

**MINUTES OF MEETING OF BROOKE PARISH COUNCIL HELD AT BROOKE METHODIST HALL ON 4TH
SEPTEMBER 2023 AT 7.30PM**

Present: Mr Wilson (Vice-Chairman), Mr Tobin, Mrs Beardsell, Mr Mott, Mr Spinks, Mrs Brown, Mrs Hannah and Mrs Jones.

In attendance: The Clerk, Lee Pitelen and Mr Fuller (District Councillor).

Absent: Mrs Mason-Billig (County Councillor)

1. Apologies for absence:

Mr Newman (Chairman) sent his apologies.

2. Declarations of interest:

There were no declarations of interest made.

3. Minutes of meeting on 24th July 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. Matters arising from meeting on 24^h July 2023:

4.1 Village communication

Mr Wilson reported that he had posted the agenda for this meeting and the draft minutes of the last meeting on the Parish Council Facebook page and on Brooke Chat. Mr Newman had submitted a comprehensive Parish Council report to be included in the Parish magazine. He has invited Councillors to submit ideas for entry in to the next copy.

4.2 Speed signs

Mr Newman has now obtained a compatible smartphone and has retrieved the data collected by the SAM unit. He has copied the data to Councillors, to the Speedwatch team and to the Community Liaison Officer at the Police. The Police have requested the PC to supply details of a suitable location for them to install a calibrated SDR unit for one week to record speeding data. Councillors agreed that due to the lack of street furniture, the only 2 suitable locations would be Southbound by the Village Hall where the SAM unit is mounted and Northbound near the crossroads on the crossroads sign.

4.3 Land registration

Mrs Brown reported that the resigned forms and supporting documentation has now been supplied to EG Law for them to send to Land Registry.

4.4 Electric charging points

Mr Newman has contacted David Disney at SNDC but there is no update regarding the electric charging points.

5. County and District Councillor's report:

Mr Fuller (District Councillor) gave his report, summarised as follows:

The region is still accommodating many Ukrainian families and SNDC is currently concentrating efforts on finding new host families and appealing to landlords to make vacant properties available to house them, which the Government is still funding.

There are also other settlement schemes operating for refugees other than Ukrainians.

The cost of recycling is going up but SNDC are embarking on another big push to encourage the public to recycle responsibly. Green bin refuse continues to be contaminated with non-recyclable waste and SNDC are about to leaflet households to raise awareness as to what can and can't be put in them.

Mr Wilson raised concerns about the integrity of the brown bins which he says are not strong enough and can split. Mr Fuller advised that if anyone's bin does split, it will be replaced free of charge.

The appeal for the previously declined Brooke Care Home planning application has been refused. The details of the refusal cite the importance of the meres triangles being retained for symmetry.

Mrs Beardsell asked Mr Fuller about the reversal of the development stoppage due to water contamination from new housing developments. Mr Fuller advised that the building of new homes is not the problem as waste and rainwater is separated. He stated that the problem lies with older housing stock where rainwater goes into the sewers along with waste water which means that during periods of heavy rainfall, the sewers are overloaded. This leads to foul water being discharged into the river systems.

Mr Tobin raised concerns that Mrs Mason-Billing has not been present at a Parish Council meeting since November 2022. There are various matters that the PC wish to address with her and having promised a village walk around meeting with her and the Highways Engineer, she has not got back to the PC. Mr Fuller asked that he is copied in to the next email sent to her and he will speak to her.

6. Planning:

6.1 New and amended planning applications

2023/2253 – Proposed front, side and rear single storey extensions, external alterations, solar panels to the south and west elevations and erection of double garage at 77, High Green.

This application was considered between meetings and there were no objections to the proposal.

2023/2080 – Proposed two storey extension with internal alterations and erection of double garage at 59, High Green.

This application was considered between meetings and there were no objections to the proposal.

2023/2104 – Proposed erection of porch at 30, Brecon Road

This application was considered between meetings and there were no objections to the proposal.

2023/2559 – Proposed demolition of existing garage, erection of new 2 storey extension, first floor extension with alterations, new triple detached garage at 4, Hunstead Lane

There were no objections to the application.

6.2 Alterations to listed building

Various members of the public have raised concerns to the Parish Council about recent external alterations to the fascias and decorations at The Old School House, which is a listed building and also the oldest residential property in Brooke. There is a process for making alterations to listed buildings and the Clerk will therefore pass the comments made on to the Conservation Office at South Norfolk District Council for them to investigate and deal with accordingly.

7. Public spaces:

7.1 Meres

Mr Pitelen was in attendance and gave a report regarding the Meres Management Group. He met with Jonathan Newman and John Ash to discuss the ongoing maintenance of the meres. They were all in agreement that the reed area at the west end of the west mere should be thinned and repositioned to slow the encroachment of reed on the rest of the mere and enable a better environment. This would also involve the removal and disposal of 5 tree stumps. He has obtained a quote from Anderson Plant Hire and Groundworks who carried out the meres dredging at a cost of £1500 + VAT.

A further donation has been received from The White Lion of £439.00. This is in addition to the previous donation of £430.00 in May and £684.00 in January. A donation was also made in December 2022 from a member of the public of £100.00. The meres fund therefore currently stands at £1653.00 from funds raised since the dredging of the mere in October 2022. There are therefore funds available.

The Clerk will check whether further quotes need to be obtained to comply with the Standing Orders and Financial Regulations adopted by the Parish Council.

Subject to confirmation of the above, Mr Spinks proposed that the quote be accepted. Mrs Hannah seconded the proposal with all present in agreement.

Mr Tobin stated that the White Lion PH has been extremely generous so far but the PC cannot rely on their continued good will so provision must be made for ongoing meres maintenance in the PC's general budgeting.

It was agreed that Mr Pitelen and Mr Newman will liaise to produce a new cutting schedule for the meres to include more regular cuts. Mr Pitelen will ask Marcus Carpenter to quote for the additional works.

The Clerk had received an email from Highways regarding the overhanging tree branch at the meres which was identified at a previous meeting. The email states that if the PC does not address the problem, they will carry out the works themselves and invoice the PC. Mr Mott agreed to remove the branch tomorrow. The Clerk will inform Highways.

7.2 Wildlife and Ecology

This item was deferred in the absence of Mr Newman.

7.3 Trees and hedges

The Clerk had emailed the Planning department in June regarding the fence at 1, The Street and has not received a response. No planning application appears to have been made as yet. The Clerk will contact Planning again.

7.4 Highways

There are various highways issues needing to be addressed. Mr Newman has asked Kay Mason-Billig for a meeting with her and Gary Overland (Highways Engineer). Matters to be addressed include:

- Damaged and dangerous 30MPH repeater sign outside Church where speed camera is normally mounted but cannot be at present due to extent of damage to post.
- Missing repeater signs along Norwich Road North and South and outside 49, High Green.
- Village entrance gates – design protocol and installation costs quote.
- Bollard by village sign.
- Bus stop
- Both non-working illuminated 30mph signs north of the village hall which require repair and the one outside the vets which has never worked.

The Clerk will send the list to Mrs Mason-Billig again requesting a meeting and copy Mr Fuller in.

7.5 Litter picking

Councillors discussed the contributions of Dave Sanford, Ray Battishall and Mike Winslade who have been litter picking in the village on a regular basis for many years. Councillors also discussed the many and varied contributions made by Liz Powell who has been a key contributor to village life over the years. It was agreed that their efforts should be recognised. Mr Wilson suggested that the Parish Council should recognise these community heroes with an award from the Parish Council. These awards can be given where and when deemed appropriate in the future as a small way to acknowledge those people in the village who make stand out contributions. Mrs Brown will organise wine and flowers for Liz Powell as a starting point.

8. Finance:

8.1 Clerk's financial statement

8.2 Cheques to be authorised

The following cheques were approved for signature:

£10.00	Brooke Methodist Church	Hall hire
£675.00	Marcus Carpenter	Grass cutting (July)
£50.00	J Andrews	Petty cash
£200	St Peters PCC	Coronation grant

8.3 Cheques to be authorised from Village Hall account

£3478.16	Salus Technical Solutions Ltd	CCTV system
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This cheque was authorised at the last meeting but was rejected by Barclays. It was agreed to reissue the cheque.

9. Community Ownership Fund

This item was deferred in the absence of Mr Newman.

10. Brooke Conservation Policy Document

Mr Mott is working on this item. He is liaising with Chris Bennet (Conservation Officer) at South Norfolk Council to try and revise the current draft document.

11. Parish Council administration:

11.1 Councillor training

Mr Newman has urged Councillors to make use of the many and varied training courses available through NALC.

11.2 Banking

Mr Newman will go in to a Barclays branch to verify his identity in order to complete the requirements for them to close the PC account and reopen it correctly identifying the PC as a Council not as a club or society.

12. Correspondence:

Marion Folkes has requested funding via Mr Newman for republication of the History of Brooke book. She has been quoted £1550 to print 200 copies. Mr Spinks suggested that she goes down the route of 'print to order' to avoid the outlay. Mr Tobin pointed out that as the books would be sold on, she should be looking for a loan and not a grant as the outlay should be recouped in time. There was general support for the idea of getting the book reprinted but more information is required in order for the PC to consider funding. It was agreed that the Clerk would ask Mr Newman to follow this up.

13. Items for agenda and dates of next meetings:

Wildlife & Ecology
Meres
Councillor training
County and District Councillor reports
Village communication
Speed signs
Land registration
Electric charging points
Community Ownership fund
Community speed watch group

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