

**MINUTES OF MEETING OF BROOKE PARISH COUNCIL HELD AT BROOKE METHODIST HALL ON 24TH
JULY 2023 AT 7.30PM**

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

In attendance: The Clerk and 2 members of the public.

1. Apologies for absence:

Mr Fuller (District Councillor), Mrs Mason-Billig (County Councillor), Mr Spinks and Mrs Brown sent their apologies.

2. Declarations of interest:

There were no declarations of interest made.

3. Minutes of meeting on 19th June 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 19th June 2023:

4.1 Village communication

Mr Wilson reported that he had posted the agenda for this meeting on the Parish Council Facebook page and on Brooke Chat and has had some positive feedback and statistics regarding reach. He proposed that once the minutes of this meeting have been approved as a draft copy by all Councillors present, he posts these also. All present were in agreement. Mr Newman advised that he wrote a comprehensive Parish Council report to be included in the Parish magazine which should be delivered to residents any time now.

4.2 Speed signs

Mrs Jones has been unable to gain permission to use her work android mobile in order to retrieve data from the SAM unit. Mr Newman feels that the Community Assistance Fund provided by District Council via John Fuller may be able to fund an android device. He will make enquiries. The badly damaged 30mph sign near the church has still not been replaced by Highways and therefore it is not possible to mount the SAM unit on it. This means that currently the unit is being moved between 3 of the 4 approved sites.

A member of the public asked what would happen to any data retrieved from the SAM unit. Mr Tobin explained that it would go to Highways and SNDC to inform areas of speeding concern which should then justify speed traps. The member of the public advised that he has been considering starting a Community Speed Watch Scheme in the village. All Councillors agreed to support this endeavour.

Mr Newman had contacted Kay Mason-Billig regarding various highways and speeding issues. She has suggested another village walk around. Mr Newman asked Councillors to get a list together of speeding and highways issues for consideration.

4.3 Land registration

This item was deferred as Mrs Brown was not present to give an update.

4.4 Electric charging points

Mr Newman advised that there had been no update from David Disney despite being told that a letter would be coming out to all interested parties some time ago. He will chase Mr Disney.

5. County and District Councillor's report:

Neither the County or District Councillor were present to give a report.

6. Planning:

6.1 New and amended planning applications

2023/1698 – Proposed replacement of conservatory with single storey extension to rear and single storey extension to north elevation, rebuild of chimney stack, new pitched roofs to porch and garage including internal and external alterations at Welbeck Farm, Norwich Road.

The application was discussed and all present agreed that the application would result in significant improvement to the property in question.

7. Public spaces:

7.1 Meres

There was nothing to report. The Clerk will invite Lee Pitelen to the next meeting to discuss ongoing meres management.

7.2 Wildlife and Ecology

Mr Newman advised that many villages are part of The Climate Emergency Initiative. To be part of this, the PC would need to demonstrate certain initiatives. Mrs Jones suggested that some areas of the PC land are carefully managed instead of just being cut to encourage biodiversity. She suggested the village sign area. Some Councillors felt that as this is a focal point in the village, it should be maintained to look neat and tidy. Mrs Jones will make a proposal plan for Councillors to consider. Mrs Beardsell suggested that the PC tries to extend the conservation area to include the whole village as this would automatically mean that all trees would be subject to Tree Preservation Orders.

Mrs Jones and Mrs Hannah recently carried out a working party at the village sign area and cut back overhanging trees. Mr Newman asked the Clerk to ask Mr Carpenter to quote to include management of this area along with his grass cutting schedule.

7.3 Trees and hedges

Mr Newman reported that DEFRA have a tree and hedges consultation document which is currently aimed at agricultural land but he feels should extend to domestic as well. As it is an open consultation, he will put together some wording and circulate it for Councillors to consider.

7.4 Highways

Councillors will forward Mr Newman a list of concerns to be covered at the next village walk around with Kay Mason-Billig and the Highways Engineer.

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
£325	Marcus Carpenter	Grass cutting (June)
£750.00	St Peters PCC	Churchyard grass cutting

8.3 Cheques to be authorised from Village Hall account

£3478.16	Salus Technical Services Ltd	CCTV system
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9. Community Ownership Fund

Mr Newman reported that the Community Ownership Fund is available upon application and funds a 80/20 split in favour of the applicant. Brooke PCC has identified 2 projects for possible funding. One to restore Nelson's uncle's grave for which Mr Newman has requested a quote, and the other for restoration of the round tower which is in desperate need of repair. The Church have the funds for the remaining 20% for both projects but the PC would need to make the application. Mr Newman is looking in to the application process and invited Councillors to put forward any other projects in the village for consideration. Mr Jones suggested the restoration of the mile stone for which she will obtain a quote.

10. Pride in Place Grant

The Clerk had circulated an email regarding the Pride In Place grant available by application but the closing date is imminent so Councillors did not feel that there would be time to consider and make an application.

11. Brooke Conservation Policy Document

Mr Newman reported that the Brooke Conservation Policy Document was reviewed in 2018 by Chris Bennet, the Conservation Officer at South Norfolk Council but at that time, the PC were reluctant to agree any changes to the existing conservation area boundary because of the large scale planning application which had been made at the time and which would have fallen outside of the proposed new conservation area. Mr Newman feels that the proposed document needs revisiting and amendments making as important conservation areas are not included. He has sent a copy of the proposed document to all Councillors for consideration and proposed that the PC opens active dialogue with South Norfolk Council. All Councillors agreed and will liaise with him once they have read the document.

12. Parish Council administration:

12.1 Councillor training

Mr Newman is keen to attend relevant training provided by NALC and will book himself on. He will also re-circulate the training dates for other Councillors to consider.

13. Correspondence:

The Clerk had received an email from a member of the public who was in attendance at the last PC meeting. He was surprised that he was not invited to speak at the meeting. He also wished to comment regarding the agenda item of 'Village Communication' to which he felt there was no agreed conclusion. He suggested that the PC includes a piece in the Parish magazine giving an update on PC matters as not everyone engages with social media. Mr Newman will respond to him to advise that as the newly appointed Chairman, he will endeavour to compose a piece for the Parish magazine for each issue, as he has already for the next issue. He will also explain the rules of engagement for the public at meetings which states that a member of the public should raise their hand if they wish to speak.

14. Items for agenda and dates of next meetings:

Wildlife and ecology
Meres
Councillor training
County and District Councillor reports
Village communication
Speed signs
Land registration
Electric charging points
Community Opportunity Fund

The dates for the next 3 meetings were agreed for 4th September, 16th October and 27th November. The Clerk will publish the dates on the website.

There being no further business, the meeting closed at 9.20pm