

**MINUTES OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 20TH JANUARY 2020 AT
BROOKE METHODIST CHURCH**

Present: Mr Haycox (Chairman), Mr Harrison (Vice-Chair), Mrs Beardsell, Mrs Jones, Mr Spinks, Mr Gibson, Mr Pitelen, Mr Tobin, Mrs Meadows and Mrs Andrews (Clerk)

In Attendance: John Fuller (District Councillor), Barry Stone (County Councillor), 4 members of the public and Jo Andrews (Clerk)

1. Apologies:

There were no apologies received.

2. Declarations of Interest:

Mr Tobin declared an interest in agenda item 5.1 regarding planning application number 2019/2566 as the applicant. He offered to leave the room when the application was discussed. Councillors advised that this would not be necessary as there may be questions they would like to ask about the application. Mr Tobin also declared an interest in 2019/2559 as the applicant is his neighbour. Mr Pitelen declared an interest in 5.1 regarding planning application number 2019/2566. Mrs Meadows declared an interest in agenda item 5.2.

Mr Haycox declared that mainly due to personal reasons (although not exclusively), he wished to tender his resignation with effect from the end of the meeting. He advised that he did not wish to Chair the meeting from this point and passed the Chair to Mr Harrison (Vice-Chairman). Mr Harrison thanked him for his efforts during his tenure.

3. Minutes of meeting 2nd December 2019:

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

4. Matters arising from meeting 2nd December 2019:

4.1 Playpark

No one from the Play Park Committee was available but sent an emailed report as follows:
A brief update from the Park Committee:

We have appointed NGF Play to build and install the park in Brooke. Work on the pump track will begin in the coming weeks and the play park equipment will be installed in the Spring. A more definitive date will be shared nearer the time. We will arrange a celebratory event and invite funders and the press down for this.

The boundary will be tidied up using a business in the village to cut back the trees and plant shrubs.

We are looking into insurance backed guarantee cover with our existing insurer, as recommended by a member of the parish council.

We are delighted to have reached our funding target and look forward to a new park being installed for the village.

We will not attend this meeting. If you require any further information please let me know.

Many thanks,

Sam

4.2 Kings Head PH update

Mr Haycox reported that he had spoken to Brown & Co, agents dealing with the sale who advised that contracts are due to be exchanged very soon.

4.3 Local business signage

Mr Haycox reported that he had spoken to Barry Stone last week who had replied that Highways had been very busy with flooding issues and that the matter of illegal signage at Brooke Industrial Park was low priority. Mr Haycox expressed disappointment in this response as the matter was reported before there had been any flooding. Mr Stone agreed to speak to Gary Overland (Highways engineer) and chase the matter up.

4.4 St Peters Road play area

Mr Spinks reminded all present that the date of 26th January 2020 has been set for a working party to cut back vegetation to the boundary. He has a team of 6 volunteers to help with the works but urged Councillors to come and help if possible. He had exchanged e-mails with a member of the public who had offered to help but then became unhappy that he was not involved in organising the works. He has since withdrawn his offer of help.

4.5 Adrian Gunson memorial noticeboard

A total of £112 had been collected from donations towards a memorial bench or noticeboard in memory of Adrian Gunson (former County Councillor). Mr Haycox gave a cheque to the Clerk to bank. The Clerk will ask Justin Ford, who made the 2 existing noticeboards if he would like to quote to make a new one. It was agreed that she would ask for 2 quotes, 1 for a board with doors and 1 for an open noticeboard with no doors. Men's Shed will also be asked if they would like to quote. The shortfall in cost can be met using the CIL fund.

4.6 Finger posts

Mr Tobin advised that one of the posts has already been refurbished and reinstalled and the second will be reinstalled this week. These have been refurbished at Mr Tobin's own expense and at no cost to the Parish Council. Thanks were given to Mr Tobin.

4.7 Councillor training courses.

Mr Haycox had advised Councillors of dates and locations for Councillor training. There had been no take up. The Clerk will advise of further training dates in due course.

5. Planning:

5.1 New and amended planning applications.

2019/2429 – Proposed installation of external air conditioning units at Park Farm Equestrian and Veterinary Centre

The application was recommended for approval.

2019/2423 – Proposed variation of condition 2 of 2019/1495 to enlarge attached garage, including internal and external alterations at 91, The Street

The application was recommended for approval.

2019/2488 – Proposed erection of 1st floor rear extension at 2, Mereside

The application was recommended for approval.

2019/2559 – Proposed 2 storey side extension, single storey rear extension and conversion of garage at North Cones, 33 Norwich Road

This was a revision of application no. 2017/1777. The application was recommended for approval.

2019/2566 – Proposed erection of 3 dwellings for self-build purposes at storage land, Welbeck

Mrs Jones asked Mr Tobin (as joint applicant) whether consideration had been given to the issue of flooding on the land. Mr Tobin confirmed that a flood risk assessment had been carried out with the conclusion that the land did not fall into the risk category of 1 in 1000 year event risk. Mr Spinks asked what would happen to the businesses currently using the site. Mr Tobin advised that there is no employment on the site, that it is being used for storage and that the businesses currently using it for storage will move elsewhere. Mrs Beardsell asked about the criteria for categorising the project as 'self-build'. Mr Tobin advised that as the name suggests, he and the other 2 co-applicants are looking to build the houses to live in themselves. The application was recommended for approval by all Councillors who had not declared an interest.

5.2 TPO re: 69, The Street

A new TPO has been served on an ash tree at 69, The Street to protect it from being felled. There were no comments or objections made.

6. District and County Councillors reports:

Mr Stone(County Councillor) gave his report, summarised as follows:

A contribution towards the Adrian Gunson noticeboard could be made from his member's allowance. The Clerk raised the question of provision of a bus stop at the crossroads with the B1332 and Church Road and Littlebeck Lane again as he had previously agreed to allocate funds from his member's allowance to fund this. This pledge had been made for the current financial year and to date, nothing has been done. He agreed to look into it again.

County Council tax will go up by 3.99% largely to pay for adult social care.

An online consultation is taking place regarding Parish boundaries. The consultation closes on 11th February 2020.

A meeting is due to take place between Daniel Yallop (Norfolk CC), Barry Stone, Chris Libach (Firstbus) and a representative from the PC to discuss the issue with the bus service. Mr Tobin agreed to take Mrs Meadows' place at this meeting as it will take place on a week day when she is unable to attend due to work commitments.

Mr Gibson asked Mr Stone to arrange for the footpath between Brooke and Kirstead to be cleared and sided out as it is currently dangerous to use due to soil and growth encroachment.

Mr Fuller gave his report, summarised as follows:

£1700 has been paid to date by SNDC towards the renovations to the squash club. The funds are currently in the Parish Council bank account.

Framingham Earl Sports Centre will be utilised more fully going forward as it will be run by County Council rather than the School which has now become an Academy. The School will still have use of it during the School day but private users will be able to use it in the evenings, weekends and School holidays.

The South Norfolk Council precept will be increased by £5 per band D property per annum to take the total charged to £155 per year.

Mr Fuller raised concerns regarding the ivy growth on the oak trees along Entrance Lane which he believes could endanger the life and health of the trees. These trees are not owned by the Parish Council. They are probably owned by Highways but there is no budget to get work done. Mrs Beardsell and Mrs Jones will inspect the trees and liaise with Mr Fuller.

£200 per Parish is available from SNDC towards VE day celebrations if any are being planned. The Clerk will forward this information to the School in case they are planning anything.

Parish Boundaries are currently under review. This is to even up current discrepancies with numbers of households within each boundary area. The outcome of the review will affect the number of County Councillors within each area. South Norfolk currently has 12. Maps and proposals will be published over the next week or two and will be emailed to the Clerk. Once the proposals are published, the Parish Council may wish to make representations.

The South Norfolk Local Plan call for sites will take place mid- February. Decisions will be made per cluster area around the Primary Schools. There will likely be 15-25 houses per development with 1 or 2 developments per cluster area. Around 1/3 of the houses per development will be affordable properties. The District Council can stipulate the nature of houses built to a certain extent. The only exception to these numbers would be where a village **particularly wanted** a new school or village hall and decided that the pay-off to this would be to allow a larger scale development (for example in the nature of the proposals by FW Properties) with the new school or village hall was provided by the developer. This is a 12 month process. First there is the call for sites, then in due course (around this summertime) there will be a public consultation. Approximately this time next year the new Local Plan will be published.

7. School Governor report:

There was no representative from the School Governors to give a report.

8. Correspondence:

Children from Brooke VC Primary School had written with concerns regarding environmental issues and suggestions as to how the Parish Council could help find solutions. Mr Tobin agreed to scan the letters and forward them to Councillors for consideration.

An email had been received from a member of the public who is carrying out regular litter picking in the area along with a group of other volunteers. He wrote to let the PC know in case we wished to join forces or advise of areas already being covered in regular litter picking exercises. It was agreed that the Clerk would let him know that a regular group of volunteers picks up litter in Brooke (Dave Sanford and others) and would forward his email to them.

Another email had been received from William Walker asking the PC to either publish his email correspondence with David Haycox regarding questions to be put to John Fuller with the minutes or on the website. The Clerk had responded to invite him to this meeting to put the question to Mr Fuller himself but he declined. It was agreed that the minutes are for recording information and decisions made and are not designed to be lengthy and detailed. The website is for statutory documents and information. If the PC were to include correspondence from residents, they would have to include all correspondence and this would be extremely time consuming and impractical. It was agreed that the Clerk would respond to Mr Walker advising the above and agreeing to include in the minutes that any correspondence received from members of the public is available for inspection by the public by application to the Clerk. An email had been received from Maggie Wormald regarding her request for a bus stop at the junction of Littlebeck Lane/Church Road and the B1332. This was discussed earlier in the meeting with Mr Stone. It was agreed that Mrs Meadows would liaise with Mr Stone and get back to Mrs Wormald.

9. Finance:

9.1 Clerk's financial statement

The Clerk had circulated an overview of the Parish Council finances prior to the meeting.

It was agreed that monies received as donations towards the meres project and expenses arising from related works should be shown separately on the financial statement. Likewise with the squash club.

9.2 Cheques to be authorised

The following cheques were approved for payment and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£603.54	SNDC	Dog bin emptying

A cheque for £1968.00 to UBS was signed for works to the water tank housing at the Village Hall. This work was authorised by the Village Hall Committee from the Village Hall account held on their behalf by the Parish Council.

9.3 Precept 2020/21

An informal meeting was held on 6th January 2020 to discuss PC finances and budget for the forthcoming financial year.

Based on the current balances and predicted expenditure for 20/21, Mr Haycox proposed a precept request of £16,663.32 which when divided by a tax base of 531 properties equates to £31.38 per band D property. Mr Spinks seconded the proposal with all present in agreement. The Clerk completed the precept request form which was signed by herself and the Chairman accordingly.

10. Parish Partnership scheme and CIL

This item was deferred.

11. Councillor responsibilities:

11.1 Speeding (A Gibson)

Mr Gibson had nothing new to report.

11.2 Meres (L Pitelen)

There was nothing new to add.

11.3 Village assets (M Tobin)

Mr Tobin advised that the bin on Brecon Road needs repair or replacement. He will obtain quotes.

11.4 Buses (L Meadows)

Nothing new to report.

11.5 Tree wardens (R Beardsell and C Jones)

Nothing to report.

11.6 Website update (A Gibson and J Spinks)

This item was deferred.

11.7 Village events (J Spinks)

There are no new village events at present.

11.8 Dog fouling (D Harrison)

Nothing to report.

11.9 Footpaths (R Beardsell)

Nothing to report.

Mr Haycox reported that Mr Fuller is liaising with the Cricket Club who will be running the Squash Club. The PC needs to appoint new trustees. The PC will have ultimate ownership.

Mr Pitelen had obtained 2 quotes for the grass cutting contract. Clinks Care Farm were asked to quote but failed to do so. Danny Laskey Gardening Services quoted £2250. Lee's Gardening Services quoted £7150. Mr Harrison proposed that Danny Laskey's quote is accepted. Mr Pitelen seconded the proposal with all present in agreement. The Clerk will appoint him and advise Clinks Care Farm of the decision.

12. Items for Agenda of next meeting 2nd March 2020:

Oak trees on Entrance Lane
Parish Council vacancies

There being no further business, the meeting closed at 10.15pm