am-7pm.

The household support fund has now opened. The fund will be issued across 2 rounds, the first running from now until the end of December and the 2nd from January until March 2025. Awards are for a fixed amount of £300 which are issued directly to the resident for support with utilities and food. If any resident finds themselves needing the household support fund then I can refer them. There are some scam texts regarding this fund, Breckland will not be contacting via text so these are fake.

Report of Cllr P Bate (Breckland Council)

The opposition asked what Breckland were going to do to prevent an increase in fly tipping as Norfolk County Council are restricting access to the recycling centres. The governing group replied that they have a good reputation in dealing with fly tippers.

It was asked what the final cost would be on the consultation about the parking charges. The answer was that we will not know until the consultation is finished.

The governing group were asked what Breckland are doing to help hard up pensioners and are they ensuring that pensioners are aware of the help that is available after the withdrawal of the winter fuel allowance. The answer was that Breckland are working with the DWP to help vulnerable pensioners and that Breckland has an intervention fund.

It was asked what Breckland can do to ensure that residents benefit from the proposed solar farms. Breckland will work the MP Terry Jermy, who was in attendance, to ensure that Brecklanders' benefit.

County Councillor's Report

Proposals to support some of Norfolk's most vulnerable people this winter have recently been set out

The County Council is looking to use £1.15m of the £6.7m allocated to the county through the Household Support Fund to keep people warm and help them make ends meet. This follows the government's decision to make the winter fuel payment means tested from this winter.

Councillor Andrew Jamieson, Deputy Leader and Cabinet member for Finance at Norfolk County Council has said:

"We are extremely concerned about the impact that the government's decision will have on our communities. Winter can be an extremely challenging time for our older residents and the cost of heating your home can make it difficult to pay for other necessities. There will be thousands of people who will miss the new cut-off by a small margin, leaving them without the means to pay for the cost of fuel. The county council will make sure payments make their way quickly to those who most need them, working closely with Age UK, Citizen Advice Bureau and other local

partners. However, the funding only lasts until March. I will continue to urge the government to find a solution that isn't to the detriment of our older residents."

The county council will use £0.75m to partner with local organisations, including Age UK and Citizens Advice Bureau, to reach some of those most affected by the changes to the Winter Fuel Payments. They will also put £400k into the 'warm spaces' scheme which provides vital respite in community spaces across the county. The proposals also include £3.6m to continue providing cost-of-living vouchers for families eligible for means tested free school meals. This is in addition to:

- £1.00m to Norfolk Assistance Scheme. Delivered by the Norfolk County Council, the scheme includes direct award of assistance, the provision of household items and emergency help, alongside a range of support and guidance
- £0.70m to local councils across Norfolk to provide proactive and crisis support
- £0.25m to Adult Learning to continue free access to a range of courses to help with cooking at home, budgeting, and digital skills.

The Household Support Fund has been extended to the end of March 2025.

Winter gritting programme

As we head towards November and the colder days draw near, County Council's highways maintenance teams are getting ready to help keep Norfolk residents moving safely around the county. 2024 will witness the most technologically advanced gritting operation Norfolk has ever seen. With 45 brand new gritting vehicles joining the fleet over the last 2 years and all 58 vehicles now operating at the highest specifications available.

Each vehicle will run with brand new auto-salting technology. Aided by satellite navigation, it will allow teams to salt the road with limited manual intervention, making the operation more accurate, saving time and reducing waste. On average, the technology reduces the amount of salt used by between 10% and 15% and saves salt being distributed onto grass verges and other areas that do not require gritting. The technology was trialled in some vehicles last year ahead of full implementation across all depots.

Using mapping data and information from the Norfolk network, vehicles can track pre-programmed routes making treating Norfolk roads easier and more precise. Because route data is uploaded into the vehicles, any driver can select any route, set the required spread rate and drive - improving safety and ensuring more effective use of resources and drivers. This means that the network will be treated appropriately and consistently throughout this winter helping to keep Norfolk's roads moving.

Norfolk Economic Strategy

Ambitious plans for Norfolk's economy have been unveiled in a new strategy presented to the county council's cabinet.

Norfolk's Economic Strategy, also known as a Local Growth Plan, sets out an overview of the local economy and key priority areas for economic growth.

The strategy seeks to build on Norfolk's influence in key sectors, including clean energy, agri-tech and cutting-edge research.

Have your say on Norfolk County Council's saving proposals

As it seeks to agree a balanced budget for 2025/26, Norfolk County Council is asking for resident's views on a number of proposals to save money or raise revenue in the next financial year. As part of the council's work to find £44.722m of savings, public consultations are now open on three of the proposals under consideration:

- Raising Council Tax
- Reducing Street Light usage
- Review of our Housing Related Support Services

Full detail of these proposals, as well as information on how residents can have their say, can be [found online](#).

To receive a hard copy of the consultation document, residents can call 0344 800 8020 or email haveyoursay@norfolk.gov.uk.

The consultation is now open and will close on Monday 16 December 2024.

New Roads Programme - Support for Children and Young People

More young people in Norfolk are being supported to stay at home with their families or return home, thanks to the specialist support being provided by Norfolk County Council.

The [council's New Roads programme](#), which provides wrap around support for children at risk of coming into care, or those already in care, has prevented 395 children coming into long-term care since it was launched four years ago. This has avoided costs of £35m and substantially improved outcomes for young people who have often faced significant challenges. The council is now extending the approach to work with children with disabilities and their families. The success is one of several outlined in the annual review of children's residential care, which was discussed by the council's Cabinet this morning.

Stop at 14: Campaign to encourage people to think about their drinking habits

The second phase of the Stop at 14 campaign, originally launched in February 2024, will take place from 1-30 November, ahead of the festive season. The campaign encourages people to reflect on their drinking habits and to understand what a unit of alcohol looks like, so that they can make healthier and safer choices.

Seasonal Vaccines

The Norfolk and Waveney Integrated System have reported that NHS staff in the East of England have already delivered more than 2 million seasonal vaccinations as the NHS ramps up its efforts to avoid a 'triple-demic' of flu, COVID-19 and respiratory syncytial virus (RSV) this winter.

Anyone eligible can book a COVID-19 or flu vaccine appointment via the [NHS website](#), NHS App, or by calling 119 for free. The flu vaccine can also be booked by searching online for a local pharmacy and there are [walk in sites available](#) to get the COVID-19 vaccine.

Carbrooke Parish Council Actual to Budgeted Expenditure

Category	Budgeted	Expenditure	Over/under expenditure
Running Costs			
Insurance	1,000	1,725.78	725.78
Clerk's salary, paye & expenses	12,750	6,774.77	
Paye clerk & hub manager		882.20	
Payroll	100	36.00	
Office supplies	50		
Internal Audit	150	120.00	
External Audit	400	426.00	
Council training	400	312.00	
NALC subscription	400	184.85	
Microsoft/ McAfee subscriptions for Council laptop	150	84.98	
Website costs (Wix)	100		
Community Action Norfolk subscription	50		
Information Commissioner fee	35	35.00	
Bright HR	-	163.52	
Blenheim Grange – open spaces			
Grass cutting	Committed Sum	4,781.70	
Tree survey	Committed Sum	858.00	
Tree maintenance	Committed Sum		

Flower bed maintenance & weed killing	Commuted Sum		
Signs	Commuted Sum		
Fencing	Commuted Sum		
Paths	Commuted Sum	4,526.40	
Blenheim Grange Play Area			
Play equipment repairs	5,215		
Play equipment safety report	200	156.00	
Safety surfacing	-		
Hub Play Area			
Transfer to Hub	13,000	2,000.00	
Play equipment repairs	-	85.00	
New litter bin	-	360.29	
Blenheim Grange Capital costs			
Dog waste/litter collection	2,000	1,174.92	
Remove flytips	700		
Benches	1,000		
Fencing, war memorials, signs, noticeboards, drop down locks	Inc above	512.80	
Village Hall car park			
Maintenance	1,500	192.46	
Grass cutting	400	415.80	
Noticeboards	300		
Plough/bench/village sign	Inc above		
Capital costs			

Defibrillators	200	108.00	
Broadmoor road bus shelter	600		
Bus shelters – Norwich Road	Inc above		
Street light charges Trenchard Crescent	100	123.58	23.58
SAM2	200		
Dog/litter bins	500	461.74	
Grants & donations			
Grants	4,000	3,351.60	
Fete	3,000	300.00	
RBL Poppy wreaths x 3	100	100.00	
Christmas tree and lights	400		
Parish Partnership Scheme		5,000.00	
Transfer of Vat reclaimed for Hub to 31/3/24	-	650.38	
	£49,000	£35,903.77	

Bank reconciliation as at 1 November 2024

Barclays Current Account	£45,389.95	
Barclays Deposit Account	£20,390.77	
Lloyds Blenheim Grange	£ 4,774.94	
Lloyds Hub	£ 4,919.49	
Scottish Widows	£43,782.15	
Unity Trust	£89,646.31	£208,903.61 less unpaid cheque £100 = £208,803.61
Balance c/f	£188,085.07	
Add receipts	£ 56,622.31	
Less payments	£ 35,903.77	£208,803.61

Community Hub Report

Bookings Payable hours and Community Hours

	June	July	Aug	Sept	Oct TBC	Nov TBC
Total Paid Hours	91.5	98.5	86.25	87.5	126	106
Total Community Hours	23	22	23	26	28	30

NHS overdue account – I have contacted a number of people connected to paying the overdue account I am pleased to say I am making progress and hopefully will have an update very soon.

Jujitsu have started using the hub for their class this may become a regular session.

Fountain of Life Church have postponed their Kidz Klub sessions until a new leader can be found. It is hoped to restart in November 2024.

One new group for teenagers will start in November on a Thursday evening for 1 hour operated by the Fountain of Life Church.

As of November, the Orbit Housing association will meet clients from Carbrooke the 1st and 3rd Fridays in the month.

More graffiti has appeared in the Hub play area which was very offensive PA scrubbed the affected area and removed it.

We are really in need of another container as the hub is growing more storage space is needed. Now some chairs, tables etc are being stored in the Hallway and in the office which is a concern and not conducive to a good working environment. **(The funding for this will be looked at before the end of the financial Year)**

More work is needed to bring the garden at the back of the hub up to a good standard. Two wooden retaining walls would be required and then back filled with topsoil to provide a suitable area for planting. We have cement under the fine top layer of soil making it difficult to grow anything but weeds. We would also require plants/shrubs for the garden. **(To be looked at 2025/2026)** The weeds will be stumped when the gardening team are next back.

Litter has been a problem this month with a large amount of litter in the woods by the Spar Parish Council are aware. PA/SA and Susan Hargreaves have litter picked the area.

More litter has been reported by the Flats PC are aware, PA will clear the area within the next two weeks if weather permits.

Memorials

The Committee has cleared the area around the memorials, a poppy cascade will be erected by the committee in readiness for the remembrance service on the 10th November.

Pam Arrowsmith

Treasurers Report

Community Hub As of 01/11/2024

Produced by P Arrowsmith

Lloyds Business Account

Opening Balance on 01/10/24	£4850.28
Payments out	£2675.43
Payments received.	£912.50
Closing Balance 31/10/24	£3087.35
Predicted Income Nov 2024	£1060.00 £135.00 from event and Hire charge
Predicted Out goings Nov 2024	£2839.20 Approx
	£300.00 Gas /electric £ 920.98 Salary £230.00 HMRC £68.00 Breckland Council Waste Disposal £104.00 Internet £28.13 Mobile phone £250.00 Warm Baby Project £250.00 Community Hub Stay and Play £150.00 Friend of Carbrooke School £150.00 Friends of Caston School £69.00 Wireless HDMI Transmitter £99.99 poster software (Canva) £19.10 Halloween /Christmas supplies £200.00 repair of 2 shutters EST

£230 ringfenced with in bank account donation from the Kings Arms Public House

The Hub Committee are requesting a payment form the Parish Council into the Community Hub Account of £3,000 to top up the finances