

**DRAFT MINUTES OF BROOKE PARISH COUNCIL MEETING HELD AT BROOKE VILLAGE HALL ON
MONDAY 17TH MAY 2021 AT 7.30PM**

Present: Mr Harrison, Mr Spinks, Mr Gibson, Mrs Beardsell, Mr Barmby, Mr Pitelen, Mr Tobin and Mrs Jones.

In attendance: Mr Fuller (District Councillor), 1 member of the public and the Clerk.

1. Apologies for absence:

There were no apologies received.

2. Declarations of interest:

Mr Tobin declared an interest in agenda item 6.1 regarding planning application numbers 2021/0938 and 2021/0939.

3. Election of Officers:

Chairman

Mr Harrison was proposed by Mr Pitelen. Mr Harrison was happy to stand. Mr Spinks was proposed by Mrs Beardsell. Mr Spinks was happy to stand. Votes were taken with 2 in favour of Mr Harrison, 2 in favour of Mr Spinks and 2 abstaining. In this instance the current Chair or acting Chair has a casting vote. Mr Harrison (acting Chair) voted for himself, bringing votes in his favour to 3 and was therefore elected as Chairman.

Vice-Chair

Mr Spinks was proposed by Mr Harrison. Mr Spinks was happy to stand. All remaining Councillors voted in favour and Mr Spinks was therefore elected as Vice-Chair.

Tree Warden

Mrs Jones was proposed by Mrs Beardsell and Mrs Beardsell proposed by Mrs Jones. They were both happy to stand. All remaining Councillors were in favour and therefore Mrs Beardsell and Mrs Jones were elected as Tree Wardens.

Village Hall Committee member

Mr Tobin was proposed by Mr Pitelen. Mr Tobin was happy to stand. All remaining Councillors voted in favour and Mr Tobin was therefore elected as Village Hall Committee member.

4. Minutes of meeting on 29th March 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.

5. Matters arising from meeting on 29th March 2021:

5.1 Flashing speed signs

Mr Tobin reported that he is yet to agree the final locations for the speed sign to be mounted but intends to utilise existing posts around the village. It was agreed that he would email Councillors the most logical 5 sites he has identified for approval. Once agreed, he will fill out the Memorandum of Understanding which he will send to Highways for approval of sites. Once

Highways have approved the sites, the Clerk can reclaim 50% of the cost of the equipment under the Parish Partnership Scheme.

5.2 Adrian Gunson memorial noticeboard

Mrs Beardsell reported that the noticeboard has been made and will be installed once a location has been agreed. All Councillors agreed that the best site for installation would be behind the bench at the end of the east mere.

5.3 Benches

The Clerk had forwarded various examples of picnic benches for the Councillors to consider for installation on the St Peters Road play area. The Clerk will re-send the email and Councillors will return to her with their views on the most suitable option. Mrs Beardsell confirmed that The Mens Shed are happy to renovate the benches acquired by Mr Spinks and will be happy to start work once they have finished installing the new noticeboard. Mrs Beardsell suggested that once renovated, the PC could consider getting land owners permission to install some on public footpaths in the village.

5.4 Land registration

Mrs Beardsell reported that she had chased MG Law for the present position regarding registration of land in the village not already registered. They are currently trying to trace the former owners of the land that the Brecon Road development was built on.

5.5 Trees

Mr Pitelen has sent the Clerk a schedule of the trees to be removed so that she can apply to South Norfolk District Council for permission. Mr Tobin questioned the need to fell the lime tree planted by the WI which looks to be in good health. Mr Pitelen will obtain confirmation from Simon Aylmer before the application is made just to be sure. He will also add the pollarding works needed to the trees in the Dovecote Close.

5.6 Asset of Community Value

Mrs Beardsell agreed to look into registering the meres and triangles as an Asset of Community Value.

Mrs Beardsell reported that she is looking in to getting someone to draw a village map which can be made in to a map board as we are unable to get an official one printed which shows the footpaths where they actually are rather than where they are officially marked on the OS map.

6. District Councillor's report:

Mr Fuller gave his report, summarised as follows:

The Local Development Plan consultation for smaller settlements including Brooke is due to be published next week. It will go to cabinet and then the PC will be consulted mid-June. The minimum number of houses expected for a smaller settlement is 12 and the maximum is 25. These numbers should allow for a good mix of housing.

Recycling rates are down due to people using the lockdown period to have clear outs. Mrs Beardsell queried where the recycling from South Norfolk goes. Mr Fuller confirmed that Norfolk Councils own their own recycling plant in Costessey. It does not get shipped abroad. The waste gets sorted and sold.

Leisure centres are now reopening. All leisure centre staff have been kept on. A quarter of staff were re-deployed elsewhere during lockdown, some as orderlies in the hospital.

7. Planning:

7.1 New and amended planning applications

2021/0909 and 2021/0910 – Erection of structure over drinking area at The Kings Head PH. Listed building application.

The majority view was no objection to this application.

2021/0938 and 2021/0939 – Single storey rear and side extension to existing semi-detached house at 85, The Street. Listed building application.

There were no objections to this application.

7.2 Brooke care home planning appeal

The appeal has yet to be allocated to a specific Planning Inspector but the Clerk has sent a letter to the Planning Inspectorate outlining the reasons the PC would like the removal of the meres triangle from the application. Mrs Beardsell had been in communication with solicitors who advised that once a planning inspector has been allocated, interested parties will be contacted to make representations. The Clerk agreed to send the letter again when the PC is consulted.

8. Public spaces:

8.1 Village sign area

Mrs Jones and Mrs Beardsell volunteered to tidy up the village sign area and reduce the tree canopy which is rather overgrown.

A member of the public raised concerns regarding the den which has been at the east end of the mere for a couple of years now. The den has become increasingly unsightly with an accumulation of rubbish both inside and around it. He felt that the den should be removed. It was agreed that Councillors would do a site visit and consider the matter. He also raised concerns regarding various overhanging trees in the village. Councillors advised that the PC initially approach the owners of overhanging trees and hedges to politely request they trim them back to their boundary. An official letter is the next step but to be avoided if possible.

Mr Pitelen advised that he is having difficulty getting firm quotes for dredging the meres but will continue to try and obtain 3 quotes.

9. Finance:

9.1 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.

9.2 Cheques to be authorised

The following cheques were approved for signature:

£430.43	BHIB	PC Insurance
£571.20	Upgrade Build Solutions Ltd	Supply of bin and oak for noticeboard
£285.00	M Carpenter	Grass cutting
£750.00	Brooke PCC	Contribution towards churchyard grass cutting

9.3 Clerk's pay review

The Clerk agreed to send Mr Tobin details of her current salary in order that he can check what scale point was agreed at the time of the last pay review.

10. Parish Council administration:

10.1 Co-option of new Councillor

Carol Hannah has put herself forward for co-option as a Parish Councillor. Mr Spinks proposed that Mrs Hannah is co-opted. Mr Pitelen seconded the proposal with all remaining Councillors in favour. Mrs Hannah was therefore co-opted. All Parish Councillor positions are now filled. The Clerk will send Mrs Hannah an Acceptance of Office form, together with a Declaration of Interests form and the Code of Conduct.

Mr Harrison reported that with regard to the squash club, ownership will ultimately be transferred to the Parish Council. A letter had been sent to the remaining trustee, Ken Warman.

11. Correspondence:

An email had been received from Giles Hankinson of the Tennis Club Committee asking about land ownership of the Tennis Club land. The Clerk advised him that the Tennis Club, along with the play park and the Bowls Club are all on Village Hall land and therefore his enquiry should be directed to the Village Hall Committee. The Parish Council are custodial trustees but would only become involved if the Village Hall Committee folded.

12. Items for agenda of next meeting:

Flashing speed signs
 Adrian Gunson memorial noticeboard
 Benches
 Land registration
 Trees
 Asset of Community Value
 Village sign area
 Open forum

There being no further business, the meeting closed at 9.50pm