

**MINUTES OF MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 8TH JANUARY 2018 AT
BROOKE METHODIST CHURCH**

Present: Mr Jinks, Mrs Beardsell, Mr Warman, Mr Mears, Mr Harrison, Mr Tobin, Mr Musgrave, Mr Sanford, Mrs Powell, Mrs Andrews (Clerk), Mr Fuller (District Councillor), Mrs Horner (County Officer) and Mr Gowan (Men's Shed)

1. Apologies: Apologies were received from Mr Stone (County Councillor).

2. Declaration of Interest:

No Declarations of interest were made.

3. Minutes of meeting 27th November 2017:

The minutes of the meeting on 27th November had been circulated to all Councillors. The minutes were agreed to be a true record and signed by the Chairman accordingly.

4. Matters arising from meeting 27th November 2017:

4.1 New school

Mrs Isabel Horner, County Officer in charge of sufficiency delivery for Children's Services was in attendance and gave a report, summarised as follows:

The funding for schools comes from Central Government. Following 2 incidents of flooding at Brooke School, immediate remedial works were carried out and it is believed that the school is no longer at risk from flooding. Condition issues were raised in 2014 which showed that the school is not fit for purpose in the 21st Century, which resulted in the provision of a new school being included in the County Council's Capital Spending programme. A site was chosen behind the Village Hall but there were access issues which prevented this preferred site being chosen. Other land was offered by a local landowner but the land value could not be agreed. The business case has been reviewed by the County Council's Capital Priorities Group taking into consideration all aspects of the case: land value, falling pupil numbers etc, and whilst the existing building is still not considered to be up to standard, there is insufficient demand to warrant a new school at this time. Mr Sanford raised the fact that the value of the existing school can be taken into consideration as it would be sold and the funds raised offset against the cost of a new school. Mrs Horner pointed out that the market value of the existing school is around £250,000 whereas the cost of a new build would be nearer £5,000,000. Mr Jinks asked whether compulsory purchase of the land for a new school could be considered but Mrs Horner stated that this would be a last resort as the business case does not support the need for a new school. She added that a business case could possibly be made either if the access issue to the first site were resolved, or the landowner of the second site were to drop the price. Mr Mears pointed out that the Parish Council were made promises of a new school and told that the funding had been ring-fenced. Mrs Horner said that promises were made in good faith. The current roll is at 120 pupils but to satisfy the business case, it would need to be nearer 210.

Mr Fuller asked how many new houses would need to be built to generate the sort of numbers required to warrant a new school. Mrs Horner advised that the rough multiplier is that for every 100 new houses built, it would generate 25 children.

Mr Jinks thanked Mrs Horner for coming to the meeting and for answering the Parish Councillors' questions.

4.2 Posts at Meres

Mr Gowan introduced himself as a representative of the Men's Sheds, a local charity providing services to the local community, who would be willing to install the new posts at the Meres. He explained that the Men's Shed is currently trying to secure a permanent base on the new Norfolk Homes development in Poringland, where they have been promised a site but will have to raise funds for the actual building.

They don't charge for their services but ask for a donation at the discretion of the recipient. Mr Jinks asked for an indication of the level of donation they received; Mr Gowan said that they recently carried out repairs to Arminghall Village Hall and were gifted £300.00. Mr Tobin has ordered the posts and postcrete for the meres project, which should arrive around 16th January and can store them until needed.

4.3 Adoption of phone boxes

The Clerk reported that she emailed BT to find out the progress on the Parish Council acquiring the 2 village phone boxes and also to ask who owns the land they are sited on in order to ensure there are no access issues. No reply has been forthcoming. The Clerk will chase them again.

4.4 Footpath clearance

An email has been received from Jody Thurson, Countryside Access Officer at South Norfolk Council following the Parish Council's query about which footpaths are being cut and at what frequency. She has supplied a list of the footpaths being cut; some are cut twice a year in June and September and others only once in June. The footpaths currently being cut were chosen due to their considered importance but should Councillors wish to substitute other footpaths in their place this is a possibility.

4.5 Fox Lodge

Chris Raine, Senior Planning Officer advised that having been out to the site, he believes that the roadway may be encroaching onto the agricultural field and has asked that the Parish Council fills out a formal planning violation form and submits it to Planning Enforcement. The Clerk expressed confusion at having to fill out a form having already reported the matter. Mr Jinks agreed to have a look at the form and advise accordingly.

4.6 Bus stops

Following a request by a member of the public, the Clerk has formally requested the County Council to create a new bus stop in the vicinity of the crossroads with the B1132, Church Road and Littlebeck Lane. The Clerk has been given enquiry number 142966. Mr Tobin advised that the bus stop in Brooke opposite the Kings Head (at the bus shelter) does not have a timetable. The Clerk will report it and request one.

4.7 Noticeboards

The 2 noticeboards are peeling and in need of maintenance. The Clerk will sand and varnish both at the cost of £84.00 plus materials. Mr Tobin proposed that the quote is accepted, Mrs Powell seconded the proposal with all present in favour. The Clerk will carry out the work once the weather improves.

4.8 Finger posts at the Meres

Mr Tobin will chase up the contractor who does in-situ sand blasting for a quote.

4.9 Dog bins

The Clerk contacted South Norfolk Council's Environmental Services Department and spoke to Mr Paul Gallagher to challenge the invoice for dog bin emptying for 2017/18. The Parish Council are currently being charged for twice weekly emptying but Councillors maintain that they are only being emptied once a week. Mr Gallagher is looking into the matter. The Clerk stressed to him that the Parish Council only wish for weekly emptying from now on. Mr Jinks suggested that a cheque is authorised immediately for £390.00 (half the invoiced amount) with the remaining £390.00 being paid when the Clerk is satisfied that the service charged for has been supplied. Mr Harrison seconded the proposal with all present were in agreement.

5. Planning:

5.1 New and amended planning applications

2017/2925 – Proposed erection of an agricultural building for poultry rearing on established poultry farm at Littlebeck Poultry Farm.

The application was recommended for approval on the grounds that:

- This is an addition to an established use of this location.
- The existing range of poultry buildings have been in this location for many years, with access via the existing road network.
- There are HGV movements in connection with the existing units – according to the planning statement the new development will not add a significant number of HGV movements.
- The proposed development will allow the extension and retention of an existing business within the parish of Brooke.

5.2 Councillors queried why no CIL payment has been received for the new housing development on High Green. The Clerk believes that it is because the application was approved prior to the introduction of the CIL tax, but she will check with South Norfolk Council.

6. County and District Councillors reports:

Mr Stone was not present to give a report.

Mr Fuller gave a short report summarised as follows:

The Local Development Plan will take us to the year 2036. 7200 additional new houses will be required in Norwich, Broadland and South Norfolk on top of those already previously stated. All Town and Parish Councils will be expected to accommodate some of these. Mr Fuller suggested that bearing in mind the situation with the loss of funding for the new school, Brooke Parish Council may wish to consider a large scale development of maybe 150 houses in order to attract families with children in to the village to justify reallocation of funding for a new school. Land is likely to be allocated on a school catchment basis rather than village by village. There is a meeting at the South Norfolk Council offices on Tuesday 16th January (ahead of the 15th March deadline for submitting responses to South Norfolk's consultation document) which Mr Fuller encouraged Councillors to attend. Mrs Powell and Mr Warman volunteered to attend.

7. School Governor report:

The Clerk reported that Mr Chapmen, previous Chair of School Governors has resigned. There was no one present from the current board of Governors to give a report. Mr Tobin, in his capacity as a parent to a child at the school updated Councillors that Mr Robinson (previous head teacher) has now officially resigned his position. The interim head teacher is in place until Easter. Options regarding replacement are currently being considered.

8. Public Spaces:

8.1 Public toilet

The new public toilet at the scout hut is currently costing the Village Hall Committee around £500 per year after having taken into account the 20p charge. People are propping the door open to avoid having to pay. The Village Hall Committee are likely to request a higher grant for the next financial year to account for this and for the fact that they are losing income due to the Pre-school closing.

8.2 Highways rangers

This item was deferred until the next meeting.

8.3 Conservation area

This item was deferred until the next meeting.

9. Finance

9.1 Clerk's financial statement

The Clerk's financial statement was circulated prior to the meeting, and was accepted by all present.

9.2 Cheques to be authorised

The following cheques were approved and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£50.00	Brooke Village Hall Café	Grant
£618.00	Clinks Care Farm	Grass cutting (3 rd instalment)
£390.00	South Norfolk Council	50% of dog bin emptying invoiced amount

9.3 Precept 2018/19

The Clerk had prepared a financial forecast showing predicted payments to year end, reserves and predicted expenditure for 2018/19 (see table below). Based on these figures, and considering that the top up grant from the Government (received via South Norfolk) has been reduced again, in order to maintain a similar financial position, the precept request would need to be considerably increased from previous years. Mr Jinks suggested therefore that some of the shortfall could be taken up by reducing the reserves. He did point out however that to reduce the reserves too much could pose a problem in subsequent years. After much discussion and recalculation, Mr Jinks proposed that the precept request for 2018/19 should be £11,398 equating to £21.59 (around 9% increase) for a Band D householder against £19.91 last year. The top up grant of £137 will provide a total amount payable to the Parish Council of £11,535. Mr Warman seconded the proposal with all present in favour. The Clerk and Mr Jinks filled out and signed the precept request form accordingly. Mr Jinks agreed to re-work the figures based on the above precept amount and present to the next meeting.

10. Parish Council Administration:

10.1 Data Protection Officer

The Clerk had forwarded various items of correspondence to Councillors regarding new Government legislation which comes into force in May. The legislation requires all Town and Parish Councils to have a Data Protection Officer. Current advice from the Norfolk Association of Local Councils states that the DPO should not be the Clerk or a Councillor. This would clearly have a financial impact of Councils who would presumably have to employ an independent person to fulfil this role. The NALC are still looking into this and will advise in due course.

11. Correspondence:

No correspondence had been received.

12. Items for Agenda of next meeting 5th March 2018:

Posts at meres
 Phone boxes
 Fox Lodge
 Bus stop
 Finger posts
 Dog bins
 Conservation area
 The Local Development Plan
 Data Protection Officer

There being no further business, the meeting closed at 10.00pm.

BROOKE PARISH COUNCIL		
DRAFT PRECEPT REQUIREMENT FOR 2018/19		
Balances of PC accounts & Petty cash at 08/01/2018	£ 16,629.58	£16,629.58
Predicted payments to 31/3/18		
Cheques for immediate payment	£678.00	
Clerk's salary & internet	£1,176.00	
PCC grant (2017 season)	£750.00	
St Peters Rd play area lease	£10.00	
Room Hire	£20.00	
Play Park Committee grant	£1,250.00	
Dog bin emptying	£780.00	
Stationery, post, misc expenses	£30.00	
Total predicted payments	<u>£4,694.00</u>	<u>£4,694.00</u>
Gross carry forward		£11,935.58
Reserves		
Tree surgery fund	£1,000.00	
Parish Clerk's computer fund	£150.00	
Village furniture acquisitions fund	£1,000.00	
Meres works fund	£6,000.00	
Cost of election if required	£2,000.00	
Small grants fund	£1,000.00	
Total reserves	<u>£11,150.00</u>	<u>£11,150.00</u>
Net carry forward		<u>£785.58</u>
Predicted expenditure in 2018/19		
Estimated Clerk's salary & internet	£4,800.00	
Grasscutting	£1,545.00	
Village Hall grant	£3,500.00	
PCC grant	£750.00	
Playpark grant	£1,250.00	
Audit fee	£150.00	
Internal Audit	£50.00	
Room Hire	£90.00	
Maintenance of village furniture	£2,100.00	
Dog bin servicing (7 bins)	£840.00	
Stationery, post, miscellaneous expenses	£150.00	
New Councillor training	£145.00	
Small Grants contribution	£500.00	
PC Insurance	£570.00	
Subscriptions	<u>£250.00</u>	
Sub-total	<u>£16,690.00</u>	
Total predicted expenditure in 2018/19	<u>£16,690.00</u>	£16,690.00
Less carry forward		<u>£785.58</u>

Net requirement		<u>£15,904.42</u>
less grant to be received from SNC		£137.00
Net requirement for 2017/18		<u>£15,767.42</u>
<u>Proposed Precept for 2017/18</u>		<u>£15,767.42</u>