

Minutes of Brooke Annual Parish Meeting held at Brooke Methodist Church on Monday 18th April 2016 at 7.30pm.

The Chairman of the Parish Council, Mr Edward Jinks welcomed the Clerk and 11 members of the public to the meeting.

1. PARISH COUNCIL REPORT

Mr Jinks gave his report, a copy of which is attached as an addendum to these minutes.

2. POLICE REPORT

There were no Police representatives available to attend the meeting.

3. COUNTY COUNCIL REPORT

Mr Stone gave his report, a copy of which is attached as an addendum to these minutes. Having given his report, Mr Stone invited members of the public to ask any questions they might have. Mrs Beardsell advised that she has seen a recent report which stated that some Councils are adopting a new approach with regard to pot hole repairs whereby only holes over 60mm deep would be repaired as opposed to the current depth of 40mm. Mr Stone was not aware of this and will look into it. Mr Warman queried with regards to the new school funding whether the amount set aside would be increased in line with inflation. Mr Stone confirmed that he thought it would. Mr Warman queried whether it is in the Council's power to make a compulsory purchase of suitable land if negotiations with landowners could not be resolved. The Council could make a compulsory purchase but it would be a last resort. A member of the public advised that she had heard that the school was going to be built adjacent to Burgess Way, which she felt would result in unsuitable traffic movements and parking along what is already a narrow road. Mr Stone advised that a site has not yet been agreed but there would be a public consultation sometime this year.

4. DISTRICT COUNCIL REPORT

Mr Fuller was absent from the meeting and did not submit a report to be read on his behalf.

5. BROOKE HOMEWATCH REPORT

Mrs Powell delivered the Brooke Homewatch report on behalf of Mr Powell. A copy is attached as an addendum to these minutes.

6. BROOKE PRIMARY SCHOOL REPORT

Mrs Reynolds was unable to attend the meeting but had forwarded her report which the Clerk read on her behalf, as follows:

Brooke Primary has enjoyed a very successful year. Pupil numbers are currently at a healthy 129 with a number of children joining throughout the year. These will decrease in Sept when the year 6 students leave with approximately 12 children joining reception. A new governor, Karen is working with the school to attract new pupils.

The play area has been a massive hit with the children and the area next to it is starting to take

shape with the help of the gardening club. Thank you to the Parish Council for their contribution.

The freshly cooked dinners made on site have been popular with average of 80 meals a day. Children of different classes enjoy lunch together which helps ensure the children mix well across ages.

The school has enjoyed some excellent sporting triumphs with success in Cross country, tag rugby and indoor athletics.

The new school is a key focus moving forward. Discussions continue and it's still hoped there will be a meeting for the public soon.

7. DISABLED TOILET FACILITY REPORT

Mr Mirfield gave his report as follows:

The new disabled toilet facility is almost ready at the Scout hut. The toilet will be accessible and available for anyone to use at a nominal charge of 20p which will be collected via the coin operated lock. There has been a delay in delivery of the lock so whilst it is awaited, Mr Mirfield will fit the door with a combination lock and make the code available to village organisations. The ongoing cost of consumables and cleaning of the new toilet will be met by the Parish Council who will pay the costs net of the 20 pences collected. The Village Hall Committee will insure it. Mr Mirfield has experienced difficulties in getting a contractor to lay the tarmac ramp. Anyone using the facility prior to the ramp being put in place will need to exercise caution.

8. MINUTES OF LAST ANNUAL PARISH MEETING 11TH MAY 2015

The minutes of the last APM were circulated during the meeting, agreed to be a true record and signed by the Chairman

9. MATTERS ARISING

There were no matters arising.

10. OPEN FORUM

A member of the public queried whether a supermarket could have taken over Churchill Stores rather than it being converted to housing. Mr Jinks advised that the building is owned by Saffron Housing who decided it was not viable as a shop.

A member of the public raised concerns regarding the possibility of the new school being located by adjacent to Burgess Way, which she considers is too small to cope with school traffic. Mr Jinks advised that the Parish Council could not speculate as to the site at this stage because nothing had been decided yet. There will be a public consultation at which these concerns can be addressed.

Mr Mears advised that the South Norfolk Players are putting on a production of 'Funny Money' from 1st to 3rd June.

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

Brooke Annual Parish Meeting 18 April 2016

Parish Council Report

Meetings during 2015/6

- 9 full Parish Council meetings
- 4 site planning meetings
- 2 Meres working parties

People

Keith Joad and John Ash stood down last year, creating 2 vacancies on the PC

2015 should have been an election year but an election was not needed as there were only 8 nominations for 9 places

We have 2 new PC members since the last APM:

- David Harrison was nominated for election in May 2015
- Paul Musgrave was co-opted in July 2015

Current PC membership:

- o Edward Jinks - chair
- o Liz Powell - vice-chair
- o Ken Warman - internal audit responsibility
- o Roma Beardsell - tree warden
- o Dave Sanford
- o Steve Mears
- o David Harrison
- o Paul Musgrave
- o Paul Marris

Laura Reynolds remains the Brooke School Community governor

Maurice Land carried out the PC audit again in 2015 - he was satisfied with the figures and the PC's procedures, and that all necessary safeguards are in place

The formal audit was carried out by Mazars, who were happy that we have complied with all regulations.

We were sad to learn that Adrian Gunson had decided to retire from the County Council after many years tirelessly representing Brooke. He was a County Councillor from 1970 until 2015.

Derek Blake became our new County Councillor in May but sadly died within a short time of being elected.

We are delighted to have Barry Stone as our new County Councillor and wish him well in his new role.

We were very sad to hear of the death of Ted Bowgen who had taken on the responsibility for cleaning the bus shelter following the death of his wife - we appreciate the efforts of both of them on behalf of the village.

Matter arising from the last APM - None

My report is split into three parts

- Planning
- Public spaces
- Finance

Planning

Planning applications

- 16 in 2015/6 compared with :
- 25 in 2014/5
- 19 in 2013/14
- 18 in 2012/13
- 22 in 2011/12

16 in 2015/6

11 (70%) recommended for approval (80% last year) including:

- Highfield Stables - we were happy to support the proposed centre of excellence for the polo horse team
- Churchill Stores - we were sad to see the closure of the shop and but accepted that retail use is not economic and that the creation of two affordable homes should be supported

5 recommended for refusal

2 recommended for refusal and which were **refused by South Norfolk**

- 63 High Green (very large structure proposed in front of the development line)
- 4 Brecon Rd (over-development of the site, in front of the development line, insufficient parking, adverse impact on existing dwelling)

3 recommended for refusal but which were **approved by South Norfolk**

- Kings Head B&B development (over-development of the site, inappropriate for the curtilage of a Listed Building, noise impact on neighbours, piecemeal development of the site, inadequate surface water drainage)
- 3 Brecon Rd (adverse impact on neighbouring property)
- 21 Old Hall Gardens (large structure, inappropriate for normal domestic requirements)

Local Development Framework (the new Local Plan)

Provides for up to 20 new dwellings in Brooke

Norwich Rd - P/p granted for 12 new dwellings

- 8 market houses
- 4 affordable houses
- development has been completed

High Green Farm - P/p granted for 13 new dwellings

- 9 market houses
- 4 affordable dwellings
- development has not yet started

Our planning procedures

We reviewed our Standing Orders in Feb 2016, which enabled us to clarify our process for commenting on planning applications by email between meeting

As a follow up, in the current year we will be reviewing our Financial Regulations

Public spaces

New village sign

After much debate on the content, design and material for the replacement village sign, and with design ideas from village residents, the new sign was commissioned and erected in December 2015.

A formal ceremony was held on 16 April, when Marjorie Sayer (Parish Clerk for over 40 years until he retirement in 2007) and Alan Sayer (the longest serving resident, having been born in the village) formally unveiled the new sign and gave a resume of the history of the village in their lifetime

We are hoping to include in the next Parish Magazine the texts of their speeches

Special thanks to:

- Jane Mears and Reuben Lane whose design ideas were incorporated in the fine design of the sign (made by Harry Stebbings)
- Barbara Fox for the new planting around the sign

We need to decide what to do with the old sign, currently being stored by Steve Jones.

Parish Council land ownership

All PC land has been registered except Brecon Rd

The Land Registry think this land is still owned by Pointer Builders, but it is thought that this company may have been bought by Ready Mix Concrete

We are trying to clarify the position with the Land Registry, but so far without success

Grass cutting

The contract with the existing contractors ended last autumn, which gave us the opportunity to re-tender

Re-tendering is a requirement of our Standing Orders but also gave us the opportunity to try to find a contractor able to provide a more reliable service than we have had in recent years

We are delighted to have received a competitive bid from Clinks Care Farm, a rural social enterprise and care farm based near Beccles which:

- o enables disadvantaged people to feel valued and socially included
- o allows them to gain new work and life skills

Based on references and research, we are satisfied that the structure of their organisation will enable them to provide a good service for Brooke

They have been appointed and have already carried out their first cut of the season

Speed limit signs

We are concerned that two 30 mph speed limit signs are missing/damaged (the Meres and Welbeck) and that there is a risk that the speed limit is not legally enforceable.

We are chasing NCC to replace both signs.

Disabled toilet at the scout den

The PC has agreed to fund the costs of running the disabled toilet currently being built as part of the extension to the scout den. The 20p usage charge will be paid to the PC.

Parish Council website

The Clerk has set up a Brooke PC website, to meet the requirements of the government's new Transparency Code for all councils.

The address will be included in the Parish Magazine contacts list.

Finances

2015/6 (copies of the accounts are on your seats)

- Start of year £3,319 excluding reserves
- Precept was £10,906
- Reserves at year end (31.3.2016) have reduced by £4,000 as we have paid for the new village sign
- The reduced reserves of £12,650 are for expected expenditure on:
 - o village hall grant
 - o village furniture
 - o Meres works e.g. dredging
 - o tree surgery
 - o small grants
 - o clerk's laptop
- Expenditure included grants and donations of £2,250 (PCC grass cutting and Playpark Committee)

2016/7

- Agreed PC budget £10,921 to be funded by :
 - PC precept £10,457
 - Government grant (via SNC) £464
- Council Tax bill for a Band D property will remain at £20.11

Thanks

- Liz Powell for her role as vice-chairman
- Ken Warman for his role as internal auditor
- Roma Beardsell for her role as tree warden
- All other members of PC
- The helpers at the Meres Working parties (18 April and 24 October)
- John Fuller (SNC)
- Barry Stone (NCC)
- Roy Ford - water bailiff
- Maurice Land - external auditor
- Jane Mears, Reuben Lane and Barbara Fox for their contributions to the new village sign
- Jo Andrews for her diligence in carrying out the role of Parish Clerk

Barry Stone - County Councillor for the Loddon Division

Brooke Annual Parish Meeting - April 2016

Since being elected for the Loddon Division in the by-election last September I have been very busy getting to know the area more thoroughly and meeting residents and business organisations, attending Parish Council meetings and visiting Hobart High School. I have also responded to numerous queries and problems from individual residents.



Brooke Primary School

I have been involved with this problem since becoming the County Councillor and have scrutinised it thoroughly. I have had several meetings and telephone conversations with county officers in an attempt to speed up the decision on site allocation but so far we have no resolution. Discussions with landowners are continuing and hopefully a firm site proposal will be obtained soon and we can go out to public consultation.

Bus Routes: The County Council subsidised Services 85 & 86 bus route is to have a new provider as from September this year after poor performance on specific part of the contract by the present provider. Extensive consultation has taken place and as a result several timetable versions have been issued. A final timetable now seems ready to go into operation based on feedback from consultees which hopefully will please most users.

A146 Issues: I am still awaiting a start date for the roundabout at the junction with George Lane but there is a firm commitment from South Norfolk Council that this will happen before the housing is built

The Mill Road Junction speed reduction plans are still expected to happen although they have been delayed pending an appeal. The enforcement officer is on the case however and a resolution is expected soon.

Pot Holes: These are an ongoing problem raised by many Parish Councils. We managed to secure a £1.5m fund in the budget and government has just given another £1.6m to Norfolk for further work. Still not enough but we should be able to fix the worst.

Flooding: has been another frequent complaint and all reports have been reported to relevant officers for remedial work where possible.

Double Yellow Lines: I have been monitoring and where possible helped to speed up the implementation of double yellow lines in Loddon which are due to be done on the 18th April.

Schools: As a member of the Children's Services committee I have visited schools and undertaken training on new National Curriculum tests and assessment procedures for Key Stages 2 and 4 coming into operation in summer 2016. These new regulations are likely to have a profound impact on local children as they move towards a more attainment based structure and value added teacher assessment.

Highways: I have dealt with numerous requests for major improvements such as reducing speeding, parking issues, road safety, roundabout and bus stop provision. In particular the provision of the roundabout on the A146 at the junction with George Lane and 50 mph restrictions on the A146 further up at the junction with Mill Road as mentioned above.

Parish Partnership Scheme: Funding of £380,000 for 122 small scale highway projects across Norfolk was approved by councillors in March.

The money, from the county council's Parish Partnership scheme, will be matched by Parish and town councils who were invited in June 2015 to put in bids for funding for schemes important to their local area.

The most popular bids have been for vehicle activated signs, which has seen 44 applications for signs which in most cases are to remind drivers of their speed. This year the Norfolk Safety Camera Partnership contributed £80,000 towards these bids, boosting the total available Parish Partnership funding to £380,000. Other popular schemes are Trods with 24 bids put in for this simplified, lower-cost alternative to footways. And helping to promote safety at schools will be part-time advisory 20mph.

I am pleased to report that the Parish Partnership Scheme will be once more be available this financial year although the amount has not yet been fixed or announced. My advice would be to get your bids in early for any projects you have.

**HOMEWATCH REPORT 2015 for the
Annual Parish Meeting
18 APRIL 2016**

Regrettably, despite giving them plenty of notice, the Police have been unable to provide me with a resume of the crime figure for South Norfolk for April 2015 to April 2016.

DC Andy Brown is now branching out into the farming community actively engaging & helping farmers protect their property and land from criminals.

This week Andy has visited several farms and is building bridges with the community, he wants to visit more of you though so please get in touch with him on the below details to arrange this! He will offer you some great advice to help protect your livelihoods and also how we can all share information that can ultimately lead to a reduction in rural crime.

If you have any concerns ref metal theft Andy is our metal theft coordinator and happy to help!

Please contact DC Andy Brown at brownap@norfolk.pnn.police.uk or 07900 407106.

Current Police advice is to mark all equipment in garden sheds and garages with bright paint, as well as locking the same securely with padlocks.

As the BBQ season approaches, all windows and doors should be closed and locked where appropriate when you are in your back garden – so much crime is opportunistic.

As always, the number to telephone to report a crime is 101 for non emergencies and for advice on security or to speak to our Crime Prevention Officer. If you see a crime in progress or have a genuine emergency, you should ring 999.

Do please let me know of any crimes **after** you have reported it to the Police, and then I will alert the village, if appropriate.

Bob Powell
Homewatch co-ordinator