

**Minutes of the meeting of Carbrooke Parish Council
held on 11 March 2019 in the Community Cabin, Blenheim Grange**

Present: Cllrs T Coppen (Chair), J Borrett, S Dekeyzer, J Nind, J Tinson.
N Hartley (Parish Clerk) T Hewett (Breckland Council) Four members of the public.

Public Participation

Re the Planning Application for Manor Farm, it was noted that the matters of concern from previous applications had not changed. It was noted that the Summer Lane footpath has not been cut. The clerk noted that the footpath is only cut twice a year, not on a regular basis. Representatives from the Ash Tree Park management company asked if the Council would be able to consider a donation, not a grant, towards its maintenance costs. The clerk will seek advice.

1 Apologies

Cllr Wormall, who had a prior engagement.

2 Declarations of Interest

Cllr Coppen in any matters relating to Carbrooke Village Green. Cllr Nind in any matters relating to Blenheim Grange.

3 Cooption

Jo Tinson was co-opted onto the Council.

4 Parish Council

It was noted that Breckland Council has given approval to increase the number of Parish Council members to nine.

5 Minutes

It was resolved to approve and sign the minutes of the meeting held on 11 February 2019 as a true and accurate record.

6 Matters Arising

Cllr Borrett noted that the defibrillator outside the church is up and running.

7 Planning

7.1 Breckland Council decisions

Staddle Stones, 2 Willow Corner
Single storey extensions (bedroom & porch) 3PL/2019/0001/HOU
Approved

7.2 Applications considered

Dawe Estates Ltd, Manor Farm, Willow Corner 3PL/2018/0815/F
Restoration and sub division of a Grade II Listed farmhouse to form 2 dwellings;
erection of 3 new dwellings; associated parking and turning areas; associated
landscaping (amended description)

The Council objected regarding problems with drainage and access to the proposed properties.

TH Developments Ltd, land adjacent 11 Cranwell Road 3PL/2019/0178/F
Two terraced houses linked to existing No objection

Barn at Shrublands, Norwich Road 3PM/2019/007/UC
Change of use of agricultural buildings to three dwellings (permitted development)

The Council requested a time extension as there was confusion regarding the site location.

8 Finance

8.1 The following payments were approved in accordance with the budget and made from the Current Account:-

Direct Debit, Veolia, waste collection at Blenheim Grange, £48.02
Standing Order, N Hartley, clerk's salary, £615
Chq 101336 N Hartley, underpayment of annual salary, £5.60
101337 Mansfield Fencing, install litter bin and resite bench, £170
101338 HMRC, clerk's PAYE, £56.80
101339 Carbrooke PCC, use of Carbrooke church for February meeting, £13
101340 N Hartley, reimbursement for renewal of website domain, £86.71
101341 Cheque not used
101342 Norfolk Parish Training & Support, annual subscription, £252
101343 TOP Garden Services, emptying dog bins, £93.60
101344 N Hartley, reimbursement of expenses, £210.27

Payment from Blenheim Grange Maintenance Fund

Chq 000020 Mid Norfolk Conservation Volunteers, clearance Washington Drive, £60
000021 Carbrooke Parish Council, transfer re dog bin payments made, £795.60

8.2 The following payments were received

Zurich Insurance, claim for new play area gate, £1,328.42
Payment for fence damage at Blenheim Grange, £100

8.3 The meeting received a report of Actual Expenditure to Budgeted expenditure

8.4 The Internal Control Officer reported that all necessary checks had been carried out and everything was in order.

9 Internal Control Policy

The Council APPROVED its Internal Control Policy for 2019/20.

10 Risk Management Policy

The Council APPROVED its Risk Management Policy for 2019/20.

11 Health and Safety of Assets Report

The Council APPROVED its Health and Safety Report of Assets report for 2019/20.

12 Grant Application

The Council APPROVED a grant of £500 to Carbrooke Heritage Group for publication of a book about the village school.

13 Parish Newsletter

The Council APPROVED a payment of £100 toward funding of a parish newsletter. The Council would like copies of the newsletter to be left in the Aerolite Garage in addition to those copies that are delivered.

14 Outdoor Toilet

The Council considered a proposal to purchase an outdoor toilet for use by village organisations. It was agreed to hold the matter in abeyance.

15 Village Hall Car Park

The Council had not received all the quotes and will consider the re surfacing of the Village Hall car park at its April meeting.

With regard to a proposal to fell the tree in the centre of the car park it was AGREED not to fell the tree.

16 Grit Bin at Mill Lane

The Council APPROVED the purchase of a Grit Bin at Mill Lane.

17 Parish Litter Pick

The Council APPROVED a payment of up to £40 for a parish litter pick.

18 Litter Bin at Blenheim Grange

A request had been made by a resident for a new litter bin inside Blenheim Grange play area. It was noted there are four litter bins immediately outside the play area. It was AGREED not to purchase another bin.

19 Representatives' reports

Cllr Copen noted on behalf of the Village Green that the Robert Buscall tree planting ceremony had been well attended.

Cllr Dekeyzer noted that she had attended a recent School Ethos Meeting. The school is doing really well. The library has been restocked and there have been film showings at the school.

Cllr Hewett noted that the updated Local Plan is on the Breckland Council website. The most relevant parts are EX123 and EX124.

20 Summer Fete

The Council APPROVED a payment of £250 towards the Summer Fete. This is in addition to the £250 for the hire of a bus to take residents to and from the Fete from the Norwich Road estates.

21 Correspondence

None.

22 Items for Next Agenda

Parking outside the school.

23 Next Meeting

The next meeting will be the Annual Parish Meeting on Monday 8 April 2019 at 7pm in Carbrooke Village Hall. The ordinary Parish Council meeting will follow at 7.30pm.

The Meeting was closed to the Public

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 during consideration of the clerk's appraisal.

24 Clerk's Appraisal

The Council received the results of the clerk's annual appraisal. The clerk was set objectives for 2019/20.

There being no further business the meeting was closed at 9.15pm.