

**MINUTES OF THE MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 8TH APRIL
2019 AT BROOKE METHODIST CHURCH**

Present: Mr Jinks, Mr Warman, Mr Mears, Mr Harrison, Mr Tobin, Mr Musgrave, Mrs Beardsell, Mrs Powell, and Mrs Andrews (Clerk)

In Attendance: 4 Members of the public.

1. Apologies:

Apologies were received from Mr Sanford, Mr Fuller (District Councillor) and Mr Stone (County Councillor)

2. Declarations of Interest:

Declarations of interest were made by Edward Jinks regarding agenda item 5.1, planning application numbers 2019/0583 and 2019/0668. Mr Tobin declared an interest in agenda item 5.1, planning application numbers 2019/0535, 2019/0668, 2019/0390 and 2019/0662.

3. Minutes of full meeting on 25th February 2019 and site meeting 30th March 2019:

The minutes had been previously circulated to all Councillors, they were agreed to be true records and duly signed by Mr Jinks.

4. Matters arising from meetings on 25th February and 30th March 2019:

4.1. Playpark

No update has been received. The Clerk will invite members of the Playpark Committee to the Annual Parish Meeting on 13th May 2019.

4.2. Bus stops

There has been no update regarding the Parish Council's request for new bus stops. Mr Tobin reported however that timetable information is now displayed in the bus shelter opposite the Kings Head PH. As the new financial year has now started, it was agreed that the Clerk would write to Barry Stone asking him to now include the new bus stops in his members allowance for the year.

4.3. Meres

Finger posts

Mr Tobin confirmed that he is in the process of getting quotes for repainting the finger posts. It is now the right time of year to do the work.

New bench

A notice went in the Parish magazine last week notifying members of the public of the Parish Council's intention to install a new bench near the unofficial bus stop opposite the White Lion PH which would be dedicated to Adrian Gunson, late County Councillor. The notice appealed for donations towards the cost. It is too early to gauge how much will be generated by this appeal. Funds will be held at the Post Office.

Fallen trees

Mr Harrison and Mrs Beardsell met on site with Doeke Dobma from Clinks Care Farm to discuss remaining works to be carried out as part of the one off job authorised to tidy up the area. This took in jobs normally carried out at the meres working party. Doeke also looked at the trees which had fallen in to the water. They do not have the necessary equipment to remove these. The Clerk will ask Simon Aylmer, tree surgeon if he is able to quote. The Clerk will obtain 2 other quotes. Chris Glover (cgtreecare80@gmail.com) and Dennis Holleman (based in Howe) were suggested.

Mr Harrison advised that some children have put up a rope swing on one of the trees at the west end of the mere. The rope does not swing over the mere itself but over the flat grassy area. The Clerk will look in to the insurance implications of this as there were concerns over children sustaining injuries which the Parish Council would be liable for. Regrettably, it is likely that the swing will have to be removed.

4.4 Assets of Community Value

Mrs Beardsell reported that under the Localism Act, land, footpaths and woodland in public use can be registered as Assets of Community Value but not private land. The strip of land around the previously proposed area for development on Norwich Road is private and cannot therefore be registered. Mr Warman pointed out that public footpaths are protected by the County Council in any case and therefore to register one as an Asset of Community Value would not give any further protection.

4.5 Adoption of phone boxes

Members of the public were invited to make suggestions as to a suitable use for the phone box on The Street once it has been adopted. One suggestion is as a drop off and collection point for jam jars for the jam/pickle making community. Further suggestions are awaited. Mrs Beardsell will enquire whether the Mens Shed would be interested in renovating the box.

4.6 Amenity area at Dovecote Close.

Mrs Beardsell advised that she has some small trees and shrubs once the ground has been cleared. She stressed that no work should be carried out until August because of nesting birds. Clinks are to provide a quote for clearance works

4.7 Bollards on Norwich Road

The degraded bollards on Norwich Road have now been replaced. The Clerk had requested for Highways to remove them altogether but they have not responded. All agreed that as they are now properly reflecting, no further action should be taken but the situation monitored.

5. Planning:

5.1. New and amended planning applications.

2019/0535 – Proposed two storey side extension to 87, The Street

The application was recommended for approval with the following comments:

The Parish Council remains concerned at the risks to pedestrians from the proposed use of the footpath between Burgess Way and The Street as the new principle vehicular access to the extended subject property. We request that a condition is imposed which requires the applicant to carry out physical works to the footpath to reduce the risk of collision between pedestrians and vehicles in the vicinity of the vehicular access, such works to be agreed by NCC and funded by the applicant.

2019/0583 – Proposed variation of condition 2 of planning permission 2017/2159 to 49, High Green

The application was recommended for refusal with the following comments:

The Parish Council feels that the proposal to widen the access road to the pumping station from 4m to 8m should be refused as it is unnecessary and would create the risk of the housing development extending onto the land to the west.

We feel that the planning application should be refused unless Anglian Water is able to demonstrate a compelling need for an 8m wide access road to be used exclusively for service vehicles to access to the pumping station.

Our concerns are as follows:

- The pumping station access road is served by the existing Mallows estate road, whose carriageway is 4m wide and contains 3 bends
- Service vehicles for the pumping station will have to pass through the 4m wide estate road, so there is no need for the access road to be any wider than 4m
- We feel there is a risk that the widened access road will be used to open up the backland to the west, thereby enabling the housing development to extend behind plots 5, 12 and 13
- The pumping station is situated in the southern half of its site, meaning that the northern half could be re-designated as an extension of the estate road
- Any such extended development would be on greenfield land which is outside the current planning permission boundary and outside the current village development boundary
- The Parish Council has consistently opposed new development outside the current development boundary for Brooke and would resist further development in this location.

2019/0390 – Proposed block up door to relocate kitchen, internal alterations and installation of extractor fan at 85, The Street

The application was recommended for approval subject to the Conservation Officer being happy with the detail.

2019/0662 – Proposed conversion of garage and external alterations at 89, The Street

The application was recommended for approval.

5.2 2018/1780 – Proposed new development on Norwich Road

This application has now officially been withdrawn.

6. Bus Services

No new information has been received regarding bus services in Brooke. Mrs Meadows reported that the remaining services are not always running to the published timetables.

Councillors advised that members of the public should report cases to the bus companies if and when they occur.

7. County and District Councillor's reports:

Neither the County of District Councillor were present.

8. School Governor report:

There was no representative from the School Governors to give a report.

9. Public Spaces:

9.1 Trees at St Peters Road play area

Mrs Beardsell reported that she had followed up on a complaint from Mr Gower, a resident whose garden backs on to St Peters Road Play Area. Mrs Beardsell inspected the trees on the play area and declared that the 2 trees at the end of Mr Gower's garden are healthy and not overly tall. No further action is considered necessary.

9.2 Grass cutting schedule

Mr Jinks proposed, Mr Warman seconded and it was agreed that Clinks Care Farm's contract should be extended for one year, at the quoted cost of £1670.00 + VAT plus £300.00 + VAT for annual maintenance to the meres. This contract will be reviewed after one year .

10. Finance

10.1 Clerk's financial statement

The Clerk's financial statement was circulated prior to the meeting, and was accepted by all present.

10.2 Cheques to be authorised

The following cheques were approved and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£167.00	M Rayner	Consultancy fees re application 2018/1780
£850.00	M Haslam	Consultancy fees re application 2018/1780
£50.00	J Andrews	Petty cash

Mr Harrison requested a cheque to be signed from the Village Hall account for £600.00 as a deposit to Chapel Doors Ltd. A cheque was signed accordingly.

11. Parish Council Administration:

11.1 Elections

There were more candidates putting their names forward than there are places on the Parish Council. This means that there will be an election. Mr Jinks thanked all outgoing Parish Councillors for their many years of service. Mrs Powell thanked Mr Jinks for his 26 years of Chairmanship. She stated that Mr Jinks had steered the Parish Council through some difficult times, particularly recently regarding the new development application.

Mr Jinks kindly agreed to Chair the Annual Parish Meeting which will be followed by the Annual Meeting of the Parish Council, at which he will hand over to the new Chairperson.

11.2 Cheque signatories

The Clerk advised that as all 3 existing cheque signatories are stepping down, a new cheque signatory mandate needs to be completed and returned to Barclays. It was agreed that the 3 remaining Councillors would sign the necessary forms to become signatories, and in the event that 1 of them is not elected (there are 9 places and 10 candidates) there will still be 2 remaining and therefore cheques can still be signed. Mrs Beardsell, Mr Tobin and Mr Harrison will sign the forms accordingly.

11.3 Parish Council website policy

This item was deferred.

11.4 Clerk's pay review

The Clerk's salary has not been reviewed since 2017. The Clerk will obtain up to date Local Government Pay Scales and this item will be added to the next agenda.

12. Correspondence:

There was no new correspondence for discussion.

13. Items for Agenda of Annual Parish meeting and Annual Meeting of the Parish Council 13th May 2019:

Play park

Bus stops

Meres - finger posts

New bench

Fallen trees

Adoption of phone box and uses

Amenity area at Dovecote Close

Website policy

Clerk's pay review

There being no further business, the meeting closed at 9.25pm