

**MINUTES OF BROOKE PARISH COUNCIL MEETING HELD AT BROOKE VILLAGE HALL ON MONDAY  
20<sup>TH</sup> SEPTEMBER 2021 AT 7.30PM**

**Present:** Mr Harrison, Mr Spinks, Mrs Hannah, Mr Barmby, Mr Pitelen, Mr Tobin and Mrs Jones.

**In attendance:** The Clerk and Mrs Mason-Billig (County Councillor).

**1. Apologies for absence:**

Apologies were received from Mrs Beardsell, Mr Gibson and John Fuller (District Councillor).

**2. Declarations of interest:**

Mr Tobin declared an interest in item 5.1 regarding planning application number 2021/2046.

**3. Minutes of meeting 19<sup>th</sup> July 2021:**

The minutes had been previously circulated and were agreed to be a true record of the meeting. The minutes were signed by the Chairman accordingly.

**4. Matters arising from meeting 19<sup>th</sup> July 2021:**

**4.1 Risk Assessment**

Mr Harrison suggested that a sub-committee is formed to go through the existing Risk Assessment and update it. Mrs Jones volunteered along with Mr Harrison.

**4.2 Flashing speed signs**

Mr Tobin reported that the SAM unit is ready but has not yet been delivered. Westcotec have agreed to do a tutorial for the volunteer team. Mr Tobin, Mr Barmby and Mr Pitelen volunteered to form the volunteer base. Mr Tobin will complete and submit the Memorandum of Understanding to NCC which is required in order to reclaim 50% of the cost of the equipment under the Parish Partnership Scheme.

**4.3 Village map board**

Mrs Beardsell was unable to attend the meeting and this item was therefore deferred.

**4.4 Meres**

Mr Pitelen had no update with regard to dredging the meres. There will be a working party on 30<sup>th</sup> October 2021 at 9.00am.

**4.5 Trees**

Permission has been granted by SNDC to carry out the recommended tree works on the meres. No confirmation has been received regarding the trees on Brecon Road. The Clerk will chase SNDC.

An email has been received from NCC advising that during a routine inspection, trees along Entrance Lane require works. NCC were unsure as to who owned the trees. The Clerk will return to them to advise that they will either be owned by the Kittle family or Highways.

An email had been received from a resident complaining about overhanging foliage on the footpath between Brecon Road and Kingswood Close. Councillors advised that this is coming from a private residence. Councillors reported that there are currently many overhanging hedges in the village which are causing obstruction to footpath and road users. Councillors will

forward a list of addresses where this is the case to the Clerk who will send a letter requesting that they cut back the trees and hedges to the edge of their boundary. The trees overhanging the village sign area need cutting back. This work can be done during the meres working party.

#### **4.6 Benches**

3 picnic benches have been received. 2 will be located at St Peters Road play area and 1 at the Brecon Road amenity area. Steve Jones will mount them on to concrete benches for £100 each.

4 of the 6 benches donated to the Parish Council have been refurbished by The Mens Shed. The cost of materials was £50. Mr Tobin proposed that a donation is made for the cost of materials plus £100 for labour. Mr Harrison seconded the proposal with all present in favour. A cheque will be added to the agenda for approval at the next meeting. The suggested locations for these to be fitted were 1 at Dovecote Close, 2 on the Norwich Rd lay-by either side of the central bin and one on the meres verge opposite the White Lion PH.

The existing benches on the Brecon Road amenity area and the village sign area need cleaning. Mrs Jones will enquire whether the Scouts would be willing to clean them as a community project.

#### **4.7 Land registration**

This item was deferred in the absence of Mrs Beardsell.

#### **4.8 Asset of Community Value**

This item was deferred in the absence of Mrs Beardsell.

#### **4.9 Post Office**

The Clerk wrote to Post Office Services asking for confirmation of when and what provision will be made in Brooke following the closure of Brooke Post Office. She is awaiting a response.

#### **4.10 Squash club**

There was no update on progress.

### **5. Planning:**

#### **5.1 New and amended planning applications**

##### **2021/1954 – Proposed single storey and first floor front extensions to 17, Old Hall Gardens.**

The application was recommended for approval.

##### **2021/1177 – Proposed erection of garage and workshop/hobby room at Field View, Howe Lane.**

This was an amended application. Councillors recommended it for refusal.

##### **2021/2046 – Proposed demolition of existing flat roofed rear extension and construction of new pitched roof extension. Part demolition of existing garage and construction of new enlarged garage. Removal of existing glazed porch and construction of new enlarged entrance porch at 1, Entrance Lane.**

There were no objections to this application.

**2021/0333 – Appeal against refusal of proposed extension of Brooke House, Brooke Gardens.**

The Parish Council reiterated previous comments made recommending refusal of the application.

**6. Public spaces:**

**6.1 Trees and hedges**

Trees and hedges had already been discussed under item 4.5 on the agenda.

**6.2 Highways**

Mr Harrison advised Mrs Mason-Billig that the reflective covering on the bollards in the middle of the road leaving the village in the direction of Norwich are no longer reflective and have been reported multiple times over a period of several years. She agreed to look into it.

The Give Way sign at the top of Entrance Lane has been knocked over. The Clerk will report it.

The Clerk advised Mrs Mason-Billig that a new bus stop at the crossroads with Mill Lane and Norwich Road was promised at least 2 years ago and has not materialised. Most recently Mr Stone (former County Councillor) had promised that funding was in place and the bus stop would be installed in time for the children going back to school after the summer holidays. She will look into it.

Mrs Mason-Billig offered to do a walk round of the village with a Parish Councillor and a Highways engineer and look at the various issues needing looking into. Mr Tobin agreed to liaise with her.

The new litter bin has been installed at the bus stop on Norwich Road. The Clerk will inform County Council and ask that it is added to the list of bins to be emptied.

**7. County and District Councillor reports**

Mrs Mason-Billig gave her report, summarised as follows:

She advised that she is also deputy District Councillor so if Mr Fuller is unable to attend meetings, she will deputise for him.

She asked if there were any blocked gullies/drains in Brooke causing a problem. Mr Pitelen reported that drains outside No. 10 and No. 34 High Green routinely flood after rain.

Regarding village clusters – 60 additional sites were put forward but nothing relevant to Brooke. A resident (No. 103 The Street) has made contact with her concerned about speeding traffic around the area of the Church on The Street. This will be considered when locating the new flashing speed signs.

Mr Pitelen enquired about the possibility of a cycle lane being installed between Brooke and Poringland. He also reported that the footpath between Brooke and Kirstead is overgrown and the verge is encroaching into the path making it dangerous to walk on. She will look into both.

**8. Finance:**

**8.1 Clerk's financial statement**

The Clerk's financial statement had been circulated prior to the meeting and was accepted as a true representation of the current financial position of the Parish Council.

**8.2 Cheques to be authorised**

The following cheques were approved for signature:

£75.00	M Tobin	Leaflet printing
£230.94	J Andrews	Backdated salary to 1 <sup>st</sup> April 2020
£285.00	M Carpenter	Grass cutting
£155.57	Glasdon UK	Litter bin

Mr Harrison advised that the Village Hall Committee needs to purchase new gazebos for community events. He requested a grant of £1000. The Clerk advised that the grant has not been requested since the 2019/20 financial year and that funds are set aside in the reserves for that purpose. Mr Tobin proposed that £1000 is transferred to the V H account. Mr Pitelen seconded the proposal with all present in favour.

#### **9. Parish Council administration:**

Mr Tobin suggested that the Parish Council should set up an information only Facebook page for disseminating important information. Mr Spinks agreed to set one up.

Mr Gibson has resigned his position on the Parish Council. The Clerk will advise SNDC's monitoring officer and advertise a vacancy. Once the required period for advertising has elapsed, and provided that no election has been requested, the Parish Council are free to co-opt.

#### **10. Correspondence:**

An email had been received from a member of the public asking for permission to walk in Brooke Woods. Historically, the Parish Council could issue permits to residents of Brooke to allow access. The woods are now privately owned and therefore the PC is no longer able to do so. The Clerk will respond to the email accordingly.

#### **11. Open forum**

The public footpath between the meres and Hunstead Lane (The Loke) has now been cut.

#### **12. Items for agenda of next meeting 8<sup>th</sup> November 2021:**

- Risk assessment
- Flashing speed signs
- Village map board
- Meres
- Trees
- Benches
- Land registration
- Squash club
- Asset of Community value
- Queens Jubilee

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