

## **Minutes of the meeting of Carbrooke Parish Council held on 11 June 2018 in the Community Cabin, Blenheim Grange**

**Present:** Cllrs P Sampher (Chair), J Borrett, T Coppen, S Dekeyzer,  
J Nind, M Wormall.  
Cllr C Bowes (Norfolk County Council) Cllr T Hewett (Breckland Council)  
In attendance N Hartley (Parish Clerk). Two members of the public.

### **Public Participation**

Cllr Bowes noted the death of Cliff Jordan, who will be sorely missed. A new Council leader has been elected. She noted the Parish Partnership initiative is to be repeated next year. The deadline for submissions is 7 December 2018. It was noted that the footpath to the school needs cutting back. Cllr Bowes is meeting the Highways engineer this week and will discuss.

### **1. Apologies**

None.

### **2. Declarations of Interest**

Cllrs Sampher, Nind and Wormall in any matters relating to Blenheim Grange. Cllr Sampher in the planning application of Mr Huggins. Cllr Coppen in any matter relating to Carbrooke Village Green.

### **3. Minutes**

It was resolved to approve and sign the minutes of the meeting held on 14 May 2018 as a true and accurate record.

### **4. Matters Arising**

The clerk noted that the Council is proceeding to co option following the resignation of Cllr Fishlock. The deadline for applications is 30 June.

### **5. Planning**

Applications considered

Mr L Huggins, Willow End Cottage, Willow Corner	3PL/2018/0521
Demolition of front extension and erection of new porch and two storey rear extension.	
Internal alterations and new/replacement windows	No objection

Mr & Mrs T Birkby, Fen View, Willow Corner

3PL/2018/0577

Replace flat roof with pitched roof to front projection along with front porch & chimney stack removal

No objection

## **6. Finance**

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

Barclays Bank (Current Account): £26,186.12

Barclays Bank (Deposit Account): £1,344.94

Blenheim Grange Maintenance Fund:-

Scottish Widows: £85,031.12

Unity Trust Bank: £85,088.64

Lloyds Bank: £25,603.43

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

Veolia, Direct Debit, waste collection at Blenheim Grange, £33.36

Chq 101271 Zurich Municipal, annual insurance premium, £656.43

101272 N Hartley, clerk's salary to June 2018, £743.25

101273 Thinking Rural, payroll services, £12

101274 N Hartley, reimbursement for stamps and postage costs, £23.70

101275 Carbrooke Village Green, grant for payment of insurance, £1,500

101276 Blenheim Grange Residents Association, grant for payment of insurance, £367.82 (Section 137)

101277 Carbrooke Parish Council, transfer to savings account, £5,000 (reserves for Community Centre, Blenheim Grange)

101278 Anglian Water Business Ltd, water bill for Community Cabin, £41.20

101279 EDF Energy Customers Ltd, electricity bill for Community Cabin, £22.44

101280 Salec Travel Ltd, hire of mini bus for Summer Fete, £250

Payment from Blenheim Grange Maintenance Fund

Chq 000008 CGM (East Anglia) Ltd, maintenance of open space, £740.27

c. A report of Actual Expenditure to Budgeted Expenditure was received.

## **7. Budget Committee**

It was unanimously RESOLVED to hold in abeyance the appointment of a new member on the Budget Committee until a new councillor has been appointed.

## **8. Asset Report**

The Council was presented with a report of the Parish Council's assets. It was unanimously RESOLVED to

## **9. Grants**

The Council considered the establishment of a fixed amount for grants for the next budget. It was unanimously RESOLVED to set an amount in the budget for 2019/20.

## **10. GDPR**

The completion of an Information Audit and Privacy Statement in line with GDPR was noted. Both are on the Council's website.

## **11. GDPR Working Group**

The Council unanimously RESOLVED to establish a GDPR Working Group. The members are all councillors and the clerk.

## **12. Co option Procedure**

It was unanimously RESOLVED to adopt a Co option procedure.

## **13. Willow Corner**

The Council considered speed limit at Willow Corner and outside the school. It was unanimously RESOLVED to request a 20mph speed limit outside the school and to move back the 30mph at Willow Corner.

## **14. Grass Cutting Contractor at Blenheim Grange**

The Council noted that its current grass cutting contractor at Blenheim Grange and the front of the Village Hall wants to increase its prices. The Council considered two quotes. It was unanimously RESOLVED to appoint Tom Duquesne to cut the grass and to empty the dog bins following the conclusion of the Council's current contract.

## **15. Obstructions at Blenheim Grange**

It was unanimously RESOLVED to request the consortium to remove all remaining obstacles under the Heads of Terms agreement.

## **16. Open Space at Stirling Road**

It was noted that one of the flower beds owned by the Parish Council on Stirling Road has been dug up and replaced with shingle. It unanimously RESOLVED to write to the resident requesting reinstatement.

## **17. Completion of the Roads at Blenheim Grange**

It was noted that bollards are to be installed at the Canberra Road/Washington Drive junction. The Council is concerned regarding access for emergency vehicles and will contact the consortium with its concerns. The Council will also request white lines at the junction of Marauder Road and Liberator Close. The Council has requested a consistent 30mph limit on Norwich Road.

## **18. Representatives' Reports**

Cllr Wormall noted that he is meeting a representative of Breckland Council to discuss regular removal of the large amounts of litter collected at Blenheim Grange.

Cllr Dekeyzer noted the renovation works to the Village Hall are to commence at the beginning of the summer holidays.

Cllr Coppen noted Dawes have cut the grass and will cut again in preparation for the Summer Fete.

## **19. Correspondence**

The Council was asked to name two access roads to a new development near Mosquito Close. Names will be provided.

## **20. Items for inclusion on the agenda for the next meeting**

None.

## **21. Date of Next Meeting**

The date and time of the next Parish Council meeting was confirmed as Monday 9 July at 7pm 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 so that the Council could discuss a Breckland Council matter.

## **22. Breckland Council Matter**

It was noted that in future any complaints are to be directed to the Parish Clerk.

There being no further business, the meeting was closed at 8.45pm.