

**MINUTES OF THE ANNUAL MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON
MONDAY 16TH MAY 2016 AT BROOKE METHODIST HALL**

Present: Mr Jinks, Mrs Beardsell, Mr Warman, Mr Mears, Mrs Powell, Mr Harrison, Mr Sanford, Mrs Andrews (Clerk) and 2 members of the public.

Absent: Mr Marris was absent.

1. Apologies:

Apologies were received from Mr Musgrave.

2. Election of Officers:

Chairman

Mr Jinks was proposed by Mrs Powell and seconded by Mr Warman. No other proposals were made and Mr Jinks was agreeable. A vote was held with all in favour of re-election of Mr Jinks as Chairman.

Vice-Chair

Mrs Powell was proposed by Mr Jinks and seconded by Mr Warman. No other proposals were made and Mrs Powell was agreeable. A vote was held with all in favour of election of Mrs Powell as Vice-Chair.

Parish Council member with responsibility for internal audit

Mr Warman was proposed by Mr Jinks and seconded by Mrs Powell. No other proposals were made and Mr Warman was agreeable. A vote was held with all in favour of re-election of Mr Warman as internal auditor.

Tree Warden

Mrs Beardsell was proposed by Mr Jinks and seconded by Mrs Powell. No other proposals were made and Mrs Beardsell was agreeable. A vote was held with all in favour of re-election of Mrs Beardsell as tree warden.

Village Hall Committee member

The role of the Parish Council representative on the Village Hall Committee was taken on by Mr Marris at last year's Annual Meeting of the Parish Council; however he has not attended a Village Hall Committee meeting since he last attended a Parish Council meeting. A number of Parish Councillors are already on the Village Hall Committee in connection with other organisations. It was agreed that the role would remain vacant at this time.

St Peters Road Play Area Representative

It was suggested at the last Annual Meeting of the Parish Council that Mr Joad may wish to continue his role as St Peters Road Play Area representative even though he was no longer a Parish Councillor. He declined to take on the role and with no Councillors wishing to take it on, the role remains vacant.

3. Declaration of Interest:

There were no declarations of interest.

4. Minutes of full meeting 18th April 2016:

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

5. Matters arising from meeting 18th April 2016:

There were no matters arising.

6. School Governor report:

Mrs Reynolds was not present to give a report.

7. Planning:

7.1. New and amended planning applications.

2016/0986 – Proposed replacement of old roof tiles and windows at 14, The Street, Brooke. The owner of the property was present at the meeting and showed an example of the tile he proposes to use and explained the materials to be used for the windows. All Councillors agreed that the proposal is for suitable replacements to existing materials. The application was recommended for approval.

2016/1008 – Proposed new garage, potting shed and studio at 30, The Street, Brooke. The application was recommended for approval.

2016/1031 – Proposed single storey extension to 5, Old Hall Gardens, Brooke. The application was recommended for approval.

8. Public Spaces:

8.1. Village working party.

A date and time for the next village working party was agreed for 29th October 2016 at 9.00am. Mrs Powell offered to provide mid-morning refreshments and Mr Mears will host them. Mr Harrison advised that the peninsular of the east mere is collapsing and the jetty on the west mere needs some attention. It was agreed that they would be inspected during the working party. The benches at the village sign area are dirty and in need of a clean. Mrs Powell offered to go and do it.

9. Finance

9.1 Clerk's financial statement

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

The sum of £250 has been received from South Norfolk District Council which comes out of the District Councillor's fund for a new projector. Mr Jinks has seen a small hand held projector

called a Philips Pic Opix explorer, product number PPX4350 which he considers may be suitable for the Parish Council's needs. The Clerk will look into the cost of this model.

9.2 Cheques to be authorised

The following cheques were approved and signed accordingly:

£92.00	J Andrews	Additional hours re: website set up
£10.00	Brooke Methodist Church	Hall hire
£230.58	NALC	Subscription
£378.84	South Norfolk District Council	Dog bin emptying
£534.48	AON	Parish Council Insurance
£22.00	E Jinks	Chairman's expenses (village sign unveiling ceremony)
£207.68	Glasdon UK	Dog bin

A query was raised over the insurance of the bus shelter; the Clerk agreed to check that it is included in the insurance policy with AON.

9.3 Brooke Play Park Committee grant request

A grant request has been made by Brooke Playpark Committee and projections provided. Mrs Powell proposed that a grant of £1250.00 is paid at the next meeting. Mr Warman seconded the proposal with all present in favour. The Clerk will add the payment to the Agenda of the next meeting.

Mr Harrison queried on behalf of the Village Hall Committee what they could use the funds in the Parish Council's Village Hall account for as they have some major works coming up. Councillors confirmed that these funds are intended for any major works needing doing, and that the procedure is for the Village Hall Committee to ask for invoices to be made out to the Parish Council so that they can be paid directly. The VAT is reclaimed and retained by the Parish Council. Mr Harrison said the Village Hall Committee also wish to claim for a grant from the Parish Council. He was advised to put a grant request in writing and provide the latest year-end accounts and balance sheet and a 5 year forecast explaining their spending plans.

10. Parish Council Administration

10.2 Annual Audit

Mr Warman has carried out his internal audit and has prepared an audit report, as has Maurice Land, independent internal auditor. All Councillors present confirmed that they are satisfied that the figures entered on the Annual Audit form are correct and correspond with the financial end of year accounts, they also confirmed as per the checklist that all procedures have been followed and complied with. The Chairman and the Clerk therefore signed and dated the Audit Form accordingly. It was agreed that Mr Jinks should purchase a good quality bottle of wine, funded by the Parish Council up to a cost of £20.00, to present to Mr Land by way of a thank you for his services.

It was agreed that going forward, it would be good practice for the Clerk to present the Barclays bank statements at each meeting in addition to her Clerk's financial statement, and present her P60 and tax code notification at year end.

11. Parish footpath and highway matters:

Mr Stone, County Councillor, was not present to give his report.

Councillors reported that the 30MPH sign at the meres is still missing. The 30MPH sign at Welbeck is still lying on the ground. The finger post at the end of High Green is still damaged. These matters have been reported several times but still have not been resolved. The Clerk will report them to Highways once again and copy Barry Stone in.

The verges outside the new houses on Norwich Road have still not been grassed and look very untidy. The Clerk had been assured by the developers some time ago that they would be grassed as soon as the weather had improved. She will chase them up.

The hedges on The Street by the bus stop are still overhanging. The Clerk had asked Highways for a standard letter to send to residents in situations like this one as the Highways department no longer contact residents themselves, but no letter has been forthcoming. She will chase them up.

A letter had been received from a resident of Brecon Road (C Garner) advising that the hedges along the path from Brecon Road to Kingswood Close are very overgrown. These are privately owned hedges and so the same situation applies as those at the bus stop. The Clerk will write back to C Garner advising that these are privately owned hedges and the Parish Council will write to the owners once in receipt of the standard letter from Highways.

12. Correspondence:

A letter has been received from the Village Hall Committee confirming the arrangement in place regarding the new disabled toilet facility at the Scout hut. It confirms that the Village Hall cleaners will maintain the cleanliness of the toilet and that the Parish Council will reimburse the cost of the cleaning net of any revenue collected by way of the 20p charge for use. Insurance for the new toilet will be arranged and paid for by the Scouts.

It has been reported that the lode leading from the east Mere is in poor condition. As maintenance of this footpath is the responsibility of the County Council, the Clerk will write to them advising that the surface requires attention.

13. Items for Agenda of next meeting 11th July 2016:

- Future meeting dates
- Village sign design prize
- Milestone maintenance
- Financial regulations
- Village Hall Grant
- Play Park grant

There being no further business, the meeting closed at 9.00pm.