

**MINUTES OF BROOKE PARISH COUNCIL MEETING HELD AT BROOKE METHODIST HALL ON
MONDAY 8TH NOVEMBER 2021 AT 7.30PM**

Present: Mr Harrison, Mrs Beardsell, Mr Spinks, Mrs Hannah, Mr Pitelen, Mr Tobin and Mrs Jones.

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

1. Apologies for absence:

Apologies were received from Mr Barmby and Mrs Mason-Billig (County Councillor).

2. Declarations of interest:

There were no declarations of interest made.

3. Minutes of meeting 20th September 2021:

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 20th September 2021:

4.1 Risk Assessment

Mr Harrison reported that he and Mrs Jones met and went through the risk assessment. He will circulate an updated version for consideration.

4.2 Flashing speed signs

Mr Tobin had circulated a draft Memorandum of Understanding including the suggested sites for installation of the new flashing speed sign. Councillors commented on the sites put forward and offered some alternative suggestions. Mr Tobin will update the MOU accordingly and forward it for approval before submitting. He will also draw up a rota for moving the unit on a monthly basis.

4.3 Village map board

Mrs Beardsell deferred this item until the Spring.

4.4 Meres

There was a working party on 30th October 2021 at 9.00am which was well attended with volunteers. All Councillors agreed that the meres are looking very tidy. Kathy Wick, landlady of The White Lion PH has donated a further £422.00 towards the meres project from the lottery bonus ball and a bottle collection on the bar. The Clerk will write a thank you letter on behalf of the Parish Council. The bin at the west end of the west mere is broken. Mr Tobin suggested that a new one should be made to match the one on the Brecon Road amenity area as he has some wood left over. Mrs Jones has a spare metal liner. Mrs Beardsell will ask The Mens Shed if they would be willing to make one.

4.5 Trees

There is a dead Ash tree on Brecon Road which needs to be felled. Permission has been granted by SNDC. Mr Pitelen will ask Scott Raney for a quote.

4.6 Benches

Mrs Hannah contacted Nicky Summers of Brooke & Poringland Scouts who has confirmed that the beavers, cubs and scouts would be willing to clean the village benches as a community project to earn their badges. This will be done in the Spring.

Steve Jones will install the benches at St Peters Road play area, Brecon Road and Dovecote Close. Permission will need to be sought from Highways to also install 2 benches between the bins on the Norwich Road lay-by. Mrs Mason-Billig had offered to look into this at the last meeting. The Clerk will send an email reminder. The Clerk will also include the new picnic benches on the asset register and inform the PC insurers.

4.7 Land registration

Mrs Beardsell reported that she had spoken to EG Law - the Solicitors appointed to register the land at Brecon Road who stated that they had written to the last known owner of the land – Pointer builders to seek confirmation that they had gifted the land to the Parish Council. The contact has not responded. The Clerk pointed out that she had already tried that approach some years ago and having had no luck, asked Land Registry the process was claiming possessory title. The process was complicated and it was agreed that Solicitors should be appointed to do it for us. This is what EG Law were appointed to do. Mrs Beardsell will go back to them and ask them to get on with it. The Clerk will check how much has been paid to the Solicitors to date.

4.8 Asset of Community Value

Mrs Beardsell contacted SNDC to discuss registering the meres triangles as Assets of Community Value but was told that she would need to register the land with Land Registry. However, when the Kings Head PH was registered, it did not matter that it was not registered to the PC so this advice does not seem sound. Mr Fuller offered to take this matter up with them on the PC's behalf.

4.9 Squash club

Mr Harrison reported that he is still waiting for the Land Registry to register the land.

5. Planning:

5.1 New and amended planning applications:

2021/2043 – Proposed cartlodge with storage/office space in roof at Boundary House, Bungay Road.

There were no objections to this application.

2021/1828 – Proposed 2 storey and single storey rear extension at 20, Norwich Road.

There were no objections to this application.

2021/2044 – Proposed remodelling, extension and associated alterations to existing bungalow to create 2 storey dwelling at 103, The Street.

The application was recommended for refusal as overdevelopment of the plot.

2021/2379 – Proposed change of use from agricultural to residential (retrospective) at 44, Norwich Road.

The application was recommended for refusal as it falls outside the development line and states on that there are no trees or hedges on the subject land whereas there is a hedge.

2021/2196 – Proposed change of use from store to holiday let retaining garage and storage room at Fox Lodge, Mill Lane.

The application was recommended for approval subject to the development remaining an annexe to the existing property and not sold as a separate dwelling.

6. Public spaces:

6.1 Trees and hedges

The Clerk reported that following the last meeting, she carried out a letter drop to all houses highlighted by Councillors as having overhanging trees or hedges asking them to cut them back. Some hedges have now been cut back. The Clerk did receive some complaints that the letters were impersonal and that people would have preferred someone to come and speak to them directly. The Clerk explained however that due to the numbers of properties involved (close to 40), this was the only practical approach.

6.2 Highways

The bollards on the Norwich Road have been replaced. This was done the day after the last meeting when County Councillor Kay Mason-Billig promised to chase the matter up on the PC's behalf. The Clerk will email to thank her for her efforts. She will also email her to organise a meeting between Mrs Mason-Billig and Mr Tobin to walk around of the village to identify any matters needing attention as discussed at the last meeting.

7. County and District Councillor reports

Mr Fuller gave his report, summarised as follows:

Now that the management team with Broadland District Council has been tied up, consolidation into one central building is being considered to save cost and energy.

Fly tipping is on the increase again.

The green bin recycling contract has been extended.

Submissions for the Local Plan are still being considered.

A new person is being recruited to investigate flooding.

SNDC have taken on a new lease on a building with lab space at the research park. This effectively means that they will be acting as a commercial developer which brings in a financial return.

A new shop front scheme has been created for local businesses. Any business with a shop front can claim up to £2000 if they have a customer facing business. This is aimed at refurbishment works to try to boost local businesses on the high street. The fund is £200,000 as is awarded on a first come first served basis.

8. Finance:

8.1 Clerk's financial statement

The Clerk's financial statement had been circulated prior to the meeting and was accepted as a true representation of the current financial position of the Parish Council.

8.2 Cheques to be authorised

The following cheques were approved for signature:

£10.00	Brooke Methodist Church	Hall hire
£150.00	The Men's Shed	Refurbishment of benches
£35.13	L Pitelen	Petrol used for working party
£36.89	C Stevens	Fuel used for working party

8.3 Cheques to be authorised from Village Hall account

£297.00	D Harrison	3 gazebos
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8.4 Precept

It is nearly time to set the precept for the next financial year. The Clerk will find out when we will receive the precept request forms and tax base figures. In the meantime, Councillors will give some thought as to what possible outlays need to be budgeted for.

9. Parish Council administration:

9.1 Future meeting dates

Dates for the next meetings are 17th January and 28th February. A further meeting may need to be called to set the precept.

The Clerk will compose a piece for the next Parish magazine to include thanks to volunteers at the meres working party, also thanks to those members of the village who keep their hedges and trees cut back and tidy and to responsible dog owners who pick up after their dogs. The Clerk will also include notice that there is currently a vacancy on the Parish Council.

9.2 Parish Council Facebook noticeboard

Mr Spinks has set up a Parish Council noticeboard on Facebook which he will keep updated with important and helpful Parish Council information.

10. Correspondence:

Emails had been received in response to the hedge maintenance letter drop. These emails had been forwarded to Councillors for information purposes and the Clerk had responded accordingly.

11. Open forum

The Clerk enquired as to whether any Councillors had managed to approach anyone to fill the currently vacancy. No one had.

12. Items for agenda of next meeting 17th January 2021:

- Risk assessment
- Flashing speed signs
- Village map board
- Meres
- Trees

Benches
Land registration
Squash club
Asset of Community value
Queens Jubilee#
Precept

There being no further business, the meeting closed at 9.25pm