

**MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 5<sup>TH</sup> DECEMBER 2016 AT BROOKE  
METHODIST HALL**

**Present:** Mr Jinks (Chairman) Mrs Powell (Vice-Chair), Mrs Beardsell, Mr Sanford, Mr Musgrave, Mr Harrison, Mr Warman, Mr Mears, Mr Tobin and Mrs Andrews (Clerk)

**In Attendance:** 5 members of the public.

**1. Apologies:**

There were no apologies received.

**2. Co-option and welcoming of new Councillor:**

Mr Jinks welcomed Mr Tobin to the meeting and to the Parish Council. He thanked Mr Tobin for agreeing to be co-opted. Mr Tobin signed the Declaration of Acceptance of Office form and the Register of Members Interests form.

**3. Declaration of interest:**

There were no declarations of interest made.

**4. Telecommunications installation:**

A pre-application consultation letter has been received by Harlequin Group who are agents to Arqiva. Arqiva are asking for the Parish Council's views on a proposed telecommunications installation adjacent to the telephone exchange on Norwich Road. The Clerk invited a representative from Harlequin or Arqiva to attend this meeting in order to discuss the details around this proposal, specifically as to whether a different site could be considered. The site chosen is in the very near vicinity of residential properties and could have a detrimental visual impact on the area. It was agreed by all Councillors that there is a need for better mobile phone coverage in the area but that the proposed site is not ideal. Members of the public whose properties would be affected by the installation were present at the meeting and raised their objections with regard to the chosen site, stressing that as the mobile coverage would be around 7 kilometres from the tower, there is no need to site it by residential properties. It was agreed that the Parish Council's response to the consultation should be that they are supportive in principle of improved mobile signal in Brooke but that the Parish Council would need a technical meeting with a representative from the applicants in order to understand the reason for the proposed location, and that the Parish Council remains unconvinced that there is a need for the installation to go in that specific location.

**5. Minutes of meeting 17th October 2016:**

Minutes of the meeting on 17th October 2016 had been circulated prior to this meeting. Mr Jinks pointed out that item 2 (Declarations of interest) should read that Mrs Powell declared an interest in item 9.4 rather than 8.4 on the agenda. He also considered that item 4.1 should read that Mrs Powell had procured a £25 Amazon voucher each for Jane Mears and Reuben Lane. These minor amendments were made, it was agreed that the minutes were now a true record and they were signed by Mr Jinks accordingly.

**6. Matters arising from meeting 17<sup>th</sup> October 2016:**

**6.1 Meres working party**

The working party went well, although Mr Sanford feels that there is still work to be done. Fewer volunteers are turning out to help at the working parties and they are therefore unable to get as much work done in the time available. Mr Jinks suggested that a site meeting is held in January to consider what more needs to be done and it may be necessary to extend Clinks Care Farm's contract to include these works. At the working party, Councillors also considered the need for an additional dog bin near

Steve Jones' property on the public footpath. All agreed that the Clerk should go ahead and order a red dog bin of the same capacity as the one at the East mere with a post and fixing kit. Once received, Mr Harrison volunteered to meet with Steve Jones to agree on the exact siting of the bin. The Clerk will ask Mr Jones to quote to fit it.

Mr Harrison queried the present position with regard to the verges outside the Norwich Rd development. The Clerk emailed FW Properties to ask them to come and tidy the verges up but did not receive a response. She has since tried phoning them but the number is ringing out. It was agreed that she would email again.

## 7. School Governors report:

Mrs Reynolds was unable to attend the meeting but emailed her report as follows:

We have c125 pupils on roll which has remained constant over the past few years, a strength is appealing to transfers in mid-year rather than just reception intake.

Regarding the new School, little has changed since the last update, the agent is negotiating between the 3 owners of land for site at end Burgess Way and NCC but still a long way to go despite school trying to push forward. I wish there was more to say but it's in the hands of the agent/landowners at present and therefore we cannot even gauge opinion on the site as we had hoped early in the summer.

The School was thrilled to win the Chance to Shine School of the Year which is a national competition! There has been much focus on reading in the school; each class hosted a reading cafe with parents/carers which was a big success.

## 8. Planning:

### 8.1 New and amended planning applications.

#### **2016/2527 – Proposed erection of agricultural building for poultry rearing on established poultry farm at Littlebeck Poultry Farm.**

The application was recommended for approval on the basis that

- This is an addition to an established use in this location.
- The existing range of poultry buildings have been in this location for many years, with access via the existing road network.
- There are HGV movements in connection with the existing units – according to the planning statement the new development will not add a significant number of HGV movements.
- The proposed development will allow the extension and retention of an existing business within the parish of Brooke.

#### **2016/2471 – Proposed front porch to 63, Burgess Way.**

The application was recommended for approval subject to the roof tiles and bricks matching the existing materials.

#### **2016/2486 – Proposed erection of garage at 54, The Street.**

The application was recommended for refusal for the following reasons:

- The application site is outside the development boundary of the village as set out in the South Norfolk Local Plan.
- New development in this location would be breaking out into open countryside, which the Parish Council is keen to resist.
- The proposed change of use from agricultural to residential would effectively be allowing the village to expand beyond its existing natural boundary.
- Allowing the proposed development and/or change of use would create a dangerous precedent and undermine our ability to argue against other proposals outside the village development boundary that may be received in the future.

## 9. Public spaces:

### 9.1 Grass cutting

Mrs Powell gave a short report regarding a breakfast seminar that she and Mrs Beardsell attended. They both found the seminar useful, informative and inspirational.

### 9.2 Finger signs and 30mph signs

The 30MPH signs at the meres and Welbeck have now been reinstated. The large 30MPH sign on the main Norwich Road was probably knocked over by a tractor when entering the adjacent field. It has not yet been replaced because Highways are looking into moving to prevent it being knocked over again. The finger sign at the junction of Honeypot Lane and Woodton Road has been identified as low priority so will be replaced when funding is available. Mr Jinks asked the Clerk to find out whether the Parish Council could replace damaged or missing finger posts ourselves through fundraising or grant funding. It may be that the County Council would award a grant for such works.

### 9.3 Dog bin

This item was covered earlier in the meeting.

### 9.4 Parking on grass verges

Mr Harrison asked for this item to be raised. He is concerned that vehicles are parking on the grass verges along Norwich Road and the triangle at the East end of the meres. This is causing the verges to become damaged and unsightly. Mr Jinks pointed out that this is not Parish Council owned land so there is a limited amount that can be done, however it was agreed that the Clerk would place a notice in the Parish magazine politely asking the public to avoid parking on the verges.

### 9.5 Parish Footpaths Warden

Mrs Beardsell has been approached by the County Council about becoming a Parish Footpaths Warden to act as a liaison between the Parish and County Council. She believes that the role would entitle her to borrow any necessary equipment from the County Council for upkeep of the Parish footpaths. Whilst she is happy to take on this role, it was agreed that the Clerk would find out more about the implications of this, what powers would that entitle her to and whether she would be taking on the role as an individual or as a representative of the Parish Council.

## 10. Finance:

### 10.1 Cheques to be authorised.

The following cheques were authorised for payment and signed by Mr Jinks:

£10.00	Brooke Methodist Church	Hall hire
£390.00	South Norfolk Council	Dog bin emptying
£600.00	Clinks Care Farm	Grass cutting

### 10.2. Clerk's financial statement.

The financial statement had been previously circulated to all Councillors prior to the meeting and was accepted by all present.

### 10.3 Presentation of Barclays statements.

The Clerk provided the Barclays bank statements to show the current balances and transactions since the last meeting, which Mr Jinks confirmed tally with the Clerk's financial statement.

### 10.4 Precept

The Precept request forms are predicted to be issued around 16<sup>th</sup> December and need to be returned by 20<sup>th</sup> January 2017. The next Parish Council meeting is due to be held on 23<sup>rd</sup> January. It was therefore

agreed that an additional special meeting will be required in order to set the Precept. It was agreed that Councillors would meet on 16<sup>th</sup> January 2017. The Clerk will prepare the usual calculations and forecasts in advance of the meeting. South Norfolk Council has advised that the Government's Council Tax Support (top up grant) will be reduced this year by a little over 50%. The exact amount will be clear on the Precept request form.

## 11. Parish Council Administration:

### 11.1 Financial regulations.

Mr Jinks, Mrs Powell and Mr Warman have finished reviewing and updating the Financial Regulations, which they distributed accordingly. It states in the Financial Regulations (2.2) that 'a member other than the Chair or cheque signatory shall verify the bank reconciliations' Presently, Mr Warman is the Parish Council internal auditor who checks the bank reconciliations at financial year end before the accounts go to Mr Land who carries out the internal audit. Mr Warman is also a cheque signatory. It was therefore agreed that another Parish Council member needs to be a cheque signatory in his place. Mrs Beardsell volunteered. The Clerk will make the necessary arrangements with Barclays.

### 11.2 Projector.

Mr Harrison brought the Village Hall Committee's projector to test. It fitted the purpose perfectly. It was agreed that the Clerk would look into purchasing a similar model, which was a Optoma DS211.

## 12. County and District Councillors reports:

Mr Stone was not present but had sent his general December report which had been circulated to all Councillors.

Mr Fuller was not present but had forwarded a report which is summarised as follows:

*Key issues:*

*##Boundary Commission's proposal: Brooke ward will have Alington & Yelverton added to it, Lose Howe. It's an arithmetic exercise. Personally I think, given Howe's negligible electorate, that it's a shame to divorce it from Brooke, where it shares a polling station, school catchment area, bus routes as well as community facilities. If the PC felt likewise, it would be sensible to make representations accordingly.*

*##Housing: Call for Sites: I attach a briefing for Parishes on this. In short, you can't blame landowners from putting land forward. But in aggregate, landowners have advanced more than seven times as much land as we need. Planners will be assessing all sites and we'll have a consultation next Autumn - when everyone will be able to have their say.*

*##Parish Councils - With the Boundary Commission having completed their District Council reviews, attention will move the Parish Reviews in the spring. In essence, Parish Councils/Meetings will be given the opportunity to join together.*

*Just as councillor boundaries are looked at every 20 years, then parish boundaries are too. In the past places like Alington & Yelverton, Ditchingham & Broome and Hales & Heckingham have merged into single Parish Councils, whilst maintaining separate village identities. It saves money and allows villages to do more.*

*A lot has changed over the last 20 years. A lot will change over the next 20. Now is the time to anticipate this and see whether this chance should be taken for Brooke to consider linking up with neighbours, especially as the primary school covers a wider area and is a real social hub.*

*There are safeguards to prevent local domination by one parish over another: The merged parish councils would have, say, a quota so that there had to be at least x councillors from each village to avoid domination*

*I would recommend this is given close attention before the formal invitation to consider this is made in the spring. Is there an appetite to treat Brooke & Kirstead together for example? Or Brooke, Seething and Mundham? I'm not pushing this but the question does have to be asked as it's increasingly difficult to get people to stand or sufficient people to warrant an election.*

### **13. Electoral Review**

The Boundary Commission has published draft recommendations on future electoral arrangements for South Norfolk District Council. The Clerk has emailed the link to all Councillors which includes maps of proposed new ward boundaries. The proposal would mean that the Brooke ward would gain Alington and Yelverton but lose Howe. The proposals are to even up the number of electorates in each ward. There is a consultation on the proposal which gives Parish Councils until 9<sup>th</sup> January to make comments. Councillors agreed to consider the email forwarded and let the Clerk know if they wish to make comments.

### **14. Greater Norwich Local Plan**

An email has been received advising that the papers for the latest meeting of the Greater Norwich Development Partnership has been published on [www.greaternorwichlocalplan.org.uk](http://www.greaternorwichlocalplan.org.uk). The call for sites took place earlier in the year but over 7 times the number of sites required has been submitted. Officers are now considering which sites are suitable. Full analysis of all sites, accompanied by a Sustainability Appraisal will be available for public consultation with preferred options in October 2017.

### **15. Parish footpaths and highways matters:**

All footpath and Highways matters had already been covered earlier in the meeting.

### **16. Correspondence:**

A card had been received from Jane Mears thanking the Parish Council for the £25 Amazon voucher.

### **17. Items for the Agenda of the next meeting**

Meres site meeting  
 Reimbursement of refreshments for meres working party  
 Projector  
 Finger signs maintenance  
 Footpath Warden  
 Grass verges

There being no further business the meeting closed at 9.25pm