

Minutes of the Annual Parish Council Meeting held online on 4 May 2021

Present: Cllrs M Wormald (Chair), J Borret, L Defew, G Long, G Redfern, P Sampher, J Tinson. In attendance: N Hartley (Parish Clerk) Cllr C Bowes (Norfolk County Council).

1 Election of a Chairman

It was **RESOLVED** to appoint Cllr Wormald as the Council's Chairman.

2 Election of a Vice Chairman

It was **RESOLVED** to appoint Cllr Tinson as the Council's Vice Chairman.

3 Public Participation

There were no members of the public present.

4 Apologies for Absence

Apologies were received from Cllrs Colley and Coppen, and Cllr H Crane (Breckland Council).

5 County Councillor Report

Cllr Bowes (Norfolk County Council) noted the annual surface dressing of the roads is to commence shortly.

6 Declarations of Interest

Cllrs Long, Sampher and Wormald declared an interest in any matters relating to Blenheim Grange.

7 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 13 April 2021 as a true and accurate record.

8 Matters Arising

None.

9 Planning

9.1 Breckland Council decisions

Brakeshill Lodge, farm access from Shipdham Road
Conservatory to the east side of the property

3PL/2021/0147/HOU
Approved

10 Finance

8.1 It was **RESOLVED** to make the following payments from the Current Account in accordance with the budget:-

Chq 101586 Eon, street light supplies Trenchard Crescent, £64.65
101587 N Hartley, clerk's salary, £699.73
101588 Zurich Municipal, insurance premium, £735.99
101589 Norfolk County Council, payment re Parish Partnership Scheme for
20mph signs outside the school, £3,500
101590 TOP Garden Services, grass cutting Village Hall car park, £24
101591 TOP Garden Services, emptying dog and litter bins at Blenheim Grange,
£275.40
101592 N Hartley, reimbursement for woodstain to stain Council bench, £19.98
101593 A Willer, replace locks in Blenheim Grange noticeboards, £30
101594 TOP Garden Services, grass cutting Village Hall car park, £48
101595 TOP Garden Services, emptying dog and litter bins at Blenheim Grange,
£243.60

10.2 It was **RESOLVED** to make the following payments from the Commuted Sum:-

Chq 000053 TOP Garden Service, grass cutting and clearance/weed killing, £414
000054 TOP Garden Service, grass cutting, £444

10.3 Internal Control Officer's report

Cllr Tinson confirmed that she had carried out the necessary checks and that everything was in order.

11 Unaudited Accounts

It was **RESOLVED** to approve the Council's unaudited accounts for the year ending 31 March 2021.

12 Annual Return

It was **RESOLVED** to confirm and sign the Annual Return.

13 Council's Reserves

The Council was carrying forward excess funds into the new financial year. It was **RESOLVED** to earmark the £10,000 from Westmere Homes that was paid to the Council in lieu of another play area at Blenheim Grange to the Community Centre.

It was **RESOLVED** that the purchase of outdoor fitness equipment should not be a priority at this time.

It was **RESOLVED** to prioritise the following and to obtain quotes in respect of:-

Repairing the potholes and laying down shingle in the Village Hall car park.

Replacing the safety surfacing under the swings at Blenheim Grange.

Providing a safety surfacing for the 5 a side goals at Blenheim Grange.

14 Internal Control Officer

It was **RESOLVED** to appoint Cllr Sampher as the Council's Internal Control Officer.

15 Budget sub committee

It was **RESOLVED** to appoint Cllrs Long, Redfern and Sampher as members of the Council's budget sub committee.

16 Staff Committee

It was **RESOLVED** to appoint Cllrs Wormall and Tinson as members of the Council's Staff committee.

17 Blenheim Grange Residents Association

It was **RESOLVED** to appoint Cllr Long as the Council's representative to the Blenheim Grange Residents Association.

18 Millennium Green

It was **RESOLVED** to appoint Cllr Defew as the Council's representative to the Millennium Green.

19 Carbrooke Village Hall

It was **RESOLVED** to hold this appointment to the June meeting.

20 Carbrooke Academy

It was **RESOLVED** to appoint Cllr Long as the Council's representative to Carbrooke Academy.

21 Carbrooke Fuel Allotment charity

It was **RESOLVED** to appoint Cllr Borrett as the Council's representative to Carbrooke Fuel Allotment charity.

22 Community Centre

It was **RESOLVED** to appoint Cllr Sampher as the Council's representative to the Community Centre.

23 Community Centre subcommittee

The Council received a copy of the minutes of the April meeting of the Community Centre subcommittee. Cllr Sampher reported that the task of fitting out the different rooms in the new building had been delegated to members of the committee.

Cllr Sampher noted that there will be a small play area at the rear of the Community Centre. This will need to be maintained by the Parish Council. It was **RESOLVED** to ask Westmere Homes to install equipment for smaller children as there is already sufficient equipment for older children at the main play area.

24 Flooding Report

The Council had not received an update re publication of Norfolk County Council's flooding report. Cllr Bowes will chase.

25 Road adoptions at Blenheim Grange

Cllr Wormald noted that the Residents Association had been in contact with Anglian Water. Anglian Water confirmed that the work had been delegated to the Drainage Development Manager. It was noted that the consortium had reported that Anglian Water had promised to look at the file for the Section 102 agreement (the adoption of the sewers). Cllr Wormald noted that Anglian Water had told him it was waiting for a report from the consortium and has requested further information. Anglian Water's part of the work should be concluded within about two months.

The consortium had told the Parish Council that a price was awaited for the Wessex Road design in terms of the new street lighting design. Cllr Bowes will check progress.

Cllr Wormall said the Residents Association will approach George Freeman with regard to the removal of the spoil heap, as the consortium has not as yet agreed its removal.

25 Road Crossing at Norwich Road

Cllr Bowes to provide an update at the next meeting.

26 Anti social drinking

Cllr Crane to provide an update at the next meeting.

27 Items for inclusion in the next agenda

Appointment of a representative to the Village Hall.

Update on the flood report.

Update on the road adoptions.

Update on the Norwich Road crossing.

Wildflower areas at Blenheim Grange to reduce the price of grass cutting.

Anti social drinking update.

28 Next meeting

The next Council meeting will be at 7pm on June 22. It was proposed to hold the July meeting at a later date in the month than the scheduled meeting.

There being no further business, the meeting was closed at 8pm.