

MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 8TH FEBRUARY 2016 AT BROOKE METHODIST HALL

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

1. Apologies:

There were no apologies received

2. Declaration of interest:

Mr Warman declared an interest in item 3.1 on the Agenda, relating to planning application number 2016/0123.

3. Planning:

3.1 New and amended planning applications.

2016/0123 – Notification for prior approval for a proposed change of use of building from shops (class A1) to use falling within (class C3) dwelling house and for associated operational development for 2 dwellings at Churchill Stores.

The Clerk has now received confirmation from South Norfolk Council that this application has been withdrawn as it does not meet the criteria for change of use. It will need to be resubmitted as a normal planning application.

Mr Warman had declared an interest in this item but for information purposes reported that the current shopkeeper's lease has run out and no longer wishes to continue running the shop. He is currently living in the flat above the shop but wishes to move out. The shop has been subsidised for many years and the plan is to convert the shop into 2 flats as they feel that it is not a viable business. Mr Jinks pointed out that unless Saffron advertises the premises as a shop, they will not know or be able to prove that it cannot be run successfully. As the application has been withdrawn, there is nothing for the Parish Council to comment on at this point in time.

2016/0204 – proposed internal and external alterations to 10 High Green.

The application was recommended for approval as a suitable extension to a listed building in a conservation area. It was noted that when looking on the plans on the SNDC website, the Conservation Officer's comments are actually for a different property. The Clerk will point this out when responding to the application.

3.2 Parish Council Planning Procedures.

Mr Marris had queried the way in which the Parish Council deals with Planning Applications. The current process is for the Parish Council to consider most applications received either at a full meeting or a planning meeting. However there are occasions when an application is received between meetings. Given the timescale restraints imposed by South Norfolk Council (that the Parish Council must respond to consultations within 21 days), and given the difficulties of getting all Councillors together at short notice, on occasion the Clerk will ask all Councillors to view the application online and forward their comments to the Clerk in order that she can send a response based on the majority view. Mr Marris stated that all applications should be considered at a public meeting.

Mr Jinks stated that he had checked the process with the County Officer who had confirmed that the Parish Council could if they so wished, delegate authority to respond to applications to the Clerk. Mr Jinks had copied all Councillors in on the County Officer's email response.

Mr Marris left the meeting at this point.

Mr Jinks suggested that the function should be delegated to the clerk for commenting on planning applications subject to the following detailed procedures, which should be set out in the Standing Orders.

1. Planning applications will be considered at full PC meetings where possible i.e. where the deadline for the response to South Norfolk is after the date of the next PC meeting.
2. In cases where the Clerk receives planning applications which require a response to South Norfolk before the next PC meeting, the Clerk will seek councillors' comments on the planning application via email.
3. If a minimum of three councillors requests a site meeting, the Clerk must call a site meeting and, if necessary seek agreement from South Norfolk on a deferred date for submitting the PC's comments.

4. The Clerk will, in consultation with the Chairman, and based upon the responses received from councillors, draft the comments to be submitted to South Norfolk, and circulate them by email for approval by councillors.
5. If the proposed PC's comments are agreed by a majority of councillors (with the Chairman having the casting vote in the event of equal votes for and against) the Clerk will submit them to South Norfolk.
6. If the proposed PC's comments are rejected by a majority of councillors (with the Chairman having the casting vote in the event of equal votes for and against) the Clerk will ask councillors for an alternative response and seek approval in line with the above process.
7. The above process will be repeated until an agreed response is reached, which may include an agreement to submit no response to South Norfolk.
8. All comments submitted by the Clerk in this way will be formally reported by the Clerk to the next PC meeting and minuted accordingly.
9. The Clerk will publish on the Parish Council's website a reminder that parishoners should make their own comments on planning applications to South Norfolk (whose responsibility it is to decide on planning applications) and that the comments of the Parish Council on all planning applications can be viewed on the South Norfolk Planning website.

Mrs Powell proposed that Mr Jinks' suggestion should be accepted. Mr Harrison seconded the proposal with all remaining Councillors present in agreement.

4. Finance:

4.1 Transparency Fund Application

The cost of complying with the Transparency Code can be reclaimed by making a Transparency Code Fund Application to the NALC. The Clerk had downloaded the appropriate application form. She proposed that reimbursement should be sought for Steve Jackman's fee of £80 to help the Clerk set up a new website and also for the Clerk's additional time spent doing the same which would be approximately 9 hours. Mrs Powell proposed that a claim of £172 be made. Mr Sanford seconded the proposal with all present in agreement. The Clerk will submit the form accordingly.

The Clerk advised that she had been approached by Chapelfield Veterinary Surgery who wish to install a new dog bin at the surgery. They understood that the Parish Council would be responsible for arranging this. Councillors agreed that as this will not be a bin for general public use, the vets would have to arrange and finance this themselves. The Clerk will advise accordingly.

There being no further business, the meeting closed at 8.50pm.