

Minutes of the Parish Council Meeting held online on 9th June 2020

Present: Cllrs M Wormald (Chair) J Borrett, V Colley, T Coppen, G Long, G Redfern, P Sampher, J Tinson. In attendance: N Hartley (Parish Clerk) Cllr C Bowes (Norfolk County Council) Cllr H Crane (Breckland Council).

1 Apologies for absence

None.

2 Co option of a New Councillor

It was **RESOLVED** to appoint Georgia Long to the Council.

3 Resignation of Cllr Lorne

The Council noted the resignation of Cllr Lorne.

4 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.

5 Minutes

It was resolved to approve and sign the minutes of the meeting held on 10 March 2020 as a true and accurate record.

6 Matters Arising

With regard to school parking and the proposed footpath, Cllr Coppen will obtain any documentation from former Cllr Lorne. Cllr Bowes noted that the cost of a new footpath would be considerable and will need the agreement of the landowner. She noted that George Freeman said he will speak with the landowner. She also noted that Mr Freeman was looking into sources of possible Government funding.

Concerns were raised over press reports about the Re-evolution group. The Council will invite Mr Dawe to a meeting once the current restrictions are lifted.

7 Public Participation

Cllr Bowes noted that as at 4 June there were 2,187 confirmed cases of Covid 19 in Norfolk. Norfolk has been selected as one of eleven pilot areas for Test and Trace. Norfolk County Council will be following the Government's guidance on the phased return to work. She noted the Budget pressures on the County Council that have arisen as a consequence of Covid 19.

Cllr Crane noted that Breckland's front line services have all been maintained. Breckland is one of the only councils in the area to have managed this. Breckland has distributed more than £24m in grants to businesses. More grant payments are to follow. She noted that the Planning Committee will be holding remote meetings and that members of the public will be able to speak at those meetings.

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, £34.03
Direct Debit, Veolia, waste collection at Blenheim Grange, £49.46
Chq 101500 Thinking Rural, payroll services, £12
101501 N Hartley, backdated salary from April 2019-March 2020, £243.42
101502 HMRC, clerk's PAYE, £123.40
101503 Woodcraft UK, noticeboard at Knights Park, £1,477.44
101504 Norfolk Parish Training & Support, annual fee, £350
101505 Mansfield Fencing, erect noticeboard at Knights Park, £125
101506 Eon, street lighting Trenchard Crescent, £64.83
101507 TOP Garden Services, emptying dog waste bins, £93.60
101508 TOP Garden Services, Village Hall grass cutting, £48
101509 TOP Garden Services, Village Hall grass cutting, £48
101510 TOP Garden Services, emptying dog waste bins, £219.60
101511 W Hartley, stain benches at Blenheim Grange & Village Hall & village sign, £100
101512 N Hartley, reimburse cost of stains/locks for Blenheim Grange, £81.63
101513 N Hartley, reimbursement for Council's Microsoft subscription, £59.99
101514 EDF Energy, electricity for Community Cabin, £28.26
101515 Carbrooke Parish Council (savings account) transfer of funds in respect of fitting out the Community Centre, £5,000
101516 HMRC, amount owing for 2019/20, £20.14
101517 Zurich Insurance, annual premium, £835.62
101518 N Hartley, reimbursement for the Council's Zoom subscription, £143.88
101519 David Bracey, annual play area inspection report, £96
101520 W Hartley, staining Parish Council noticeboards, £125
101521 N Hartley, reimbursed costs of stain/oil for noticeboards, £44.82
101522 Norfolk County Council, contribution to Parish Partnership Scheme road crossing at Norwich Road/Washington Drive, £2,500

8.2 The following payment from the Commuted Sum in accordance

with the budget:-

Chq 000041 TOP Garden Services, tree felling and clearance, £720
000042 TOP Garden Services, grass cutting, £432
000043 A.G Gardening & Maintenance, flower bed maintenance, £200
000044 TOP Garden Services, grass cutting, £432

8.3 Payment Received

Breckland Council, part Precept, £17,500

9 Planning

9.1 Parish Council comments sent to Breckland Council

Anoka, Church Street To erect a boundary fence	3PL/2020/0237/HOU No objection, but proposed the height of the fence not exceeding one metre
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Westmere Homes Ltd, land off Lancaster Avenue To discharge Section 106 1.1 to approve open space works specification	3OB/2020/0006/OB See Parish Council Meeting minutes
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Meadow View, Watton Green Variation of condition 3 on 3PL/2020/0112/VAR Design changes & larger side extension	3PL/2020/0418/VAR No objection
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9.2 Breckland Council decisions

Anoka, Church Street Erect a 1.35m fence along the boundary with the road	3PL/2020/0237/HOU Approved
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Meadow View, Watton Green Variation of condition 3 on 3PL/2020/0112/VAR Design changes & larger side extension	3PL/2020/0418/VAR Approved
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9.3 Applications considered

West End Cottage, Willow Corner First floor extension to rear, provide pitched roof over existing garage and rebuild existing porch	3PL/2020/0500/HOU No objection
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Dawe Estates, land north of Wood Farm New open sided straw shed	3PL/2020/0448/F No objection
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10 Covid 19 (coronavirus) Business Continuity Contingency Plan

It was **RESOLVED** to approve the Covid 19 (coronavirus) Business Continuity Contingency Plan.

11 Code of Conduct

It was **RESOLVED** to approve the Parish Council's revised Code of Conduct.

12 Standing Orders

It was **RESOLVED** to approve the Council's revised Standing Orders.

13 Asset Report

It was **RESOLVED** to approve the Council's Asset Report and for the noted works to be carried out.

14 Insurance

It was **RESOLVED** to appoint Zurich as the Council's insurer.

15 Budget Subcommittee

It was **RESOLVED** to appoint Cllrs Coppen and Sampher to the Budget Subcommittee.

16 Staff Committee

It was **RESOLVED** to appoint Cllrs Coppen and Sampher to the Staff Committee.

17 Internal Control Officer

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

18 Blenheim Grange Residents Association

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

19 Millennium Green Trust

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

20 Carbrooke Fuel Allotment Charity

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

21 Carbrooke Village Hall

It was **RESOLVED** to appoint Cllr Coppen as the Council's representative to the Village Hall.

22 Carbrooke Academy

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

23 Noticeboard at Ash Tree Park

The Council had received a request from Ash Tree Park for a second noticeboard. It was **RESOLVED** to install a second noticeboard.

24 Play Area Safety Report

The Council considered the Play Area Safety Report for Blenheim Grange. Quotes are awaited.

25 Council Reserves

The Council has carried forward additional funding into the new financial year. A number of suggestions were put forward as to where to spend these funds. The clerk was asked to check if a litter bin can be installed at the bus shelter on Norwich Road and dog bins at either end of the Caudle Springs footpath. The clerk was asked to obtain guidance from Norfolk County Council re siting a 20mph speed limit sign near the school. Also costs to fill in the holes in the Village Hall car park and to make a more accessible entrance into the Village Hall from the car park. A suggestion was made that the Council might use the additional funds to provide a positive legacy from coronavirus.

26 PPE Equipment for Meetings

A proposal was made for the Council to purchase full face shields for when it is able to meet again face to face. It was noted that Breckland Council will provide guidance regarding meetings and PPE. It was **RESOLVED** that no action is required at the moment.

27 Items for inclusion on the agenda for the next meeting

Road adoptions at Blenheim Grange.

28 Next Meeting

The next Parish Council meeting will be held online at 7pm on 14 July 2020.

There being no further business, the meeting was closed at 8.25pm.