

**MINUTES OF MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 27<sup>TH</sup>  
NOVEMBER 2017 AT BROOKE METHODIST CHURCH**

**Present:** Mr Jinks, Mrs Beardsell, Mr Warman, Mr Mears, Mr Harrison, Mr Tobin, Mr Musgrave, Mr Sanford, Mrs Andrews (Clerk), Mr Chapman (Chair of School Governors) and Mrs Wormald (member of the public)

- 1. Apologies:** Apologies were received from Mr Stone (County Councillor) and Mrs Powell

**2. Declaration of Interest:**

Declarations of interest were made by Mr Jinks with regard to item 5.1 (application number 2017/2141) and Mr Tobin with regard to item 5.1 (application number 2017/2337).

**3. Minutes of meetings 9<sup>th</sup> and 14<sup>th</sup> October 2017:**

The minutes of both the full meeting on 9<sup>th</sup> October and the site meeting on 14<sup>th</sup> October had been circulated to all Councillors. The minutes to the meeting on 9<sup>th</sup> October were agreed to be a true record and signed by the Chairman accordingly. A minor amendment was made to the minutes of the meeting on 14<sup>th</sup> October which were then agreed to be a true record and signed by the Chairman.

**4. Matters arising from meetings 9<sup>th</sup> and 14<sup>th</sup> October 2017:**

**4.1 New school**

As agreed at the last meeting, Barry Stone, the County Officer and a representative of the board of School Governors were invited to attend the meeting in order to discuss the situation with the new school. Neither Mr Stone, or the County Officer were able to attend although Mr Stone pledged to attend the next meeting. Mr Chapman, Chair of the School Governors gave a report, summarised as follows:

The funding for the new school has now been reallocated by County as an agreement as to land allocation had not been reached following 3 years of discussion. The preferred site had had issues with regard to highways considerations and the cost of land. Compulsory purchase had not been exercised as this will only be done on high priority cases which the new school was not. There is a diminishing role of pupils, not helped but not caused by the closure of the pre-school. There is a plan with regard to leadership of the school which is being supported by County and parents will be informed in the next few weeks. Mr Chapman was unable to give details at this stage. The school is currently being led by an interim headteacher. Mr Mears asked whether it would be an option to change the status from Voluntary Controlled to an ordinary County led school but Mr Chapman advised that the school and land itself is owned by the Church so this is not an option.

Mr Jinks thanked Mr Chapman for attending and advised that the Parish Council would await the school's announcement regarding leadership.

It was agreed that the Clerk would invite Mr Stone and the County Officer to the next meeting.

The Clerk advised that Brooke Play park is currently closed due to potentially unsafe play equipment. The company who supplied and fitted the new equipment when it was installed 6 years ago did not treat the frame timbers properly and some of them are rotting. The firm went out of business shortly after the equipment was installed and the Playpark Committee are not

insured against this type of damage. The play area is therefore closed until repairs or replacement can be carried out.

#### **4.2 Footpath clearance funding**

In light of the County budget for footpath cutting being reduced, some of the public footpaths in Brooke are not being cut. Mrs Beardsell asked whether the Parish Council would support her maintaining these paths if her costs were met. The Clerk will find out what the insurance implications of this would be as she would not be working on Parish Council land. Mr Jinks was agreeable to the proposal provided that remuneration was purely for the cost of materials and not for Mrs Beardsell's time as this would constitute employment. Mr Warman expressed concern regarding setting a precedent as footpaths are Highways responsibility. The Clerk will check with Mr Stone as to the criteria for whether or not a path is kept maintained.

#### **4.3 Posts at meres**

Mr Tobin had obtained a quote for the replacement posts for the meres. Oak posts would cost £13.95 + VAT each and kiln dried redwood, tanilised posts would cost £5.45 + VAT each. He advised that the redwood posts should last for the same amount of time and it was agreed therefore that this would be the preferred option. 33 posts are needed plus post mix concrete. Mr Jinks proposed that Mr Tobin purchases the posts and concrete up to the cost of £350.00. Mr Harrison seconded the proposal with all present in agreement. Mr Tobin will also store the materials ready for the Mens Shed to install.

#### **4.4 Churchyard extension**

Mr Jinks met with Mr Ash and the Vicar to discuss the problem of graveyard space in light of Mr Holl being unwilling to sell the land behind the current graveyard. Plan B is now to use the existing graveyard more intensively.

#### **4.5 Adoption of phone boxes**

The Clerk reported that she emailed BT to find out the progress on the Parish Council buying the 2 village phone boxes and to also 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.

### **5. Planning:**

#### **5.1 New and amended planning applications**

##### **2017/2411 – proposed single storey rear extension at 24 Norwich Road**

There were no views or comments

##### **2017/2337 – Proposed conversion of garage to living accommodation and erection of double garage at Pond House, Brooke Gardens**

The application was recommended for approval

##### **2017/2141 – (Revised layout and associated house types) Replacement of 49/49a High Green with erection of 3 new dwellings at 49 High Green**

The amendment was recommended for refusal on the grounds that the 2 houses proposed to replace the existing house and garage block for plot 15 are out of scale with the development and existing adjacent properties, and also the encroachment of the rear boundary into agricultural land.

**2017/2471 – Variation of condition 2 of permission 2017/1419 (variation of condition 2 – approved plans of permission 2017/0215H – single storey rear swimming pool extension connecting house to garage) – alterations to show gym on ground floor and office on first floor at Fox Lodge, Mill Lane**

The amendment does not appear to have materially changed from when it was last submitted. No comments made.

**2017/2525 – Single storey extensions and alterations to 41, High Green**

The application was recommended for approval with no comments.

**2017/2141 – (Revised siting of buildings plot 14 and 15) – Replacement of 49/49a High Green with erection of 3 new dwellings at 49 High Green**

The application had been amended again with repositioning of buildings on plot 14 and 15. It was agreed to reiterate comments made previously as follows:

The amendment was recommended for refusal on the grounds that the 2 houses proposed to replace the existing house and garage block for plot 15 are out of scale with the development and existing adjacent properties, and also the encroachment of the rear boundary into agricultural land.

**5.2 Works at High Green Farm**

There have been no further problems since the Parish Council met with the developers to discuss the concerns of the existing residents on High Green. The construction phase has begun.

**5.3 Fox Lodge (use of field)**

The Clerk wrote once again to South Norfolk Council Planning Enforcement to raise concerns regarding the roadway which encroaches on to agricultural land. A response has been received from Chris Raine, Senior Planning Officer advising that having been out to the site, he believes that the roadway may be encroaching 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.

**5.4 Advertisement hoarding at 49 High Green**

Mr Jinks reported that the advertising hoarding which has appeared at the entrance to the High Green development site requires planning permission and the developers have been requested to submit an application accordingly.

**6. Bus stop**

A request has been made by Maggie Wormall for an official bus stop to be made in the vicinity of the crossroads with the B1132, Church Road and Littlebeck Lane. The nearest official bus stop is in Kirstead Green and residents on Littlebeck Lane and Church Road have to wave and hope that bus drivers stop to pick them up. Mrs Wormall initially wrote to Anglian Bus Company who told her to contact the County Council who advised her to make the request through the Parish Council. All present agreed that the Clerk should write to Norfolk County Council expressing support for a bus stop in the vicinity of the crossroads.

**7. County Councillors report:**

Mr Stone was not present to give a report.

## 8. School Governor report:

Mr Chapman had already given his report under agenda item 4.1

## 9. Public Spaces:

### 9.1 Noticeboards

The noticeboards at the school and meres need some maintenance. The Clerk advised that the weather is not favourable to carry out the works at the moment. She will provide a quote to sand and re-varnish them at the next meeting.

### 9.2 Village sign area

Clinks Care Farm have provided a quote to reinstate the path edges and to remove 5 benches from site, sand, repair and retreat before reinstalling for a total cost of £525.00 plus VAT. Mr Sanford proposes that the Clerk accepts to quote, Mr Musgrave seconded the proposal with all Councillors in favour.

### 9.3 Finger posts

Mrs Beardsell knows someone who can shot blast the posts in-situ. She will chase them up for a quote. Steve Jones has quoted £800 to rub them down, repair and paint them. Shot blasting is the preferred option at present.

### 9.4 Meres

Councillors are meeting with Doeke from Clinks Care Farm to discuss what maintenance works are needed at the meres next Saturday.

### 9.5 Dog bins

Mr Harrison has been monitoring the dog bin emptying and thinks that they are only being emptied once a week on a Tuesday and not twice as it is believed that South Norfolk Council are charging for. The Clerk will check that SNDC are definitely charging for twice weekly emptying and challenge them accordingly.

The finger post at the junction of Honeypot Lane is still damaged. There is no budget for Highways to repair it. Mr Harrison volunteered to try and repair it himself.

## 10. Finance

### 10.1 Clerk's financial statement

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

### 10.2 Cheques to be authorised

The following cheques were approved and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£269.00	J Andrews	Backdated salary
£19.00	E Jinks	Reimbursement re: internal auditor
£500.00	K L Hopkins & J M Dixon	Grant re: defibrillator

**10.3 Cheques to be authorised from Village Hall account**

£1032.74	L P Electrical	Works at Village Hall
£903.90	L P Electrical	Works at Village Hall

**10.4 Brooke café grant request**

A request has been received from Brooke Community Café; a new venture to provide a drop in café for people in the village on a weekly basis. The venture is all inclusive and non-profit making. Funds are requested to help pay for hall hire for the first few events. The intention is that the café will be self-supporting once fully established. Mr Tobin proposed that a grant of £50 be awarded to help get the venture off the ground. Mr Mears seconded the proposal with 6 Councillors in favour and 2 abstaining. A cheque will be signed at the next meeting.

**10.5 Precept 2018/19**

This item was deferred until the next meeting.

**11. Parish Council Administration:**

There were no items to discuss

**12. Correspondence:**

No correspondence had been received.

**13. Items for Agenda of next meeting 8<sup>th</sup> January 2018:**

- Cheque to Brooke Community Café
- New School
- Posts at meres
- Adoption of phone boxes
- Footpath clearance
- Fox Lodge (use of field)
- Bus stop
- Noticeboards
- Finger posts
- Meres
- Dog bins
- Precept

There being no further business, the meeting closed at 9.55pm.