

## **Minutes of the Annual Parish Council meeting held in the Community Hub on 12 May 2026**

**Councillors present:** D Page (Chair), L Brazell, L Poole, G Redfern.

**In attendance:-** N Hartley (Parish Clerk), Cllr P Bate (Breckland Council), P Arrowsmith (Manager of the Community Hub), three members of the public.

### **1 Election of Chair**

Cllr Page was elected Chair. He signed the Declaration of Acceptance of Office.

### **2 Election of Chair**

Cllr Poole was elected Vice Chair. She signed the Declaration of Acceptance of Office.

### **3 Apologies for Absence**

Apologies were received from Cllrs Borrett, Defew and Leport, and Cllr Crane (Breckland Council).

### **4 Declarations of Interest**

None.

### **5 Minutes**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 14 April 2026. The Chair signed the minutes.

### **6 Matters Arising**

None.

### **7 Report from Breckland Councillors**

Cllr Crane submitted the following report. Due to a fire at the premises that takes in electricals, batteries and white goods these are no longer being collected by Breckland at present or being taken in by the recycling centres. We are working to find a solution and ask that residents hold onto these items until we can collect. Batteries can be taken to retail outlets which have a recycling box. At cabinet on Monday a 1.2 million £ project for housing was launched with the YMCA. This collaboration will see units built in the North of the district to supply support housing for 18-25 year olds. This age group is growing in number for homelessness and data shows a demand for this type of accommodation. YMCA Norfolk already operates successful supported housing schemes in the County.

Cllr Bate submitted the following report. At the meeting on 16<sup>th</sup> April there was a light agenda. 1<sup>st</sup> April 2028 handover from Breckland to the new West Norfolk authority. There was one final, hopefully, moan about it happening. There will be a lot of hard work to ensure it happens smoothly.

A question was asked about the bin calendar which doesn't seem to exist this year. The calendar no longer gets delivered and there isn't one in the Breckland magazine. It was asked if £11,000 was a reasonable amount of money to spend on staff awards and who won those awards. The council said it was a reasonable amount.

A question was asked about food waste collection and why it is late. Apparently, the manufacturer of the food bins could not deliver on time. Staffing costs have increased and there was a question as to why. Answer, some work has been brought in house, and our staff is at the minimum number. The Breckland Bridge business plan has been changed to reflect the new reality of LGR. This answer was to explain the 500,000 that was going to be used to write off their debts but isn't now.

## **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, £669.27  
N Hartley, reimbursement of Microsoft subscription for Council laptop, £84.99  
Clear Councils, insurance premium, £1,676.95  
Community Heartbeat, replacement defibrillator pads, £89.94  
Jemco, signs for community orchard, £90.29  
Gorts Gardening, grant payment for grass cutting Carbrooke churchyard, £300  
Marnick Landscapes Ltd, grant payment for grass cutting Carbrooke churchyard, £250

8.2 The following payment was made from the Commuted Sum:

Marnick Landscapes Ltd, grass cutting at Blenheim Grange, £600

8.3 The Council noted the following payments received:-

Carbrooke Parish Council (Hub account), payment for manager's Paye, £248.60  
HMRC, Vat reclaimed, £6,847.94

## **9 Accounts and Annual Return**

The Council received its annual accounts to 31 March 2026. It was **RESOLVED** to sign the Annual Return. The Chair and the Clerk signed the Annual Return.

## **10 Appointment of Members**

It was **RESOLVED** to appoint Cllrs Page, Poole and Redfern to the Budget Committee.

It was **RESOLVED** to appoint Cllr Page and Poole to the Staff Committee.

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

It was **RESOLVED** to appoint the Clerk as the Council's Internal Control Officer to the Community Hub.

## **11 Council representatives**

It was **RESOLVED** to appoint the following as representatives:-

Cllr Redfern to the Community Hub.

Cllr Redfern to Carbrooke Village Hall.

Cllr Leport to the Millennium Green Trust.

Cllrs Poole and Redfern to Carbrooke Academy.

Cllr Brazell to Carbrooke Fuel Allotment Charity.

Cllr Borrett to Carbrooke PCC.

## **12 Hub Manager's report**

The Hub Manager reported the following. All groups are running well and attracting more people each week. Beavers have officially started and are happy to be at the hub. All checks were completed with no problems reported. Some fly tipping has occurred which will be cleared asap. The actual spent to budget is running well with no concerns.

## **13 Hub's Finance report**

A copy of the report is attached to the minutes.

## **14 Annual Asset Report**

The Council received the annual Asset report. It was **RESOLVED** to repaint the yellow lines outside the Village Hall. A resident kindly agreed to restrain the bench outside the Village Hall, the village sign, noticeboards in the Village Hall car park and the older Council bench on the Millennium Green. The Parish Council agreed to pay for the materials

## **15 Proposal for safety surfacing in the Community Hub play area**

A request was made for safety surfacing at the Community Hub. The Council had set aside £5,000 toward surfacing. It was **RESOLVED** to set aside a further £5,000 and to consider the appointment of a contractor at the June meeting.

## **16 Proposal to purchase outdoor fitness equipment**

This was carried forward to the next meeting as Cllr Borrett was not able to attend.

## **17 Grass cutting at Blenheim Grange**

The Council had received a request from a resident to adopt a more pollinator-friendly mowing approach on the grassy mound/green areas. The Council was asked if it would consider changes to the cutting schedule, such as:

- Leaving a strip or border uncut
- Leaving the sides of the mound longer
- Raising the mowing height slightly
- Rotating which sections are cut rather than cutting everything at once

It was **RESOLVED** to agree to leave areas uncut and for the clerk and Cllr Redfern to meet the resident to discuss further.

## **18 Land outside the Community Hub**

The Council had been approached by Vine Technical Services on behalf of the consortium to be party to a Section 37 plan regarding a strip of land outside the Community Hub. It was **RESOLVED** to sign the agreement.

## **19 Neighbourhood Plan**

Cllr Poole said the group had attended another meeting with Louise Cornell after receiving the results of the survey. A further meeting will be held at the end of the month. The Council is generally happy with what is proposed, but would like the gap extended to the parish boundary to the east so that all the properties along Drury Lane are covered and also extended to the west to Cuckoo Lane so that Broadmoor Farm is covered.

## **20 Representatives' reports**

There were no reports.

## **21 Items for inclusion on the next agenda**

Bus shelters.

## **22 Next meeting**

The next meeting will be at 7pm in the Village Hall on 9 June.

The meeting was closed at 7.25pm.

Signed ..... Chair

Date .....