

Minutes of the meeting of Carbrooke Parish Council held on 12 March 2018 in Carbrooke Village Hall

Present: Cllrs P Sampher (Chair), J Borrett, A Coppen, S Dekeyzer, D Fishlock, J Nind, M Wormall. In attendance N Hartley (Parish Clerk). Five members of the public.

The meeting began with a period of Public Participation. Potholes were noted on Summer Lane and Mill Lane. The Parish Council has reported these to Norfolk County Council and will report again. The Council was asked if it will be hosting an event for Norfolk Day. This will be discussed at the next Council meeting.

1. Minerals Local Plan

The meeting received a presentation by Stephen Daw of 4 Leaf Enterprises in connection with the Review of the Minerals Local Plan for Norfolk. The company has submitted a site on Mill Lane in response to Norfolk County Council's call for minerals sites. Mr Daw ran through the company's proposal and left a copy with the Parish Council. Mr Daw suggested that a request to Norfolk County Council for a reduction in the speed limit near the proposed site should come from the Parish Council.

2. Apologies

None.

3. Declarations of Interest

Cllrs Sampher, Nind and Wormall in any matters relating to Blenheim Grange. Cllr Coppen in any matters relating to Millennium Green and his planning application. Cllr Dekeyzer in Mr Coppen's planning application as her husband is the property's developer. Cllr Fishlock in item 19 (Open Space Land Request) as he is also a member of Watton Town Council.

4. Minutes

It was resolved to approve and sign the minutes of the meeting held on 12 February 2018 as a true and accurate record.

5. Matters Arising

None.

6. Planning

Breckland Council decisions

Dawe Estates, Manor Farm, Willow Corner

3PL/2017/1277/LB and 3PL/2017/1276/F

Proposed redevelopment of underused land to provide four affordable homes for the local community, the restoration of existing Grade II listed farmhouse, the provision of six open market homes and the provision of open wildflower meadows, gardens and pond
Refused

Applications Considered

Mrs J Edmunds, Tumbleweed, Drury Lane
Two bay oak framed cart lodge

3PL/2018/0119/HOU
No objection

Mr T Coppen, The Crown House, Meadow Lane
Erection of three bungalows, two with detached garages, one with integral garage

3PL/2018/0190/F

Cllrs Coppen and Dekeyzer left the meeting and took no part in the discussions. Two councillors abstained from voting. The remaining three councillors objected to the application for the following reasons.

- The Parish Council had objected to the planning application of Mr and Mrs Chapman, also at Meadow Lane, (3PL/2017/1248/F) on the basis that the Council believes that there has been sufficient development in Carbrooke.

- The Council had also objected to the planning application of Dawe Estates (3PL/2017/1276/F) as it believes the development would add an unsustainable burden on the existing infrastructure in terms of drainage and flooding, as well as increased traffic through the village.

- The Council continues to be of the opinion that there has been sufficient development in Carbrooke.

- The Council also does not believe that the infrastructure is in place, or has been addressed, to sort out the problems previously raised over flooding and drainage.

Mr W Armitage, land adjacent 4, the Bungalows, Caston Road
One and a half storey agricultural workers dwelling

3PL/2018/0217/F
No objection

7. Finance

a. The Council's Current Balances were recorded as follows:-

Barclays Bank (Current Account): £10,859.69
Barclays Bank (Deposit Account): £1,344.27

Blenheim Grange Maintenance Fund:-

Scottish Widows: £85,031.12
Unity Trust Bank: £85,046.70
Lloyds Bank: £27,826.19

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

Veolia, Direct Debit, waste collection at Village Hall, £85.44
Veolia, Direct Debit, waste collection at Blenheim Grange, £33.50
Chq 101247 N Hartley, clerk's salary to February 2018, £580.20
101248 Thinking Rural, payroll services, £12
101249 Anglian Water, water bill for Community Cabin, £39.56
101250 N Hartley, reimbursement re purchase of website domain name, £74.25
101251 N Hartley, reimbursement of clerk's expenses, £243.35
101252 Norfolk Parish Training & Support, annual subscription 2018/19, £240
101253 A Willer, repairs to light in phone box, £45.20

Payments from the Blenheim Grange Maintenance Fund:-

Chq 000001 CGM, tree survey of wooded area next to Ansen Way, £720
000002 CGM, clearance of land next to Ansen Way and Washington Drive, £480
000003 TOP Garden Services, fell silver birches at Washington Drive, £576

c. The meeting received a report of Actual Expenditure to Budgeted Expenditure.

8. Internal Control Officer's Report

CLlr Nind reported that she had carried out the relevant checks and everything was in order.

9. Internal Control

The Council reviewed the effectiveness of its system of internal control. It was unanimously RESOLVED that the current system is sufficiently robust.

10. Wayland Partnership

The Council considered whether to continue appointing a Parish Council representative to attend Wayland Partnership meetings as it no longer supports the Partnership financially, but does still receive regular updates. It was unanimously RESOLVED to cease sending a representative to the Partnership's meetings.

11. Parish Council Website

The Council considered payment of £30 for the purchase of cards advertising the Parish Council website. It was unanimously RESOLVED to proceed.

It was noted that the Parish Council appeared on the village website under Village Information, but did not have its own tab linking to the new Parish Council website. It was unanimously RESOLVED not to pursue further.

12. Community Award

Carbrooke Academy had asked the Parish Council if its Community Award could be made every term and not annually. It was unanimously RESOLVED that a member of the Parish Council will present the award each term. The purchase of a plaque for £40 was approved.

13. Millennium Green Tree

The Council had agreed to purchase a Copper Beech to be planted on Millennium Green in commemoration of Mr R Buscall. It was unanimously RESOLVED to budget £125 for the tree and a commemorative plaque, the tree to be planted by the Millennium Green Trust.

14. Telephone Box

The Clerk noted that he has applied for a grant for a Defibrillator and the works needed to improve access to the box through the Tesco Bags of Help Scheme. The Council has also set aside £3,000 in its budget for 2018/19 if funding is not forthcoming. It was unanimously RESOLVED to see if the Council is successful in its funding bid, but in the meantime to obtain a price to repaint and renovate the phone box.

15. Parish Council Grants

The recipients of grants from the Parish Council in 2017 had been asked for evidence of expenditure or an update regarding their chosen project. It was noted that the Village Hall has not yet started its project. The PCC provided evidence of expenditure on maintaining the churchyard and requested an increased grant for 2018. The clerk noted that he had advised the PCC Treasurer to apply for funding through the Council's Grants scheme. It was noted that the Heritage Group has spent part of the funds from the Council's grant and will presently be providing evidence of expenditure to date. Receipts from the Millennium Green Trust are to follow regarding play equipment.

16. Litter

The Council noted problems with litter throughout Carbrooke. It was noted that Cllrs Borrett and Wormall regularly carry out litter picks, but the problem of disposing of large amounts of litter was noted. It was unanimously RESOLVED to formally write to Breckland Council asking what options its officers can provide.

17. Tree Survey at Ansen Way

This was carried forward to the next meeting as all the quotes had not yet been received.

18. Conservation Volunteers

The Council considered making payment for the use of the Conservation Volunteers. It was unanimously RESOLVED to see if the Volunteers will carry out three visits over the course of the year throughout the whole village, for which the Council would make a donation of £175.

19. Open Space Land Request

The Council was asked by Watton Town Council for its opinion regarding Open Space land adjoining Blenheim Grange as a small area of the land is within Carbrooke parish. The land is subject to a Section 106 Agreement. Watton Town Council will manage the land. It was unanimously RESOLVED to request an agreement stating that there will be a permanent right of way (with access gate between the land and Blenheim Grange); that there will be permanent use/access to the land for Carbrooke residents; that a member of Carbrooke Parish Council will represent the Parish Council on the working group concerning the use of the land; and that if the land is sold the area of land within Carbrooke parish is returned to Carbrooke Parish Council.

20. Representatives' Reports

Cllr Wormald noted on behalf of the Blenheim Grange Residents Association that he had met the Police Architectural Liaison Officer who had advised clearance of the land near the power substation at the front of Blenheim Grange. This will be added to the current clearance work.

Cllr Borrett noted on behalf of the Fuel Allotment Trust that she was preparing a new Tenancy Agreement.

Cllr Coppen noted on behalf of the Millennium Green Trust that the maze will be planted shortly.

Cllr Dekeyzer noted that the Village Hall Trust had noted that ownership of the boundary fence between the car park and Millennium Green was not clear. The Parish Council and the Millennium Green Trust have looked into this. The matter will be put on the next agenda.

21. Correspondence

As part of the Better Broadband for Norfolk Project, a new communications cabinet is to be installed on the grass verge near High Field House, Carbrooke, to serve residents and businesses in the surrounding area. No date for the installation is currently available, but work is due to be complete by March 2020.

The Council had been notified of an increase in electricity costs in respect of the Community Cabin.

A request for funds from Norfolk Accident Rescue Service was read. The Council agreed not to make a donation.

Cllr Fishlock asked if he could put up a Slimming World banner at the front of Blenheim Grange for a week at the end of March. This was agreed.

22. Standing Orders

The Council reviewed its Standing Orders. An amendment had been made in the form of a wording regarding Confidential Matters. A Standing Order prohibiting councillors from entering Council owned land was removed. It was unanimously RESOLVED to adopt the amended Standing Orders.

23. Financial Regulations

The Council reviewed its Financial Regulations. It was unanimously RESOLVED that no amendments were necessary.

24. Internal Control Policy

The Council reviewed its Internal Control policy. It was unanimously RESOLVED that no amendments were necessary.

25. Risk Management Policy

The Council reviewed its Risk Management policy. It was unanimously RESOLVED that no amendments were necessary.

26. Items for inclusion on the agenda for the next meeting

The condition of Summer Lane and Mill Lane.

27. Date of Next Meeting

The date and time of the next Parish Council meeting was confirmed as Monday 9 April (Annual Parish Meeting) at 6.30pm, followed by the ordinary Parish Council meeting in Carbrooke Church.

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.

28. Clerk's Appraisal

The Council received the results of the clerk's annual appraisal. The clerk was set objectives for the year to March 2019.

There being no further business, the meeting was closed at 9.30pm.