

**MINUTES OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 14TH DECEMBER
2020 BY ZOOM**

Present: Mr Harrison (Acting-Chair), Mr Spinks, Mr Pitelen, Mr Tobin, Mrs Jones, Mr Barmby, Mr Gibson, Mrs Beardsell and Mr Stone (County Councillor)

In Attendance: Jo Andrews (Clerk), Barry Stone (County Councillor) and 1 member of the public

1. Apologies:

Apologies were received from Mr Long

2. Declarations of Interest:

Mr Tobin declared an interest in item 5.1 on the agenda regarding application number 2020/2309

3. Minutes of meeting 19th October 2020:

The minutes had been previously circulated to all Councillors, they were agreed to be a true record and it was agreed that they can be signed by Mr Harrison.

4. Matters arising from meeting 7th September 2020:

4.1 Flashing speed signs

Mr Tobin had emailed suggested sites for mounting a new flashing speed sign. Councillors had considered the suggested sites and some suggestions had been made. Mr Tobin will now liaise with the Clerk regarding the procedure for going ahead accordingly.

4.2 Adrian Gunson memorial noticeboard

Mr Tobin is storing the materials for a new noticeboard pending Men's Shed being able to make it. Mrs Beardsell confirmed that they should re-start their activities in January.

4.3 Village map board

Following the last meeting, Mr Stone had looked into where the current Brooke paths actually are as opposed to where they are shown on the Ordinance Survey maps. He is still unsure so it was agreed that he would liaise with Mrs Beardsell.

5. Planning:

5.1 New and amended planning applications.

2020/0333 – Proposed extension to Brooke House to provide an additional 26 bedroom care facility with associated ancillary uses, highway and landscape works.

This amended application was considered between meetings and the Parish Council recommended refusal as per the previous application.

The application went to Planning Committee and was turned down.

2020/1515 – Erection of 2 storey side extension and alteration to rear roof at Boundary House, Bungay Road

This application was considered between meetings and the Parish Council had no objections to the proposal.

2020/2309 – Proposed re-thatch of property, including slight raising of ridge on west end of roof to align with ridge on east end at 21, The Street

This application was considered between meetings and the Parish Council recommended it for approval as an improvement to a listed building.

An email had been received by the Clerk from a member of the public regarding previous application number 2018/1178 (alterations to 87, The Street). At the time, members of the public had concerns regarding vehicular access to number 87 which involved vehicles entering and emerging on to Northcroft which is also joined at that point by a public footpaths. There was concern over the safety of children emerging from the footpath. The new owner of number 87 agreed at the time to liaise with Highways and fund the installation of a safety barrier at the end of the footpath. This has never been installed. It was agreed that the Clerk would contact the new owner of number 87 to find out when this is likely to be installed.

6. Public spaces:

6.1 Bins

Mr Tobin reported that he has received a replacement bin for St Peters Road play area, which he will arrange to be installed. He will also repair the damaged bin on the Brecon Road amenity area.

6.2 Benches

The Clerk will forward some examples of picnic style benches for St Peters Road play area, the Brecon Road amenity area and the meres in both wooden and recycled plastic materials.

Mr Spinks reported that he has been offered 4 benches from a friend who works for Norse which are going spare. They are likely to need some refurbishment. All present agreed that he should accept the offer. Mr Tobin offered to collect and store them if needed.

6.3 Land registration

Mr Harrison reported that the process of registering the land at is still ongoing.

6.4 Tree survey

Following receipt of the tree survey from Simon Aylmer, Mr Pitelen agreed to photograph the dead trees requiring removal and send a list to the Clerk who will apply to SNDC for removal. Mr Pitelen will assess whether they can be felled using volunteers or whether the work needs to be put out to tender.

6.5 Grass cutting contract

Danny Laskey has advised that the cost of grass cutting will increase significantly for the next growing season. It was agreed therefore that the work will need to be put out to tender. Mr Pitelen offered to do so.

6.6 Asset of Community Value

Mrs Beardsell suggested that it might be a good idea to apply for an Asset of Community Value status on the meres and triangles to protect them from future development. She has looked into it and spoken to Julie Ringer at SNDC for advice. It was agreed that Mrs Beardsell would work with the Clerk to make the application.

6.7 Dovecote Close

Mrs Beardsell reported that she had met with Mrs Jones and Mr Harrison to assess the damage to the Church wall and its causes. A virginia creeper was planted by residents of Dovecote Close who wanted to see foliage rather than bare wall. Mr Harrison agreed to meet with John Ash to discuss further.

7. County Councillor report:

Mr Stone gave his report, summarised as follows:

There is currently no sign of South Norfolk moving out of Covid 19 tier 2.

Tenders went out for works at the Loddon roundabout but have not yet been received.

Work is due to start January/February.

Mr Harrison complained again about the state for the reflective bollards coming in to Brooke which are no longer reflecting. Mr Stone will chase reinstatement of the reflective material.

Mrs Beardsell asked whether the Highway Rangers are still operating as it has been quite some time since we were asked for a list of jobs for them. He confirmed that they are not currently operating.

8. Finance:

8.1 Clerk's financial statement

The Clerk's financial statement was circulated for information.

8.2 Cheques to be authorised

The following cheques were approved and the Clerk will arrange with 2 cheque signatories for them to be signed:

£618.24	South Norfolk District Council	Dog bin emptying
£190.00	S Aylmer	Tree survey

£30.00 Black Dog Signs

Sign for meres

9. Parish Council administration:

9.1 Precept

The Clerk had prepared an up to date financial statement and anticipated precept requirements which had been circulated for consideration prior to the meeting. Mr Harrison stated that he felt that the precept should be increased to make adequate provision for the possibility that the Parish Council may need to purchase land for a new Churchyard which is nearly full. The Clerk agreed to find out whether it is in fact the responsibility of the PC to pay for a new Churchyard and if so how this should be financed. In any event, it was agreed that if the PC is responsible then this would need to be factored in to the precept in future years. It was agreed that for the financial year 2021-22, the precept should be kept at the same amount per household as last year. Once the tax base is known, the Clerk will apply for the precept on that basis.

9.2 Councillor vacancy

Following receipt of Mr Long's resignation because of altered work commitments, the Clerk notified South Norfolk Council. A notice of the vacancy has been advertised on their website as well as on the PC website and noticeboards. Unless members of the public call for an election within 21 days of the notice, the PC will be free to co-opt a new Councillor. The Clerk will advise when the notice period has elapsed.

9.3 Councillor training

The Clerk had forwarded Councillors details on available training courses and urged them to consider going on a course as most current Councillors have had not been trained. Mr Spinks and Mrs Beardsell expressed an interest. The Clerk will forward some training dates for consideration.

10. Correspondence:

A new Freedom of Information request has been received from Mr Walker, asking for all correspondence exchanged between Councillors in response to his request made in 2019 for questions to be put to John Fuller (District Councillor) regarding planning in Brooke. The Clerk will collate all responses and send them along with an invitation for Mr Walker to join the Parish Council as a Councillor.

The Clerk raised the matter of a replacement laptop. She had found some good Black Friday deals but Councillors had advised that they wished her to purchase from John Lewis as they had a price match promise and good after sales service. The Clerk advised that John Lewis had limited choice and were out of stock on laptops within budget. Councillors therefore agreed for the Clerk to choose a laptop from elsewhere within a budget of £500 + VAT.

11. Items for agenda of next meeting:

Speed signs
Memorial noticeboard
Mapboard
Brecon Rd bin
Benches
Land registration
Tree works
Grass cutting

There being no further business, the meeting closed at 9.38