

## **Minutes of the meeting of Carbrooke Parish Council held on 8 January 2018 in the Community Cabin, Blenheim Grange**

**Present:** Cllrs P Sampher (Chair), J Borrett, A Coppen, S Dekeyzer, D Fishlock, M Wormal. Cllr Hewett (Breckland Council) In attendance N Hartley (Parish Clerk).  
Three members of the public.

The meeting began with a presentation by Julia Rees of the Fountain of Life Church about how to engage the younger members of the community. Mrs Rees and her husband run a successful youth club at Blenheim Grange. She suggested preparing a questionnaire to find out what the children would like and to work with the Primary school. She also suggested that the age of the children at a youth club should be made clear.

### **1. Apologies**

Cllr Nind, who was unwell and Cllr Bowes, who was attending another meeting.

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

Cllrs Sampher and Wormal in any matters relating to Blenheim Grange. Cllr Coppen in any matters relating to Millennium Green.

### **3. Minutes**

It was resolved to approve and sign the minutes of the meeting held on 11 December 2017 as a true and accurate record.

### **4. Matters Arising**

None.

### **5. Public Participation**

The meeting was adjourned for Public Participation. A letter concerning the Dawe Estates planning application was shown to councillors. The Council had been sent an email on 5 January with no attachments and asked to reply by 9 January. The clerk and Cllr Hewett were asked to contact Breckland Council regarding this, as it is not the first time applications have been submitted for comment at the last minute. The clerk noted that if necessary the Parish Council will hold a separate meeting to consider the amendment.

### **6. Finance**

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

Barclays Bank (Current Account): £13,527.05

Barclays Bank (Deposit Account): £1,344.03

Scottish Widows (Blenheim Grange Maintenance Fund): £85,031.12  
Unity Trust Bank (Blenheim Grange Maintenance Fund): £85,033.65  
Lloyds Bank (Blenheim Grange Maintenance Fund): £27,826.19

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

Veolia, Direct Debit, waste collection at Village Hall, £106.80  
Veolia, Direct Debit, waste collection at Blenheim Grange, £47.88  
Chq 101227 Glasdon UK Ltd, litter bin for Blenheim Grange, £291.81  
101228 N Hartley, clerk's salary to December 2017, £580.20  
101229 Thinking Rural, payroll services, £12  
101230 2upLtd, website and newsletter costs, £100  
101231 P Sampher, reimbursement for ink cartridges (Chair's Allowance), £24.99  
101232 A Willer, remove earth/tree trunk and reseed at Lancaster Avenue, £390  
101233 Scooper Dooper, emptying dog bins Blenheim Grange, £78  
101234 Mansfield Fencing, remove and replace litter bin at Blenheim Grange, £65

c. Payments received

Unity Trust Bank, interest received, £18.28  
Scottish Widows, interest received, £31.12

## **7. Planning**

a. Application considered

Mr & Mrs J Hornagold, Briar Cottage, Broadmoor Road 3PL/2017/1582/HOU  
First floor rear extension to provide additional bedroom & ground floor annex No objection

## **8. Pre School Advertising Banner**

The Council received a request from the Pre School to put up an advertising banner at the front of the Village Hall car park. It was unanimously RESOLVED to agree to this.

## **9. Village Sign**

A quote had been obtained to repaint the village sign. It was unanimously RESOLVED to contact the artist and ask what the lifespan of the paint should be; what suitable varnish could be used to protect the paintwork; and the name of the paint used so that the Council can contact the manufacturer.

## **10. Blenheim Grange**

The Council considered how to dispose of the rubbish/litter collected at Blenheim Grange as there are increasing amounts of rubbish being left on the estate. It was unanimously RESOLVED to ask the Council's grass contractor how they will dispose of any rubbish when they are cutting.

## **11. Correspondence**

A letter from the Mayor of Watton Town Council was read, thanking the Parish Council for its support for the Firework Display.

It was noted that the consortium will be restoring the white lines at Washington Drive/Canberra Road and that the bench at the USAAF Memorial will be replaced at the end of the current remedial works.

The clerk was asked who owns the fence between the Village Hall car park and Millennium Green as it is in need of repair. The Parish Council does not hold any documentation regarding ownership, nor does the Millennium Green Trust. The clerk will contact Jan Godfrey.

## **12. Representatives' reports**

Cllr Wormall noted on behalf of the Blenheim Grange Residents Association that the Christmas event had been a considerable success. It was noted there is glass in the road verges. The clerk was asked to contact the consortium to arrange the removal of this and of traffic cones.

The clerk was asked to see if there can be a post box at Blenheim Grange.

It was proposed there should be a no parking sign near the drop down locks. It was agreed to ask the phone company if it will contribute to the cost of signage.

Cllr Coppen noted on behalf of the Millennium Green Trust that the bazaar had raised just under £600. There will be a Fun Run in March.

Cllr Borrett noted that the Defibrillator outside the Aerolite Garage had been used and that new pads were awaited.

## **13. Health & Safety Risk Assessment**

A copy of a Health and Safety Risk Assessment of the Council's assets was submitted to the meeting. It was unanimously RESOLVED to accept the report.

## **14. Grants Policy**

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

## **15. Equality Policy**

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

## **16. Health and Safety Policy**

The Council reviewed its Health and Safety policy. It was unanimously RESOLVED that no amendments were necessary.

## **17. Disciplinary and Grievance Policy**

The Council reviewed its Disciplinary and Grievance policy. It was unanimously RESOLVED that no amendments were necessary.

## **18. Complaints Procedure**

The Council reviewed its Complaints Procedure. It was unanimously RESOLVED that no amendments were necessary.

## **19. Press and Media Policy**

The Council reviewed its Press and Media policy. It was unanimously RESOLVED that no amendments were necessary.

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

An update regarding installation of the water tank at Blenheim Grange.

An update regarding moving the bus stop on Norwich Road opposite Washington Drive.

The present condition and future of the Community Cabin.

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

The date and time of the next Parish Council meeting was confirmed as Monday 12 February 2018 in the Village Hall at 7pm.

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

