

MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 7TH MARCH 2016 AT BROOKE METHODIST HALL

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

Absent: Mr Marris

1. Apologies:

Apologies were received from Mr Mears

2. Declaration of interest:

Declarations of interest were made by Mr Sanford, Mr Harrison, Mr Warman and Mrs Powell regarding Agenda item 5.1 – relating to application number 2015/2604 (Brooke Bowls Club), by Mr Warman regarding Agenda item 5.1 relating to application number 2016/0390 (Churchill Stores) and by Mr Warman and Mr Sanford regarding Agenda item 9 relating to a cheque to be authorised for Brooke PCC.

3. Minutes of meetings 9th and 11th January, 8th and 15th February 2016:

Minutes of all aforementioned meetings had been circulated prior to the meeting and were agreed by all present to be true records. The minutes were signed by the Chairman accordingly.

4. Matters arising from meetings 9th and 11th January, 8th and 15th February 2016:

There were no matters arising.

5. Planning:

5.1 New and amended planning applications.

2015/2604 – Proposed extension of existing timber framed club house and erection of new equipment shed at Brooke Bowls Club.

This application was received between meetings and all Councillors viewed the application on South Norfolk Council's planning website. All Councillors who had not declared an interest agreed that the application be recommended for approval and gave the Clerk delegated powers to respond accordingly.

2016/0390 – Proposed change of use of building from shop (Class A1) to use falling within Class C3 (dwelling house) and for associated operational development for 2 dwellings.

The application was recommended for approval by all Councillors who had not declared an interest.

2016/0516/17 – Proposed extension to listed house for bedroom and ensuite facility at North Lodge, 54 The Street.

The application was recommended for approval subject to the Conservation Officer being happy with the design and materials.

5.2 Projector

The new procedure followed by South Norfolk District Council about the way planning applications are notified to Parish Councils changed in January and paper plans are no longer sent out. We now receive notification of new and amended applications by email and the Clerk and Councillors have to view them online. For the purposes of viewing plans at public meetings, the Clerk now has to download documents to her laptop and bring it to the meetings. To make it easier to display the plans, South Norfolk Council has suggested that Parish Councils get a portable projector which can be connected to the laptop and projected against a wall or screen. John Fuller has offered to fund a projector up to the value of £250 from his own budget on the understanding that it would be shared with Seething Parish Council as Mrs Andrews is Clerk to both parishes. Mr Jinks felt that a projector may well cost more than £250 but proposed that Brooke PC makes up the shortfall on the understanding that it would then own the projector; otherwise it would difficult should Mrs Andrews ever cease to be Clerk to one or both Parish Councils. It was agreed that the Clerk would do some research into projectors and costs and in the meantime accept Mr Fuller's offer.

6. Scout hut:

Mr Mirfield gave a brief report on the progress of the new disabled toilet facility. He requested confirmation from the Parish Council as to whether or not they had agreed to pay for the running costs of the facility. Mrs Powell proposed that the Village Hall Committee would instruct their cleaners to carry out the cleaning of the toilet facility and also collect the 20p coins which users will have paid to gain entry to the cubicle. The Parish Council would reimburse the cost of cleaning and consumables to the Village Hall Committee net of any income generated by way of the 20p's. The electricity and water supply to the toilet would be separately metered and the cost of each would be invoiced to the Parish Council by the Scouts. Mr Warman seconded the proposal with all present in favour. Mr Mirfield will check the situation regarding insurance but felt that it would be most sensible for the Scouts to include the facility on their policy and meet the cost rather than the Village Hall Committee doing it.

7. School Governor report:

Mrs Reynolds gave a brief report summarised as follows:

The School currently has 126 pupils.

Currently, the preferred site for the new school is off Burgess Way. The site behind the new houses is no longer favoured due to complications with highways and the land owner. There will be a public consultation in late Spring. The School continues to do well in sporting activities and recently came 2nd in the Norfolk Small Schools Sportshall Competition which was held at the UEA.

World Book Day saw pupils dressing up as their favourite book characters. The day was a big success.

On Thursday the School is having Spanish Day where the children will dress up in red and yellow and take part in various themed activities and the canteen will be serving Spanish food.

Weekly Open The Book assemblies are proving to be a success where in stories from the bible are acted out.

The School will soon be getting a greenhouse which they won in a competition and will be used by the School Gardening Club.

8. Public Spaces:

8.1 Grass Cutting.

The Clerk wrote to all those who submitted tenders to advise that all tenders were being considered. She then wrote to Clinks Care Farm to advise that their tender is accepted subject to their satisfactory answers to various points raised at the last meeting. The Clerk will chase them for their response. Mr Whyberd of MW Services has emailed to advise that due to a change in his personal circumstances, he no longer wishes to be considered for the contract.

8.2 Village sign area planting.

Mr Mears had reported by email that Barbara Fox is happy to do the village sign area planting but queried what the budget for plants should be set at. Mrs Powell confirmed that Mrs Fox had originally budgeted £150. Mr Jinks proposed that we ask her to go ahead up to the value of £150 subject to confirmation that the plants are perennial. Mr Harrison seconded the proposal with all present in favour. The Clerk will return to Mr Mears to advise.

8.3 Village sign dedication.

Mrs Powell put a notice in the Parish magazine advising that a dedication ceremony for the new village sign will take place on 16th April at 10am. She suggested, and it was agreed that Susan Timewell who is on the Village Hall Committee should be invited to attend and take photographs of the event. Mrs Beardsell proposed that the Parish Council buys flowers for Mrs Sayer and that Mr and Mrs Sayer are taken for coffee at the Kings Head after the ceremony. Mr Harrison seconded the proposal with all present in favour. The Clerk will invite the District and County Councillors.

8.4 Village footpath map boards.

Both the map boards which are located at No. 1 The Street and at the village hall car park are in very poor condition. The Clerk made enquiries with Highways some time ago regarding their replacement but there is no longer budget for such things. It was agreed that the existing boards should be removed but not replaced. The Clerk will contact the resident at No. 1 The Street asking for permission to remove the old board. Mr Harrison will remove the one at the Village Hall.

8.5 Norwich Road development.

The Clerk made enquiries with the developers regarding points raised at the last meeting. The developers have confirmed that the verges will be seeded once the weather improves. The ditch to the North East side of the houses will be owned by the very last house on that side which is currently unsold. Ongoing maintenance of the ditch will fall to that householder. The ditch was apparently not initially constructed properly leading to it becoming very full. It has now been properly piped and therefore should not overflow in future. The new bollards at the North end of the village are not lit. Highways no longer install lit bollards only highly reflective ones.

9. Finance:

9.1 Clerk's financial statement.

The Clerk presented her financial statement giving an overview of the Parish Council's finances.

9.2 Cheques to be authorised.

The following cheques were authorised for payment and signed accordingly:

£30.00	Brooke Methodist Church	Hall hire
£750.00	Brooke PCC	Grant towards grass cutting
£80.00	S Jackman	Website building costs
£50.00	J Andrews	Petty cash

A grant request had been received from Brooke PCC for half the cost of churchyard grass cutting for the 2015/15 season. Mr Jinks proposed that the request is granted and a cheque for £750 signed, the proposal was seconded by Mrs Powell with all present in favour that had not already declared an interest.

9.3 Cheques signatories.

The mandate form sent to Barclays requesting Mrs Powell to replace Mr Ash as a cheque signatory has been returned as Mr Jinks' signature was not recognised. Mr Jinks will supply another signature.

10. Parish Council Administration:

10.1 Code of Conduct, Standing Orders and Financial Regulations.

Mr Jinks had amended the new Standing Orders to clarify the procedure regarding planning applications. Mr Harrison proposed that the new version is adopted. Mr Sanford seconded the proposal with all present in favour. The Clerk will upload the new version on to the website. Mrs Powell, Mr Jinks and Mr Warman will get together to review the Financial Regulations.

10.2 Parish Land registration.

This item was deferred until the next meeting.

10.3 Parish Council website.

The new website is up and running and all statutory documents have been uploaded but the content by way of text needs adding. Mr Jinks agreed to compose some suitable wording to circulate for approval. Mrs Beardsell felt that the website should include links to other useful village information however the Clerk pointed out that the more there is on the website, the more there is to keep updated as it could quickly become out of date. Also, the Clerk could easily become bombarded with information that other parties might like adding and this would considerably eat in to her time which needs to be spent on Parish Council business. Mr Jinks stated that the function of the website is to ensure that the Parish Council is compliant with the Transparency Code and no more. The Clerk will put a notice in the Parish magazine giving the website address.

Mr Jinks advised that Stephanie Ash is now the editor of the Parish magazine and has asked him to compose an article about the Parish Council. He asked all Councillors if they were happy for their names to be listed, which they were. Mrs Beardsell stated that she would also be happy for her phone number and email address as the tree warden to be given.

Mr Musgrave advised that he has not received confirmation regarding his new councillor training. The Clerk will chase it with the NALC.

It was agreed to review the Clerk's hours and salary at the next ordinary meeting.

11. Parish footpaths and highways matters:

11.1 Hedges.

Advice given by Highways that Parish Councils should contact residents themselves to ask for hedges/trees overhanging public footpaths/roads to be cut back replaces previous advice that Highways would contact homeowners themselves. It was agreed at the last meeting that the Clerk would ask Highways for a standard letter to send which she did request but has not received. The Clerk will ask again. Once received, the residents at No. 1 The Street and The Coach House need to be asked to cut the hedge back level with the edge of the footpath.

11.2 Dog fouling.

The Clerk had received a complaint from a member of the public about a dog owner failing to clear up after their dog which regularly fouls on the verges on High Green. The Clerk did make enquiries recently about this following a previous complaint and was informed by South Norfolk Council that there is no longer a dog warden. It was agreed that the Clerk would contact John Fuller and ask what current procedure is in dealing with this problem.

Mr Harrison asked what was happening about the damaged 30MPH signs by the Mere and at Welbeck. The Clerk has reported both to Highways but nothing has been done. The Clerk will forward a copy of her email reporting these to Barry Stone and state they are now a matter of urgency for the safety of residents.

12. County Councillor's report:

Mr Stone was unable to attend the meeting but forwarded his March report which was emailed to all Councillors.

13. Correspondence:

Various pieces of general correspondence were passed around for information.

An invoice from Steve Jones for £60 for the fitting of the new rubbish bin on the Norwich Road layby was hand delivered to the Clerk on the day of the meeting. As the agenda had already been published 3 working days prior to the meeting, it was not possible to add it to the agenda as a cheque to be authorised. The cost of fitting the new bin at £60 had been agreed at a previous meeting. As per Brooke Parish Council's Financial regulations Paragraph 6.1b, a cheque for the invoiced amount of £60 was authorised by the RFO (The Clerk) and the Chairman to be signed tonight and added to the agenda of the next full meeting to be approved as a retrospective payment. The Clerk will ask all suppliers in future to ensure that any invoices for payment must be submitted at least 3 working days prior to a meeting.

14. Items for the Agenda of the Annual Parish Meeting 18th April 2016:

Parish Council report
 County Council report
 District Council report
 Homewatch report
 Brooke Primary School report
 Police report
 Disabled toilet facility report

There being no further business, the meeting closed at 9.45pm.