

Minutes of a meeting of Carbrooke Parish Council held in Carbrooke Village Hall on 14 July 2026

Councillors present: D Page (Chair), L Brazell, J Dixon-Murphy, J Mackenzie, L Poole, G Redfern.

In attendance:- N Hartley (Parish Clerk), Cllrs H Crane and P Bate (Breckland Council), Cllr J White (Norfolk County Council) P Arrowsmith (Manager of the Community Hub).

1 Co option of new councillors

It was **RESOLVED** to co opt Jan Mackenzie and Jade Dixon-Murphy.

2 Resignation of Councillor Leport

The Council noted the resignation of Bill Leport.

3 Apologies for Absence

Apologies were received from Cllr Borrett, who was on holiday.

4 Declarations of Interest

None.

5 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 9 June 2026. The Chair signed the minutes.

6 Matters Arising

The Council had reported an issue on Summer Lane to Norfolk County Council regarding the sloping/high verges. The County Council responded as follows:- This problem did not meet our criteria for repair. We will monitor it as part of routine inspections. We will not be lowering verges in this area as it will encourage driving on the verges, which is generally not something that should be done.

The Parish Council will consider applying for improvements to passing places on Summer Lane under the Parish Partnership Scheme.

7 Report from Breckland and Norfolk County Councillors

A copy of Cllr Crane's and Bate's reports are attached to the minutes.

Jack White (Norfolk County Council) introduced himself to the Council and offered to help the Council however he can.

8 Finance

8.1 The following payments were approved in accordance with the budget:-

N Hartley, clerk's salary, £822 (standing order)
HMRC, clerk's Paye & Hub manager's Paye, £669.47
N Hartley, clerk's expenses, £361
NALC, gov.uk domain, £69.48
Spire Solicitors, charges re transfer of land at Blenheim Grange, £150
Mansfield Fencing, signs for community orchard and fence repairs Sunderland Way, £905
Marnick Landscapes Ltd, grass cutting Carbrooke churchyard, £250
Collective Community Planning Ltd, Neighbourhood Plan, £3,900
RJT Waste Management, repairs to play equipment, £160

8.2 The following payments were made from the Commuted Sum:-

Top Garden Services, tree works from Tree report, £4,640
Marnick Landscapes Ltd, grass cutting at Blenheim Grange, £600

8.3 The Council noted receipt of the following payments:-

Carbrooke Parish Council (Hub account), payment for manager's Paye, £248.60
Barclays Bank, interest on account, £45.14
Unity Trust, interest on account, £454.52

8.4 The meeting received a report of Actual to Budgeted expenditure.

9 Grant application from Carbrooke Village Hall

The Council considered an application from the Village Hall to replace and install outside signage to make more of the Hall as a community asset. It was **RESOLVED** to approve a grant of £1,000.

10 Hub Manager's report

A copy of the report is attached to the minutes.

11 Hub's Finance report

A copy of the report is attached to the minutes.

12 Review the Hub Terms of Reference document

The Council reviewed its Terms of Reference document. It was **RESOLVED** to approve the amended document to include the removal of non voting members from the Committee.

13 Council bench on the Millennium Green

It was **RESOLVED** to appoint RJT Waste Management to fix the bench into the ground.

14 Potholes in the Village Hall car park

This was carried forward to the next meeting.

15 Bus shelters/improvements to the bus stops on Norwich Road

The Council had obtained a quote from a Norfolk County Council approved contractor. The amount the Parish Council will put toward the project is £5,455. Cllr Poole said that Norfolk County Council has agreed to install a TROD from the Norwich Road end of Summer Lane to improve connections to the bus stops. It was **RESOLVED** to proceed.

16 Bee Trail

The Clerk proposed a Bee Trail at Blenheim Grange. It was **RESOLVED** to proceed with this idea and to apply for grants.

17 Information posts at Blenheim Grange

The Clerk proposed the installation of Information posts at Blenheim Grange to provide information about RAF Watton. It was **RESOLVED** to proceed with this idea and to apply for grants.

18 Neighbourhood Plan

It was **RESOLVED** to give authority for the Neighbourhood Plan to move to the consultation phase.

19 Parked cars in the Village Hall car park

It was **RESOLVED** to prepare a list of Terms and Conditions for the car park.

20 Retention of Documents policy

It was **RESOLVED** to approve a Retention of Documents policy.

21 Council Defibrillators

It was **RESOLVED** to appoint Cllr Mackenzie to monitor the Council's defibrillators.

22 Representatives' reports

Cllrs Poole and Redfern had visited the school and were very impressed with what they had seen. They will attend another meeting in the new term.

23 Items for inclusion on the next agenda

Terms and conditions for Village Hall car park.

24 Next Meeting

The next meeting will be at in the Village Hall on September 8 at 7pm.

The meeting was closed at 7.25pm.

Signed Chair

Date

Report of Councillor Crane (Breckland Council)

Cabinet 13.7.26-Breckland Local plan full update-updated local development scheme. Revised timeline of 2025-2043.

Call for sites-Gypsy & traveller. This will be the 3rd round as no land has come forward.

Cabinet approved to undertake public consultation on the regulation 19 draft local plan starting on 31st July and running for 6 weeks.

Breckland Council has awarded a total of £1,750 in grant funding to help local organisations deliver projects that support veterans and celebrate the Armed Forces community.

The grants have been announced as part of Armed Forces Week (20-27 June) The grants are the first to be distributed from the council's Armed Forces Community Fund, which launched earlier this year.

The Royal Norfolk & Royal Anglian Dereham & District Branch has received £1,000 in grant funding to support the operation of their Veterans Hub.

A £500 grant has also been awarded to Veterans Central to support its Swaffham drop-in, by helping with the cost of room hire and refreshments.

A further £250 grant funding has been awarded to the Royal British Legion's Swaffham branch, to help with costs associated with hosting the Norfolk County Standard Rededication, which will include a parade, church service, and community tea party.

The Armed Forces Community Fund was launched by Breckland Council as part of its expanded commitment to supporting personnel, veterans, cadets, and their families.

Breckland Business Awards These inaugural awards have been launched to help recognise the outstanding businesses that we have in Breckland.

People are now being invited to submit their nominations for the awards, which will see winners crowned at a ceremony to be held in September.

The categories include:

- Breckland Business of the Year - sponsored by O.C.O Technology
- Community Pride Award - sponsored by Rosedale Funeral Homes
- Best High Street Business - sponsored by Breckland Business Waste Services
- Rural Innovation and Diversification Award - sponsored by Peerless Plastics & Coatings
- Local Pub of the Year - People's Choice - sponsored by Wendling Beck
- Employer of the Year - sponsored by SERCO
- Outstanding Contribution to Business Award - sponsored by Snetterton Park
- Made in Breckland Award - sponsored by Old Buckenham Country Park
- Visitor Experience Award - sponsored by Parkwood Leisure
- Exceptional Impact Award - sponsored by Morphry Thyme

The winner of the Local Pub of the Year - People's Choice category will be decided by public vote, with further details on how residents can support their favourite local pub to be shared later this summer.

Category winners will be asked to share the skills, knowledge, and experience behind their success by supporting at least one person aged 16 to 24 through mentoring, work experience, skills development, an apprenticeship, or employment opportunity.

By connecting successful businesses with young people at the start of their careers, the Breckland Business Awards aims to help build confidence, develop skills, and create pathways into employment while strengthening the district's future prosperity.

The event is being delivered with the support of headline sponsor O.C.O Technology, alongside category sponsors, including Rosedale Funeral Homes, Wendling Beck, Peerless Plastics & Coatings, SERCO, Snetterton Park, Old Buckenham Country Park, Parkwood, Morphry Thyme and Breckland Business Waste Services, as well as Poultec and Macbrook Gas. These businesses will contribute to the funding of the event, helping to celebrate local businesses while investing in opportunities for young people.

To nominate a business, go to www.breckland.gov.uk/business-growth/business-awards

RAF Barnham-The Home Office has confirmed that RAF Barnham will be one of a number of sites being brought into use to accommodate asylum seekers, with occupation expected to commence in the autumn.

Whilst RAF Barnham is located within West Suffolk and outside the Breckland district boundary, its close proximity to Thetford means this decision will be of significant interest and concern to many of our residents and communities.

Breckland Council's position:

Barnham is a rural village with limited infrastructure and facilities, making this site wholly inappropriate for this purpose. Furthermore, it is in Suffolk, so Norfolk's public services should not be expected to divert valuable and already-stretched resources to support this proposed new facility.

As a result of the Home Office's previous lack of transparency over the asylum seeker placement process, community tensions have already been heightened and local communities will understandably have questions and concerns about this Government proposal.

At a meeting of Full Council (02 July 2026), Breckland's Leader put forward a Motion in response to the Home Office identifying RAF Barnham as a potential site for asylum accommodation. The Motion was debated by Breckland members before councillors voted to approve the Motion, as set out below:

That Breckland Council takes all necessary and appropriate steps to represent and protect the interests of Breckland residents in response to the Home Office's proposal to use RAF Barnham as asylum accommodation, and authorises the Leader of the Council, in consultation with the Chief Executive, to take the following actions on behalf of the Council:

- Communicate to Government this Council's serious concern regarding the impact of the proposal on Breckland communities, public safety, local infrastructure and public services.
- Write to the Home Secretary requesting:

1) full details and transparency regarding the proposal, including its anticipated impact on Breckland.

2) that the Home Office undertakes a comprehensive assessment of the proposal's cross-boundary impacts before any final decision is taken.

3) that appropriate provision has been made for healthcare, policing, education, transport, community safety and other public services likely to be affected.

- Make clear that should the proposal proceed, despite local opposition, Government must provide sufficient and sustainable funding to meet the additional demands placed upon services within Breckland.
- Work collaboratively with West Suffolk Council, Norfolk County Council, Suffolk County Council, Thetford Town Council, local Members of Parliament and statutory partners to ensure that Breckland's interests are fully represented.
- To deploy such officer time, specialist advice and other appropriate Council resources as are necessary to represent the Residents interests, respond to emerging information, coordinate with partner organisations and take any further actions consistent with this resolution.

Report of Councillor Bate (Breckland Council)

Because news of this has just arrived Breckland District council discussed the use of RAF Barnham to house immigrants. It was stated that the government had not been transparent or sufficiently communicative with the council. This is not going ahead yet and the council is robustly communicating this with the government. All parties were against this but Reform seemed to feel that they were against this the most. The decision to express our concerns to government was passed unanimously.

Reform asked for Breckland's support on NCCs legal challenge on local government reorganisation. The ruling party's response was quite testy, and they stated that they needed more time to read all the legal documents. They were also unsure as to whether NCC objected to LGR or just the fact that we were going to 3 local authorities.

There was a query asking when Middle Street, Watton pedestrianisation would take place. We await funding from NCC.

Guidance was asked for on the 1am kick off for the England match on Monday morning as it relates to licensed premises. The council said that pubs would be communicated with. Looking at Facebook, the pubs are all over it.

I watched this meeting on You Tube as I was unwell when the meeting took place. This is a much better way to view the meeting as all the self-congratulations indulged in by the ruling party can be skipped over.

Community Hub Report

All groups are running well.

I am working with Breckland Councils lip reading group to use the hub on a Tuesday morning each week for 2 hours update the group has decided to stay in the library as their clients feel it is too far to travel.

All checks were completed with no problems reported.

The actual spent to budget is running well with no concerns.

The Art group has moved to Friday afternoon giving availability to other groups on a Tuesday morning, Some of the committee members were involved in the Deaf Festival at the Forum this was a very interesting event where people with hearing difficulties were able to find out information about groups in their area. It was also a opportunity for deaf and the hard of hearing to meet others in the same situation.

The Bifold doors have been fixed this has been an ongoing issue for quite some time, we were unable to get the correct part as it is out of production.

Pam Arrowsmith