

**MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 13TH JULY 2015 AT BROOKE
METHODIST HALL**

Present: Mr Jinks (Chairman), Mrs Powell (Vice-Chair), Mr Musgrave, Mr Harrison, Mr Warman, Mrs Beardsell, Mr Mears and Mrs Andrews (Clerk).

1. Apologies:

Apologies were received from Mr Sanford and Mr Marris.

2. Declaration of interest:

Mr Warman declared an interest in item 7.1 regarding planning application number 2015/0980.

3. Minutes of full meeting 18th May 2015:

The Minutes had been previously circulated to all Councillors, were agreed to be a true record and signed by the Chairman accordingly.

4. Minutes of site meetings 19th and 27th May

The Minutes had been previously circulated to all Councillors, were agreed to be a true record and signed by the Chairman accordingly.

5. Matters arising from meetings 18th, 19th and 27th May 2015:

There were no matters arising.

6. Co-option of new Councillor:

Mr Musgrave put himself forward for co-option as a Parish Councillor. Mr Jinks proposed that Mr Musgrave is co-opted, the proposal was seconded by Mr Warman. All present were in favour. Mr Jinks declared that the motion carried and welcomed Mr Musgrave on to the Parish Council.

7. Planning:

7.1 New and amended planning applications.

2015/0980 – Variation of conditions 2,3 and 15 of permission 2013/2201/F to allow the addition of a front porch to house types A and B with variation to house type D, and the occupation of plots 9-12 prior to the off-site improvement works being carried out at land north of 30 Norwich Road.

The amended application was recommended for approval.

8. Villlage sign:

The Clerk reported that the sign is currently in production but the Harry Stebbing Workshop were unable to give a date for completion. The Clerk will ask Steve Jones to quote for installation of the new sign.

9. Defibrillator:

Mr Jinks reported that he had received an email from Richard Drew asking why the Parish Council had not been supportive of having a defibrillator stationed at the Village Hall. Mr Mears (in his capacity as Village Hall Committee member) confirmed that the proposal to have a defibrillator stationed on the outside of the Village Hall had been made by Harry Mirfield who had agreed to be responsible for monitoring its condition. The Parish Council were approached at that time and confirmed that they were prepared to financially donate towards it but did not wish to take on overall responsibility for its maintenance and

monitoring its condition. Mr Mears advised that Mr Mirfield has since decided not to go ahead. Mr Jinks will update Mr Drew accordingly.

10. School Governor report:

Mrs Reynolds was unable to attend the meeting but emailed her report to the Clerk who read it out on her behalf, summarised as follows:

The School Governors thanked the Parish Council for their £500 contribution towards the new play equipment. The works will start on July 20th and expect to take around 2 weeks to complete. There will be a grand opening in September to which Year 6 leavers and all those who have contributed will be invited.

There was a new school meeting last week at which Highways agreed to allow the school to use the existing layby. NCC will now be able to negotiate for the site behind the existing housing backing on to the village hall field.

15 new students will join in September.

11. Public Spaces:

11.1 Autumn meres working party date

It was agreed to hold the Autumn meres working party on Saturday 24th October at 9.00am. Mrs Powell offered to provide and Mr Warman will host the mid-morning refreshments. The Clerk will put a notice in the Parish magazine and put posters up nearer the time. It was agreed that £10 would be paid to Mrs Powell by cheque at the next meeting to cover her costs. The Clerk paid £10 from petty cash to Mrs Powell to cover the cost of refreshments at the April working party. Mr Jinks will consult with John Ash as to what will need doing at the working party.

11.2 Grass cutting

Mrs Powell commented that the view from the bench adjacent to the pub is obscured by nettles and has not been cut back. The Clerk confirmed that at the present time, the grass cutting schedule only states that the undergrowth in that area should be cut back once a year at the end of the growing season. It was agreed that she would contact CGM and add that area to the regular cutting schedule.

11.3 Norwich Road layby

The Clerk had received an email from Dave Sanford asking for the Norwich Road lay-by to be cut back as it is looking rather scruffy. This area belongs to Highways so the Clerk will ask Bob Edwards, Highways Engineer to add it to the schedule for the next Highways Rangers visit. Mr Sanford also reported that the bin at the North end of the lay-by is damaged. Steve Jones recently re-set the bins and had carried out repairs. The Clerk will inspect them again and report back as to what is needed.

12. Finance:

12.1 Clerk's financial statement

The Clerk's financial statement had been previously circulated and accepted by all present. A payment of £75 had been received for hire of the village hall in connection with the elections. Mr Jinks proposed that as the money had been sent to the Parish Council in error, it should be sent to the Village Hall Committee. Mrs Bearsell seconded the proposal will all present in agreement. The Clerk will arrange for £75 to be transferred into the Village Hall account.

12.2 Cheques to be authorised

The following cheques were authorised for payment and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£303.96	CGM	Grass cutting for May and June
£1000.00	Brooke Play Park Committee	Grant

12.3 Change of cheque signatory

The Clerk requested change of signatory forms from Barclays in order to change one of the cheque signatories from John Ash to Liz Powell. The forms have now been received and she will go through them with Mrs Powell.

13 Parish Council Administration:**13.1 Code of Conduct, Standing Orders and Financial Regulations**

The existing Code of Conduct, Standing Orders and Financial Regulations had been emailed to all Councillors prior to the meeting to consider. It was agreed that they need to be updated in line with the new model documents issued by the NALC. It was agreed that a sub-committee should meet to review and amend them based on the Model documents. Mr Jinks and Mrs Powell volunteered to meet with the Clerk to review the documents and report back at the next meeting.

13.2 Parish land registration

This item was deferred to the next meeting in order that the Clerk could ask John Ash whether he has made any progress in talking to the solicitor who it is believed used to act for Pointers Builders, the former owners of the land.

14 Parish Footpaths and Highway Matters:

Mr Harrison reported that following the last meeting, the hedges that were overhanging the path at numbers 1 and 3 The Street had been trimmed back but not sufficiently. The normal process is for the Parish Council to report to Highways if any private hedges are causing a nuisance and they will contact the home owner. The Clerk agreed to email Bob Edwards, Highways Engineer and report this again, and also chase him about the overhanging hedge just past Wood Farm on High Green and the signpost on the corner of High Green with Honeypot Lane and Woodton Road. These have been previously reported but not yet addressed.

15 Correspondence:

There were no items of correspondence.

16 Items for Agenda next meeting 31st August 2015:

Bins on Norwich Road lay-by
Code of Conduct, Standing Orders and Financial Regulations
Land registration
Village sign
Meres working party actions

There being no further business, the meeting closed at 9.15pm.