

**MINUTES OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 17TH JUNE 2019 AT BROOKE
METHODIST CHURCH**

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

In Attendance: 4 members of the public.

1. Apologies:

Apologies were received from Mr Stone (County Councillor) and Mr Fuller (District Councillor)

2. Declarations of Interest:

Mr Tobin declared an interest in item 5.1 on the agenda regarding planning application number 2019/1025.

Mrs Jones declared an interest in item 7.1 on the agenda.

3. Minutes of APM and AMPC 13th May 2019:

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

4. Matters arising from meetings 13th May 2019:

4.1 Playpark

There was not representative from the play park committee to give a report.

4.2 Bus stops and service

Mrs Meadows has volunteered to take over the handling of matters concerning the bus services and proposed new bus stop. She has made enquiries with Barry Stone regarding funding for a new bus stop and will report back in due course. She is reaching out to members of the public regarding loss of services and will build a case to take to 1st Buses.

4.3 Meres

Finger posts

Mr Tobin will accept the verbal quote given by a contractor of £150-£200 for sand blasting the posts and ask for it in writing. Once sand blasted, he will get the signs painted.

New bench

To date, £67.00 has been raised towards a new bench to be dedicated to Adrian Gunson. Concerns were raised about the height of the verge at the site proposed which is a bus stop. It was suggested that a request is made to move the bus stop to a more suitable location. It was also suggested that the funds be used for a new noticeboard which could be used as a village noticeboard and the exiting 2 to be locked for use by the Parish Council only. The matter will be further considered at the next meeting.

Fallen trees

To be discussed under agenda item 7.2

4.4 Adoption of phone boxes and uses

The PC's request to adopt the phone box on The Street was put on hold whilst PC attempted to change the wording of the contract which BT had provided but any amendments were refused. Advice has been taken from another Parish Council who had already adopted their kiosk who accepted the contract as it stood. In the meantime, the application lapsed and BT advised that the PC would have to re-apply. It was agreed that the Clerk would now re-apply.

5 Planning:

5.1 New and amended planning applications.

2019/1025 – Proposed rear 2 storey extension and single storey extension to 27, High Green.

The application was recommended for approval.

2017/1037 – Proposed removal of stud wall, foundation for steel work, removal of artex,, removal of fireplace and replace with wood burner at 85, The Street.

The application was recommended for approval.

2019/0848 – Proposed change of use from industrial to residential use at The Old Forge, 11 High Green.

The application was recommended for approval with the following comments:

- Brooke Parish Council are in favour of a change of use into a dwelling, there being a need for lower cost starter homes in the village. However we have a number of concerns.
- The conversion of the property appears to be at an advanced stage with much work already completed before any permissions have been granted. Therefore this would seem to be inappropriate, with a retrospective application required. This sets a dangerous precedent and we would ask this is investigated prior to any decision being reached.
- The property is bordered by two significant oak trees and their protection should form part of any approval. Structural works should not impact these important trees. Arboricultural information is not included in the application, as confirmed by Robin Taylor.
- Off road parking should be detailed as the property is opposite Brooke school.

2019/1105 – Proposed replacement of windows and doors on all elevations, erection of new porch with internal and external alterations to Meadow End, 3 Brooke Gardens.

The application was recommended for approval.

5.2 FW Properties development application review.

Whilst this application has been withdrawn, there is some concern a reapplication may be made at some point. It was agreed that the Clerk would get a copy of the Planning Consultant's report which can be used in the future without further cost. Mrs Beardsell will make enquiries with

Robin Taylor at SNDC whether the trees in the Norwich Road layby could be protected with TPO's as this is likely to be the entry point to a new development.

This item will remain on the agenda for the situation to be monitored going forward.

6 CPRE Membership

This item was deferred.

7 Public spaces:

7.1 Meres right of way application

There were mixed feelings about this. It was proposed that a trial period should take place for horse owners to be allowed to lead horses alongside the path through the meres but not on it with conditions to be agreed by a sub-committee. All present were in favour although Mrs Meadows and Mrs Beardsell declared that as horse owners themselves, they would not consider it appropriate to ride or lead horses across the meres. The Clerk will decline the application on the basis that the matter could be resolved as described above.

7.2 Meres condition review

A site visit was carried out with the following items identified for consideration:

Objective to have a sustainably managed environment that meets the needs of the village whilst balancing wildlife habitats. We must consider actions for the long term protection of the Meres and not saddle future generations with significant problems. Bear in mind impact of wildlife from cats, dogs and the vehicle traffic.

- Strim/mow a 1metre strip within the Meres boundary posts. This creates a buffer for pedestrians protecting against nettles in particular, will improve the aesthetic view and maintains the vast majority of the Meres as wild to allow wildlife to flourish. Agree specific timeframe and cutting intervals for works rather than "as required".
- Keep the area between the two Meres clear of weeds as this is the principal leisure and amenity area.
- Remove ivy from tree in centre of Meres which is leaning at a significant angle to reduce risk of toppling. Roma may have a quote for this of £250 (TBC).
- Clean the benches as required. Mr Haycox to action. Mrs Jones suggests WI maintain their bench.
- Obtain quotations for the removal of fallen trees currently in Meres for work to be carried out in the autumn. Mrs Bearsell to ask Paul Mayhew, if not we need to progress quotes ASAP. Since the review further branches are now in the Meres following bad weather.
- Carry out full survey of Meres with qualified Tree Surgeon and prioritise work based upon need and available budgets. Mrs Beardsell advises this has happened, could we see a copy please so as to understand the extent of the works required and likely timeframes. This will enable budgets to be projected.
- Canopy reduction where appropriate to improve light at ground levels. Mrs Jones raised for discussion with Mrs Beardsell and advise way forward.

- Removal of dead branches at low level by volunteer working party. General early autumn tidy up via volunteer group, date TBC in October
- Removal of inappropriate growth e.g. self set saplings, shrubs or growth which if not dealt with will store up issues for future generations. Mrs Beardsell advises Clinks may have already completed. Revisit required as part of working party.
- Trim up of trees overhanging grass path on north side of east Mere. Mr Haycox to action
- Urgent review of willow at eastern end of the east Mere as this possibly presents immediate risk to the carriageway below. Mrs Beardsell has information on this.
- Island and Peninsula - both in need of significant attention.
- Provide noticeboard end of western Mere to prevent horse chestnut being used.

Mr Haycox agreed to take ownership of this item.

Overhanging hedges

It was agreed that the PC would try to avoid writing to residents about overhanging hedges but instead to place a notice in the parish magazine as a general reminder to keep hedges cut back so as not to overhang footpaths and highways and if necessary to speak to residents in person.

Footpaths

Several members of the public had complained that a field edge in frequent use by dog walkers and members of the public had been ploughed by the farmer. The land in question, adjacent to Entrance Lane is privately owned and not a designated footpath. Mr Pitelen spoke with the land owner who kindly agreed to allow the public to continue using the field edge on the south side of entrance lane as a footpath but the north side and other field margins are private property and on the condition that owners pick up after their dogs. It is important that both conditions are respected to ensure this concession is not removed.

Mrs Beardsell will replace some missing footpath signs in the village.

Mrs Jones reported that the Brownies are currently making signs to put up asking people to keep their dogs under control and respect the countryside.

8 Public toilet:

Mr Harrison advised that the public toilet at the scout hut is not paying for itself as many users prop the door open to avoid paying the 20p charge. He requested a grant of £400 per year. Mr Haycox asked for a detailed break-down of costs for the next meeting.

9 Finance:

9.1 Clerk's financial statement

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

9.2 Cheques to be authorised

The following cheques were approved for payment and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£655.60	Clinks Care Farm	Grounds maintenance

9.3 Cheques to be authorised from Village Hall account

£1746.00	Chapel Doors	Entrance doors
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9.4 Clerk's pay review

Mr Harrison suggested that the Clerk be put on to scale point 25 at £14.96 per hour plus £25 expenses per month for telephone and internet use to be backdated to April 2018 when a pay review should have last taken place. All present were in agreement.

9.5 Annual and internal audits

The internal audit had been carried out by Maurice Land with no issues identified. It was agreed that there was no need for an additional internal audit to be carried out by a Parish Councillor. The Clerk filled out the Annual Audit return to be published on the website and the Certificate of Exemption from a limited assurance review form to be returned to PKF Littlejohn (external auditors). The forms were signed by the Clerk and the Chairman. A notice of electors rights will be displayed on the noticeboards and on the website. Mr Haycox will meet with Maurice Land and buy him a bottle of wine in appreciation of his services.

10 Parish Council Administration:

10.1 Communications policy

The current methods for disseminating information is via the noticeboards, the parish magazine and the website. Mr Spinks feels that there should be a Parish Council Facebook page. All other councillors agreed that the current methods are appropriate but that the website could be improved. Mr Gibson and Mr Spinks will look into the matter.

10.2 Activity ideas and ownership proposals

Mr Haycox had compiled a list of ideas for exploration and ownership. Councillors will consider prior to the next meeting.

11 Correspondence:

A letter had been received from South Norfolk District Council regarding the recent local elections. Non-Brooke residents had been given polling cards to vote in the Parish Council elections in error. There were 10 candidates for the 9 Parish Council seats available. SNDC contacted all candidates to advise of the error and to advise of the procedure for complaint. If any of the candidates wished to lodge an official complaint, it would have resulted in a re-run of the election process. No official complaint was lodged therefore the result stands.

A letter had been received from John Ash regarding the fuel allotment charity. Mr Haycox will follow it up.

Barclays had written to confirm the change of mandate regarding cheque signatories.

12 Items for Agenda of next meeting:

Play park
Bus stops and service
Meres - Finger posts
New bench/noticeboard
Fallen trees
Management plan
Adoption of phone box and uses
F W Properties development application review
CPRE membership
Public toilet
Communications policy
Activity ideas and ownership
Speed limits

There being no further business, the meeting closed at 10.00pm