

**MINUTES OF MEETING OF BROOKE PARISH COUNCIL HELD AT BROOKE METHODIST HALL ON 27<sup>TH</sup>  
NOVEMBER 2023**

**Present:** Dr Newman (Chairman), Mrs Beardsell, Mr Mott, Mr Tobin, Mrs Hannah and Mrs Jones.

**In attendance:** The Clerk.

**1. Apologies for absence:**

Mr Wilson (Vice-chairman), Mr Spinks and Mrs Brown sent their apologies.

**2. Declarations of interest:**

There were no declarations of interest made.

**3. Minutes of site meeting on 13<sup>th</sup> October 2023:**

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.

**4. Minutes of meeting 16<sup>th</sup> October 2023:**

The minutes had been previously circulated and were agree to be a true record of the meeting. The minutes were signed by the Chairman.

**5. Matters arising from meetings on 13<sup>th</sup> and 16<sup>th</sup> October 2023:**

**5.1 Village communication**

There was no update on this item.

**5.2 Speed signs**

Dr Newman confirmed that he is still harvesting the data from the cameras. He has looked in to getting an attachment for the unit which would record number plates but the unit is too old to be upgraded. To replace the unit with an upgraded version would be cost prohibitive.

**5.3 Land registration**

There is no update to report.

**5.4 Electric charging points**

There is no update to report. The Clerk will chase David Disney at SNDC.

**5.5 Community Speed Watch group**

Dr Newman advised that he is gathering the completed forms from the volunteers and is only awaiting 1.

**5.6 Pedestrian crossing**

There is no update to report.

**6. County and District Councillor's report:**

Neither the County or District Councillor were able to attend the meeting and had not sent a report.

## **7. Planning:**

### **7.1 New and amended planning applications**

2023/2957 – Proposed removal and replacement of boundary wall at 1, Norwich Road. This is a retrospective application as the wall has already been removed and replaced with a high wooden fence. Councillors noted that the fence height contravenes planning regulations and is not in keeping with other properties. Councillors recommended the application for refusal.

2023/0062 – Appeal against refusal for retrospective application to remove hedge and replace with fence at 58, Coniston Road. Councillors reiterated comments made for the previous application.

2023/2410 – Appeal against refusal for proposed development of outbuildings south of Fox Lodge, Highfield Lane. Councillors reiterated comments made for previous application.

2023/3122 – Proposed installation of double sided, non-illuminated free standing sign at Brooke Lodge, Norwich Road. Councillors had no objection to the application.

2023/2670 – Variation of condition 2 of 2018/0868 (as varied by 2018/2547) – house type and layout changed (plot 3) at land North of Howe Lane. Councillors noted that the development would substantially change the street view, making it look very crowded. The Parish Council were concerned that the deviations from the original planning approval significantly alter the original intention for the plot. Although this is an amendment the Council were of the opinion that the proposed development constitutes more than a variation of condition 2, and should be subject to a completely new planning application.

2023/2079 – Proposed first floor rear extension to Arden, 22, Norwich Road. Councillors had no objections to the application.

## **8. Public spaces:**

### **8.1 Meres**

3 quotes were obtained for dredging, clearing of reeds and replanting behind a new bunded area at the meres. The most competitive quote was from Murray Anderson who had carried out the meres dredging last year. Works were duly authorised and completed. Dr Newman stressed the importance of obtaining quotes from 3 contractors for any works over £500 where possible in order to comply with the Parish Councils standing orders and financial regulations.

Mr Tobin asked the Clerk to provide details of the total sum of donations passed on to the PC from The White Lion PH in order that he can create a notice to be displayed in the pub.

### **8.2 Wildlife and Ecology**

Mrs Jones has planted a number of trees along Norwich Road.  
Mrs Beardsell has ordered 4 bat boxes from The Mens Shed.

### 8.3 Trees and hedges

Dr Newman asked Mrs Beardsell and Mrs Jones whether any oak trees were being planted along Norwich Road. Mrs Beardsell explained that the problem with planting oaks in to a hedge is that when Highways cut the hedge, the tops of the oaks get cut off. Dr Newman will speak to Highways about it.

### 8.4 Highways

The concrete pads have been laid on the Norwich Road lay-by. Mr Tobin explained that the benches donated by Norse are not in very good condition. He will evaluate if they are good enough to install and if not the PC could consider purchasing composite benches for installation instead.

The memorial bench on the Brecon Road amenity area has been removed and renovated and will be replaced shortly.

Dr Newman has reported the non-functioning speed sign by the cricket club which has been out of operation for some time.

### 8.5 Litter picking

There was no update to report.

## 9. Finance:

### 9.1 Clerk's financial statement

The Clerk's financial statement had been circulated and was accepted as a true representation of the PC's finances.

### 9.2 Cheques to be authorised

The following cheques were approved for signature:

£10.00	Brooke Methodist Church	Hall hire
£1800.00	MEJ Anderson	Meres works
£24.50	L Pitelen	Fuel for meres works
£325.00	M Carpenter	Grass cutting (Sept)
£58.55	R Brown	Reimbursement for community awards
£50.00	J Andrews	Petty cash
£24.00	Norfolk Truffle Company	Community awards chocolate

### 9.3 Cheques to be authorised from Village Hall account

£220.00	L P Electrical Services	Electrical works at Village Hall
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## 10. Community Ownership Fund

Dr Newman will submit the full proposal for the application related to Nelson's uncle's grave. He needs to seek clarification as to who will received the funds and who will own the asset after works have been completed.

## **11. Brooke Conservation Policy Document**

Marion Folkes had planned to attend this meeting but was unfortunately ill. Mr Mott had met with her and gone through the document to be submitted to Chris Bennett (Conservation Officer). The factual errors have been corrected and the conservation area expanded rather than reduced. A site meeting will need to take place with Mr Bennett to discuss the changes.

## **12. Parish Council administration:**

### **12.1 Councillor training**

Dr Newman has attended training sessions in digital engagement, model financial regulations, democracy in action and chairing meetings.

### **12.2 Precept**

The PC needs to meet to set the precept for the next financial year. The forms and tax bases have not yet been issued by SNDC. The Clerk will advise once these are received.

## **13. Correspondence:**

A Freedom of Information request has been received asking for all documentation and communications regarding the recent planning application for The Mallows (2023/3020). The Clerk has responded with most of the information requested but to retrieve all the emails from councillors will be time consuming and they are purely concerned with logistical arrangements around the site meeting. The Clerk will therefore go back to the person requesting the FOI to advise that the information can be made available for a modest fee to allow for the Clerk's time as considerable time has already been spent on this request.

## **14. Items for agenda and date of next meeting**

Village communication  
Speed signs  
Land registration  
Electric charging points  
Community Speed Watch group  
Pedestrian crossing  
Meres  
Wildlife & Ecology  
Trees and hedges  
Highways  
Community Ownership fund  
Brooke Conservation Area document  
Precept

There being no further business, the meeting closed at 9.33pm