

**MINUTES OF BROOKE PARISH COUNCIL MEETING HELD AT BROOKE METHODIST HALL ON  
MONDAY 17<sup>TH</sup> JANUARY 2022 AT 7.30PM**

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

**In attendance:** The Clerk, Caroline Jarrold (Deputy Lord Lieutenant) and 1 member of the public

**1. Apologies for absence:**

Apologies were received from Mrs Hannah and Mr Fuller (District Councillor).

**2. Declarations of interest:**

There were no declarations of interest made.

**3. Presentation of memorial plaque:**

Deputy Lord Lieutenant Caroline Jarrold presented a memorial plaque to Mr Harrison. The plaque is in commemoration of community solidarity during the Covid 19 pandemic in recognition of the people in the community who pulled together to support each other during this difficult time. The Parish Council will agree on the most suitable site for it to be mounted.

**4. Minutes of meeting 8<sup>th</sup> November 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.

**5. Matters arising from meeting 8<sup>th</sup> November 2021:**

**5.1 Risk Assessment**

Mr Harrison circulated the up to date risk assessment via email. Mr Harrison has been checking the life saving equipment at the meres on a weekly basis as per the agreed action on the risk assessment. As he has now moved, Mrs Beardsell and Mrs Hannah agreed to take over responsibility for this. All councillors agreed to thoroughly read the new version to be agreed at the next meeting.

**5.2 Flashing speed signs.**

The equipment has not yet been received. Mr Tobin will chase it. Mr Tobin, Mr Pitelen, Mr Spinks and Mrs Jones volunteered to receive the training necessary and move the unit on a monthly basis.

**5.3 Village map board**

Mrs Beardsell deferred this item until the Spring.

**5.4 Meres**

The surface of the path could do with being renewed. Mr Pitelen will speak to John Ash who coordinated the original path for advice.

**5.5 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.

#### **5.6 Benches**

Mr Jones will fit the new benches as soon as possible. The Clerk will also include the new picnic benches on the asset register and inform the PC insurers.

#### **5.7 Land registration**

Mrs Beardsell reported that EG Law are still trying to trace the last known owner of the land at Brecon Road. The Clerk pointed out that she had already tried that approach some years ago and having had no luck, was advised by Land Registry to claim 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.

#### **5.8 Asset of Community Value**

Mrs Beardsell will fill out the necessary forms to register the meres triangles.

#### **5.9 Squash club**

Mr Harrison reported that he is still waiting for the Land Registry to register the land. Fosters Solicitors are acting on behalf of the Parish Council.

### **6. Planning:**

#### **6.1 New and amended planning applications:**

##### **2021/2717 – Erection of perimeter railings including pedestrian and vehicular entrance gates (retrospective) at Rose Villa, 7, Norwich Road**

Various comments were made about the appearance of the railings but overall no objections were made.

##### **2021/2754 – Retrospective planning permission for works to culvert northern attenuation ditch at 44, Norwich Road**

The works have already been carried out. No comments.

#### **6.2 Greater Norwich Local Plan Examinations:**

The GNLP was submitted to the Secretary of State for Housing, Communities and Local Government for independent examination in July with some of the housing allocations being in the separate South Norfolk Village Clusters Housing Allocations Plan. Details of the examination are available on the GNLP website at [www.gnlp.org.uk](http://www.gnlp.org.uk).

### **7. Public spaces:**

#### **7.1 Trees and hedges**

Mr Harrison has emailed Councillors a list of properties he identified as still having overhanging hedges. Councillors will monitor these.

#### **7.2 Highways**

The village walk-around Mrs Mason-Billig organised with Mr Tobin and a Highways engineer was postponed with no new date given due to Covid 19. The Clerk will ask for it to be re-booked.

The Give Way sign at the top of Entrance Lane looks to have been struck and is leaning over. There are pot holes in the road outside number 57, The Street, on Entrance Lane on the LHS of the road where the houses begin if travelling from the direction of the B1332 and on the B1332 near the entrance to Howe Lane. There is also a very deep pot hole on the LHS of Heath Road if travelling in the direction of Shotesham just after the S bend. The Clerk will report all of these.

Mr Pitelen suggested that the village mile stones be painted white with black lettering. All Councillors agreed. Mrs Jones will look into this.

A large branch has partially snapped off and is hanging down in the woods adjacent to the B1332 near the Kirstead crossroads. This wood belongs to the Key family. The branch is dangerous and could fall into the road. The Clerk will contact Jilly Key and advise.

The footpath between Brooke and Kirstead needs clearing and siding out and the verges have encroached and the path is extremely narrow and dangerous to walk on. The Clerk will ask Kay Mason-Billig to speak to the Highways engineer about it.

## **8. County and District Councillor reports**

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

## **9. Finance:**

### **9.1 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.

### **9.2 Cheques to be authorised**

The following cheques were approved for signature:

£10.00	Brooke Methodist Church	Hall hire
£1690.00	Marcus Carpenter	Grass cutting, works at St Peters Rd play area
£50.00	J Andrews	Petty cash

### **9.3 Precept**

The tax base for 2022 is 553 households.

Predicted expenditure for 2022 of £20931.05 divided by the tax base gives a precept amount per household of £37.85. Mr Pitelen proposed that a precept request is made to South Norfolk Council for £20, 931.05. Mr Harrison seconded the proposal with all present in favour. The Clerk will submit the form accordingly.

## **10. Parish Council administration:**

### **10.1 Future meeting dates**

The next Parish Council meeting will take place on onday 28<sup>th</sup> February 2022. The Clerk will email Councillors with suggested further dates.

#### **10.2 Councillor vacancies**

Mr Barmby has tendered his resignation with immediate effect.

Mr Harrison (Chairman) has moved away from the village and therefore has to stand down. Mr Spinks (current Vice-Chairman) has agreed to act as Chairman until the next elections. There was already a vacancy since Mr Gibson stood down. The Clerk will notify the Monitoring Officer at SNDC of the latest 2 vacancies and once the period of notification if up, provided that an election has not been called for, the PC may co-opt to fill the vacancies.

#### **11. Correspondence:**

John Ash has written to ask what if anything the Parish Council intends to do to commemorate the Queens Jubilee. Councillors agreed that they did not wish to organise any large gatherings but would be happy to help if another village organisation wished to do so. The Clerk will advise Mr Ash.

#### **12. Open forum**

There were no issues raised.

#### **13. Items for agenda of next meeting 28<sup>th</sup> February 2022:**

- Risk assessment
- Flashing speed signs
- Meres
- Trees
- Benches
- Land registration
- Squash club
- Asset of Community value
- Queens Jubilee

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