

## **Minutes of the Parish Council Meeting held online on 14<sup>th</sup> July 2020**

**Present:** Cllrs M Wormald (Chair) T Coppen, G Long, G Redfern, P Sampher, J Tinson.  
**In attendance:** N Hartley (Parish Clerk) Cllr H Crane (Breckland Council).

### **1 Public Participation**

Cllr Crane reported that Breckland Council is continuing to support over 50 households who remain vulnerable. With the reopening of pubs, restaurants, b & b's and cafes, there is a focused campaign on supporting and advising where necessary. High street businesses are receiving support and advice. At the beginning of the covid-19 all rough sleepers were housed in temporary accommodation. The Council is working with individuals to get them into permanent housing and jobs. There has been an increase in flytipping and littering, and residents are urged to continue to report to Breckland Council. The Council will return to verge cutting. There will be signs stating 'excuse the weeds, we are feeding the bees.' In October, the Council will be switching to a green energy tariff. The Council is working with the Woodland Trust re the canopy cover of trees in the district.

### **2 Apologies for Absence**

Apologies were received from Cllrs J Borrett and V Colley, and Cllr C Bowes (Norfolk County Council).

### **3 Declarations of Interest**

Cllr Coppen declared an interest in any matters relating to Millennium Green. Cllrs Sampher and Wormald declared an interest in any matters relating to Blenheim Grange.

### **4 Minutes**

It was resolved to approve and sign the minutes of the meeting held on 9 June 2020 as a true and accurate record.

### **5 Matters Arising**

None.

### **6 Planning**

6.1 Breckland Council decisions

Dawe Estates, land north of Wood Farm  
New open sided straw shed

3PL/2020/0448/F  
Approved

## 6.2 Applications considered

Willow End Cottage, Willow Corner  
Two storey rear extension

3PL/2020/0562/HOU

The Council delayed a decision in order to request further information.

Littleton Stud Farm, Caudle Springs

3PL/2020/0684/HOU

Three bay cart lodge with annex above with north facing dormers and outdoor swimming pool to rear

No objection

## 7 Finance

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

Direct Debit, Veolia, waste collection at Blenheim Grange, £34.56

Chq 101523 Community Heartbeat Trust Ltd, new battery for defibrillator, £223.20

101524 Nfk Parish Training & Support, induction course for new councilor, £40

101525 N Hartley, reimburse padlocks for Blenheim Grange play area, £21.93

101526 N Hartley, reimbursement of expenses, £288.04

101527 HMRC, clerk's PAYE, £196.80

101528 TOP Garden Services, empty dog and litter bins at Blenheim Grange, £237.60

101529 TOP Garden Services, grass cutting at Village Hall, £48

101530 SCS Accounting Solutions Ltd, internal audit fee, £120

101531 TOP Garden Services, cutting Village Hall grass, £72

101532 TOP Garden Services, empty dog bins at Blenheim Grange, £356.40

7.2 The following payment from the Commuted Sum in accordance with the budget:-

Chq 000045 TOP Garden Services, grass cutting contract, £432

000046 TOP Garden Services, grass cutting contract, £648

7.3 The following payments had been received:-

Unity Trust Bank, interest on account, £85.48

Barclays Bank, interest on account, £2.75

7.4 The meeting received a report of Actual to Budgeted Expenditure

## 8 Audited Accounts

The meeting received and approved the Council's audited accounts to 31 March 2020.

## **9 Internal Auditor's Report**

The meeting received a copy of the Internal Auditor's report, which showed that the Council's finances were in order.

## **10 Annual Return**

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

## **11 Road Adoptions**

The Council received an update regarding road adoptions at Blenheim Grange. The Section 37 plan is being signed by the developers. The roads will not be adopted until this plan has been signed. There will then be another inspection by Norfolk County Council and once approved NCC will go on to a six month maintenance period, and then adopt the other roads around the Westmere developments at a later date.

## **12 Norwich Road Trees**

The Council received two quotes to cut back the trees at the front of Blenheim Grange (adjacent to Norwich Road). It was **RESOLVED** to appoint TOP Garden Services to carry out the work and for the Council's contractor to include the continued maintenance of this area in his annual contract.

## **13 Trampoline**

The Council was waiting for a reply from Action Play & Leisure. It was noted that it would cost approximately £2,000 to repair the equipment or £1,218 to remove it. It was **RESOLVED** to seek the views of residents regarding the equipment. In the meantime, the Council will cover the equipment. The Council will also seek the cost to replace the missing area of safety surfacing next to the trampoline.

## **14 Grant Application Blenheim Grange Residents Association**

The Council considered a Grant Application from Blenheim Grange Residents Association to cover the cost of its insurance premium. It was **RESOLVED** to approve a grant of £385.35.

## **15 Grant Application Carbrooke Heritage Group**

The Council considered a Grant Application from Carbrooke Heritage Group toward the maintenance of a suit of Civil War armour. It was **RESOLVED** to approve a grant of £500.

### **16 School Plaque**

The Council funding of the Council's school plaque/award. It was **RESOLVED** to fund the plaque from Council funds.

### **17 Dog/Litter Bins**

The Council considered a proposal for dog/litter bins at the Norwich Road bus shelter and at either end of the Caudle Springs footpath. It was noted that Watton Town Council is considering making a contribution toward the cost of a bin for the Norwich Road bus shelter at its next meeting. The Council will wait for this decision to be made. The Council is waiting for a response from Environmental Services re the proposed bins at either end of the Caudle Springs footpath.

### **18 Village Hall Car Park (Potholes)**

The Council considered a proposal to fill the potholes at Carbrooke Village Hall. It was **RESOLVED** to accept a quote from Mansfield Fencing.

### **19 Village Hall Car Park**

The Council considered a proposal for two accessible parking bays at Carbrooke Village Hall. Two quotes were assessed. It was **RESOLVED** to appoint J S Asphalt.

### **20 Summer Lane Footpath**

The Council considered the cutting programme of the Summer Lane to Mill Lane footpath. It was **RESOLVED** to check that the Caudle Springs car park will be cut before the school reopens in September and whether there can be more cutting of this footpath and that at Summer Lane/Mill Lane.

### **21 Blenheim Grange**

The increase in litter was noted. The Council will request an enforceable No Drinking Zone at the War Memorials on either side of Washington Drive. It was **RESOLVED** to ask the Council's contractor to empty the litter bins on a weekly basis.

### **22 Next Agenda**

Update re the trampoline at Blenheim Grange play area.  
Update re the Norwich Road crossing and change to speed limit on Norwich Road.

### **23 Next Meeting**

It was agreed to hold the next meeting on September 8 at 7pm.

There being no further business, the meeting was closed at 8.40pm.