

Minutes of a meeting of Carbrooke Parish Council held in the Community Hub on 8 October 2024

Councillors present: N Defew (Chair), J Borrett, K Jones, W Leport, D Page, L Poole, G Redfern.
In attendance:- N Hartley (Parish Clerk), Cllrs P Bate and H Crane (Breckland Council), Cllr C Bowes (Norfolk County Council), P Arrowsmith (Community Hub), three members of the public.

Public Participation

A member of the public asked if the Council would install another litter bin at Blenheim Grange, with one side for litter and one for recycling. Cllr Crane said she would ask Breckland Council if they would empty such a bin. It was noted that Mrs Arrowsmith and volunteers continue to clear litter throughout Blenheim Grange, and Cllr Crane commented that she was receiving significantly less complaints about litter on the estate. The member of the public commented on anti social drinking. Cllr Crane said this should be reported to the Police online

1 Co Option of Cllrs Poole and Redfern

It was **RESOLVED** to co opt Liz Poole and Graham Redfern on to the Parish Council. Both signed the Declaration of Acceptance of Office.

2 Resignation of Cllr Yerby

The Council noted the resignation of Cllr Yerby.

3 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 had been no breach of the Code of Conduct.

4 Apologies for Absence

Cllr Baker did not attend the meeting and did not send apologies for his absence. It was noted that Cllr Baker had not attended a meeting since May 2024.

5 Declarations of Interest

None.

6 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 10 September 2024. The Chair signed the minutes.

7 Matters Arising

None.

8 Reports from Breckland and County Councillors

Copies of Cllr Bate, Crane and Bowes' reports are attached to the minutes.

9 Planting Trees on Norwich Road

The Council considered a proposal from Cllr Bowes to plant eleven trees on land next to Norwich Road. Cllr Bowes will arrange for the purchase and planting of the trees, and asked if the Parish Council would agree to maintain the trees. It was **RESOLVED** that the Council would be pleased to maintain the trees.

10 Planning

10.1 The Council considered the following planning application:-

Flintstone, Mill Lane	3PL/2024/0721/HOU
Erection of detached single storey garage/storage building	No objection

10.2 The Council considered the following planning application and consultation amendment:-

Shrublands, Norwich Road	3PL2024/0311/F
Proposed change of use of land from agricultural to equestrian. Proposed new stable block and manege	No objection

11 Carbrooke Quarry

The Council considered a proposal to extend Carbrooke Quarry. It was **RESOLVED** that the Council was in broad support of the proposal.

12 Finance

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

N Hartley, clerk's salary, £768.76
HMRC, clerk's Paye & Hub manager's Paye for September, £422.20
HMRC, Hub manager's Paye for July & August, £460
SCS Accounting Solutions Ltd, payroll services, £18

PKF Littlejohn, fee for the Council's external audit, £426

Millennium Green Trust, grant for connecting water, electricity & internet to the Green, £1,926.60

Top Garden, grass cutting at Village Hall (August/September), £110.88

Royal British Legion, Remembrance Day wreaths, £100

S Arrowsmith, reimbursement for payment to clean Blenheim Grange war memorials, £32.80

N Defew, weedkiller for works connected to resurfacing the Village Hall car park, £56.96

12.2 The following payment was made from the Commuted Sum in accordance with the budget:-

Top Garden Service, grass cutting at Blenheim Grange, £1,275.12

12.3 The Council noted the following payments had been received:-

Breckland Council, balance of Precept, £24,500

Carbrooke Parish Council (Hub account), payment for manager's Paye (July-Sept), £690

12.4 Payments to the Hub re PAYE

The Clerk noted that as Carbrooke Parish Council employs both himself and Pam Arrowsmith it is preferable for the Parish Council to pay the full amount of PAYE due each month from the main Parish Council account and for the Hub to reimburse that account in respect of Mrs Arrowsmith's PAYE.

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

12.6 The meeting received report from the Internal Control Officer. Cllr Leport noted that he had carried out the first two checks of the financial year and that there were no issues.

13 External Audit

The Council noted the completion of the External Audit. The Auditor noted that two figures from the 2022/23 audit should be restated. It was also noted that the proper provision had not been made for the exercise of public rights as the form was not published before the start of the proscribed period.

14 Hub Manager's Report

A copy of the report is attached to the minutes.

15 Hub Financial Report

A copy of the report is attached to the minutes.

16 Purchases for the Hub

The Council received a request from the Hub Committee to purchase a number of items. It was **RESOLVED** to purchase dimmable lights and a heating controller, as both will help reduce expenditure.

17 Council Bins

The Council considered a request for a larger bin at the Community Hub. It was **RESOLVED** to move one of the Council's bins on Washington Drive to the Hub and to store the current Hub bin for future use.

18 Maintenance of Council Assets

The Council considered a request to stain the eight benches in the play area at Blenheim Grange, stain four picnic benches at the play area and stain three Council noticeboards, two at Blenheim Grange and one outside the Village Hall. It was **RESOLVED** to accept the quote for £1,190 and to appoint Zoltan Vinnai to carry out the work.

19 Stirling Road

The Council considered a request to remove fencing at Stirling Road. It was **RESOLVED** to repair the damaged area of fence.

20 Advertising Vacancies on Facebook

It was **RESOLVED** to pay £30 to advertise the Council's remaining vacancy on Facebook as this will reach a wide range of residents.

21 Appointment of a Council Representative to the School

It was **RESOLVED** to appoint Cllr Jones as the Council's representative.

22 Grant Application from Friends of Carbrooke School

The Council considered a request for £950 to improve the outside areas of learning at the school. It was **RESOLVED** to approve the grant.

23 Maintenance of the War Memorial

It was **RESOLVED** that the Parish Council will take responsibility for the maintenance of the War Memorial at Carbrooke church.

24 Installation of Electric Charging Points

The Council considered a broad proposal from Cllr Defew to install Electric Charging Points at the Village Hall and the Community Hub. It was **RESOLVED** that the Council will obtain an initial quote and look into the availability of grants. The Council will apply for funding under the Parish Partnership Scheme.

25 Parish Partnership Scheme Bids

The Council has agreed to apply for a children playing sign to be sited near the Community Hub, total cost £690, of which the Parish Council will pay £345. It was **RESOLVED** to add a bid for Electric Charging Points, as above.

26 Parish Litter Pick

It was noted that the litter at the front of Blenheim Grange had been cleared by Pam Arrowsmith and volunteers. It was **RESOLVED** there was no need for a Parish Litter Pick at the moment.

27 Representatives' Reports

There were no reports.

28 Items for Inclusion on the Next Agenda

The introduction of a Neighbourhood Plan

The introduction of a Parish magazine

Replacement with an LED bulb at the Council's street light at Trenchard Crescent

29 Next Meeting

The next meeting will be held in the Community Hub on November 12 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.

30 Response to Correspondence from Former Councillor

It was noted that Cllr Defew had written to former councillor Yerby in his role as Chair and that no further response was necessary.

The meeting was closed at 8.20pm.

Signed Chair

Date

Report of Cllr H Crane (Breckland Council)

Cabinet matters-The housing strategy was adopted for 24-28. Priorities are to increase the supply and diversity of affordable housing to ensure the right types of housing are available in the right place. Improve the quality and sustainability of homes in the private rented sector. Support vulnerable residents to access suitable homes and have housing choice.

It was agreed to pause the local plan update process until the publication of the revised NPPF (National planning policy framework). The agreement to pause was to avoid abortive work and find ourselves having to start from scratch. The new government figures for housing for Breckland mean that if we were to continue to work to the original figures of 625 per annum then we would compromise ourselves on the knowledge we have of the new figures of 917 per annum. We had allocated an uplift to 661 dwellings per annum in the new local plan but that is now not enough.

Earlier this year the Council brought planning back 'in house' and the new Idox system is live from 7.10.24.

RSPCA Awards-The Council has won the Platinum award for it's dog warden services and the new Gold award for it's kennelling.

Report of Cllr P Bate (Breckland Council)

At the council meeting on the 5th September the main topic of discussion was once again parking charges. The opposition asked if there would be a free vote on parking charges, the ruling party did not say there would be and later in the proceedings they stated that the decision had been made, they would charge for parking and only the details needed to be sorted out.

It was asked how much the consultants had been paid for their report, the ruling party said they could not give a figure now but after the meeting a figure for the fee did emerge. The opposition spoke strongly against parking charges.

- The lack of impact assessment
- The non-existent consultation process
- The fact that it is anti-green

The policy was described as money grabbing and unfair. There was a recorded vote on parking charges so members of the public can see how their elected representatives voted.

There was an enquiry as to whether the artist who was to paint the now cancelled mural in Dereham had been paid. There was some obfuscation but I think he has been paid £16000.

Questions were asked about government housing targets. The Council are concerned about these and are in discussion with the government.

Report to Cllr Bowes (Norfolk County Council)

I was delighted to visit Watton Library recently to present certificates to children from across Watton and Wayland who took part in the Summer Reading Challenge, which is a free holiday activity for children aged 4-11. It's all about reading for fun, aiming to improve children's reading skills and confidence and children collect free rewards for their reading. It's always lovely to see the enthusiasm of children for the Challenge and the support from parents. The library was full of families and each year I attend to present certificates there are more children taking part which is fantastic. The Library will be undergoing some refurbishment in November and will be closed from Saturday 16th until Monday 24th.

The County Council hosted the first Norfolk Market Town's Conference at the Assembly Rooms in Swaffham last week, which I was pleased to attend. Representatives from all 22 market towns were welcomed. There are so many activities and best practices we can adopt to help regenerate our market towns and attract greater footfall and delegates heard examples from a number of inspiring speakers both local and countrywide on the day. The event was very well received and facilitated further collaboration to bolster our market towns. Also at the Conference 'Crowdfund Norfolk Platform' was launched to attract donations for environmental projects. Grassroots and community-focused projects that aim to improve the environment will be supported through a donation-funding platform launched by Norfolk County Council in collaboration with Crowdfunder. Using the power of the crowd, Crowdfund Norfolk will help environmental projects to get the funding they need to turn their ideas into a reality. Projects that match the criteria can seek donations from the community to reach their budget and will be eligible for 50% funding up to a maximum value of £10,000.

The Council is working in partnership with Innovate UK and regional partners on the 'Launchpad' with up to £7.5m to grow innovation in Eastern England's agri-tech and food technology cluster, which also includes agri-biotech and aquaculture. The Eastern England region is the national leader in fresh produce, meat, poultry, fish and seafood processing, underpinned by the largest food logistics sector in the UK. The cluster has a strong drinks and convenience food sector as well as leading niche and specialty food producers.

However, frustrating to say the least is the news that £600 million of investment to create jobs, homes and infrastructure has been scrapped by the Labour Government as it halts Norfolk's devolution deal. The County Council had secured an in principle deal with the previous Conservative Government which would have brought £20 million per year, over 30 years, investment funding to the county. The deal was ready to go and would have improved lives and grown the Norfolk economy, addressing decades of under investment in our County. It would have enabled Norfolk to invest in areas such as transport, skill and job opportunities, housing and regeneration, tailored to the needs of local people. The scrapping of the deal for Norfolk, by the Labour Government, could potentially impact on projects that were in line to be delivered locally, through the expected funding.

Furthermore the Council is facing difficult decisions as the pressures on local government budgets continue to grow. The council will need to put more money into its budget to protect vulnerable people despite 'substantial uncertainty' about local government funding. The

budget is expected to grow by £64.5m for 2025-26 , however this is not expected to cover the projected increases in demand, particularly in adult social care and children's services. Cabinet members considered a number of budget proposals when they met today, Monday 7 October. A number of the proposals that Cabinet members considered will require public consultation - with feedback taken into account before any final budget decisions are made in February 2025.

Changes are being made at Norfolk recycling centres that will affect Norfolk residents and traders. The changes will help with service demand, reduce congestion and make sites safer whilst ensuring costs are covered for the disposal of waste. Anyone wishing to visit a Norfolk recycling centre from Monday 18 November 2024 will need to book in advance and bookings can be made up to seven days ahead either online via the council's website or by phoning the customer service centre. The new booking system will be live from Monday 11 November. Additionally, from the 1 November trade customers will see a change to the way they pay to dispose of their waste. Businesses will be charged based on the size of vehicle and the type of waste they bring, instead of the number of bags.

Norfolk County Council hosted a group of Second World War veterans as part of a ceremony to commemorate the Battle of Britain. The event was hosted by Council Chairman, Councillor Stuart Dark MBE and was attended by members of the Armed Forces and leaders from across the county. The veterans, with an average age of 100, were led into the ceremony by the next generation of Cadets as part of the opening parade. Music accompaniment was provided by the Norwich City Concert Band.

Carbrooke Parish Council Actual to Budgeted Expenditure

Category	Budgeted	Expenditure	Over/under expenditure	Notes
Running Costs				
Insurance	1,000	1,725.78	725.78	Increased premium due to Hub on being on a flood plain
Clerk's salary, paye & expenses	12,750	6,006.01		
Payroll	100	18.00		
Office supplies	50			
Internal Audit	150	120.00		
External Audit	400			
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			
Bright HR	-	140.16		
Blenheim Grange – open spaces				
Grass cutting	Committed Sum	3,506.58		

Tree survey	Commuted Sum	858.00		
Tree maintenance	Commuted 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	480.00		
Village Hall car park				
Maintenance	1,500	135.50		
Grass cutting	400	304.92		
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	Price rise
SAM2	200			
Dog/litter bins	500	461.74		
Grants & donations				
Grants	4,000	1,425.00		
Fete	3,000	300.00		Bus for Beacon lighting
RBL Poppy wreaths x 3	100			
Christmas tree and lights	400			
Parish Partnership Scheme		5,000.00		Monies carried forward

Transfer of Vat reclaimed for Hub to 31/3/24	-	650.38		
	£49,000	£30,248.09		

Bank reconciliation as at 1 October 2024

Barclays Current Account	£48,980.51		
Barclays Deposit Account	£20,390.77		
Lloyds Blenheim Grange	£ 6,050.06		
Lloyds Hub	£ 4,919.49		
Scottish Widows	£43,782.15		
Unity Trust	£89,646.31	£213,769.29	
Balance c/f	£188,085.07		
Add receipts	£ 55,932.31		
Less payments	£ 30,248.09	£213,769.29	

Community Hub Report

Bookings Payable hours and Community Hours

	June	July	Aug	Sept	Oct TBC	Nov
Total Paid Hours	91.5	98.5	86.25	87.5	132	
Total Community Hours	23	22	23	26	28	

Jujitsu ha started using the hub for there class this may become a regular session

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

New people are continuing to be attracted to the hub through the private hirers and have expressed how lovely and welcoming the hub is and that the facilities are perfect.

The Warm Baby project is continuing to operate in the hub and other local groups, it is building its reputation with families and professionals wanting 0-5year knitted garments. The group attended the Pre natal class being held in the Hub

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

The Hub would like the parish council to consider investing end of year money (if not being used on the Carpark) into buying a remote heating controller which can be used with a telephone by the manager. This will enable the heating to be used more efficiently.

Also to change the top 4 lights in the hub so they can be dimmed at the moment we are unable to do this and on many occasions the lights are just to bright.

We are really in need of another container as the hub is growing more storage space is needed at the moment some chairs, tables etc are been stored in the Hall way and in the office which is a concern and not conducive to a good working environment

More work is needed to bring the garden at the back of the hub upto a good standard. Two wooden retaining walls would be required and then back filled with top soil to provide a suitable area for planting. At the moment we have cement under the fine top layer of soil making it difficult to grove anything but weeds. We would also require plants/shrubs for the garden.

Pam Arrowsmith

Treasurers Report Community Hub As of 01/10/24

Produced by P Arrowsmith

Lloyds Business Account

Opening Balance on 01/09/24	£3141.32
Payments out	£1706.04
Payments received.	£3415.00
Closing Balance 30/09/24	£4850.28
Predicted Income October 2024	£1320.00
Predicted Out goings October 2024	£2694.00
	£220.00 Gas /electric £ 1,151.00 Salary £690.00 Tax £68.00 Breckland Council Waste Disposal £87.00 Internet £28.00 Mobile phone £250.00 Repay damage deposit £200.00 Halloween Party £125.00 Expenses

Committee raised funds = £848.71 with in bank account.

The remaining amount will be spent within the Hub, further discussions ongoing during October hub committee meetings.

The Hub Committee are not requesting a payment form the Parish Council into the Community Hub Account.