

**MINUTES OF THE MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 25TH JUNE
2018 AT BROOKE METHODIST CHURCH**

Present: Mr Jinks, Mr Sanford, Mrs Beardsell, Mr Warman, Mr Mears, Mrs Powell, Mr Harrison, Mr Tobin, Mr Musgrave and Mrs Andrews (Clerk)

In Attendance: Chris Bennett (Senior District Design Officer at SNDC) and 7 members of the public.

1. Apologies:

There were no apologies received.

2. Declarations of Interest:

Mr Jinks declared an interest in item 6.1 on the agenda concerning notice of appeal on application number 2017/2141.

3. Minutes of full meeting 14th May 2018:

The minutes had been previously circulated to all Councillors, they were agreed to be true records and duly signed by Mr Jinks.

4. Matters arising from meeting 14th May 2018:

4.1 Conservation area

Mr Jinks introduced Mr Bennett, Senior District Design Officer from South Norfolk District Council. He has carried out a Conservation Area appraisal on Brooke which included a meeting and walk round the village with some members of the Parish Council. The appraisal is to review and update the Conservation boundaries, Character and Settings for Brooke which were set in 1978 and last reviewed and updated in 2002. He proposes to reduce the Conservation Area to remove some modern dwellings which he feels are inappropriate to be included. Mr Tobin questioned the benefit of reducing the conservation area, particularly as the proposal includes land abutting the proposed new development on Norwich Road. He stated that whilst this may be coincidental, the timing is very unfortunate and comes at a particularly bad time when members of the public are very uncomfortable with the housing development proposals. Mr Bennett stated that a consultation period will start on Monday 2nd July for a period of 1 month. Mr Jinks stated that this is too soon and too short a consultation period. It was agreed by all present that the review should be deferred. Mr Jinks requested that given that Mr Bennett is carrying out a rolling programme of appraisals for many villages in South Norfolk, the review of Brooke is deferred for at least one year. Mr Bennett asked that this request is emailed urgently to himself and Helen Mellers.

4.2 Adoption of phone boxes

The Clerk had emailed all Councillors a copy of a contract which BT had sent to be signed in order to adopt the phone box in The Street. Mr Jinks wished to review some of the wording before signing it. It was agreed that a cheque for £1 could be signed and held back until the wording had been agreed.

4.3 Bus stops

The Clerk contacted Highways to chase progress on the provision of a new signed bus stop at the crossroads with the B1132, Church Road and Littlebeck Lane. They agreed to chase the Ketteringham depot.

4.4 Finger posts at meres

Mr Tobin has left various messages with the contractor who will be providing a quote for in-situ sand blasting. He will chase him again.

4.4 Posts at meres

The posts are ready to be installed and are awaiting the Mens Shed to do the work.

5. Outcome of public meeting:

Mr Jinks asked whether there had been a recording of the meeting. Mr Spinks confirmed that he has an audio recording which he will send to the Clerk. Mrs Powell and the Clerk took notes on the night and will use them to finalise their notes for circulation. Mr Jinks felt that the meeting had been very useful. It was very clear from the c300 attendees that the Parish Council were right to change the venue to Framingham Earl High School which seated more people and also had sound equipment to ensure that everyone was heard and could hear. Mr Jinks suggested that the Parish Council should now write to the developers to ask them what their intended next steps and timescales are. He also suggested that the PC writes to the School Governors to ask their views on the school going forward and that specific questions are put to the District and County Councillors so that it can be established what needs to be done to get back on the priority list for a new school. All present agreed. Mr Jinks will compile the necessary wording to be agreed by all Councillors before sending.

Mrs Beardsell asked Councillors their views on having a Neighbourhood plan which she stated would mean that the PC would only have to rely on a 3 year land supply rather than a 5 year land supply and would also mean that the PC would receive a larger percentage of the Community Infrastructure Levy (CIL). Mr Jinks advised that he had briefly looked into this and it is a complicated and lengthy process; therefore even if started now, it would be unlikely to be in place prior to any planning permissions for new housing being approved. Mrs Powell suggested that the Clerk to Poringland Parish Council is approached to ask about the process; how long it took and what were the benefits. Mr Spinks advised that he knows someone on the committee that set up the Neighbourhood Plan for Poringland. He will give Mrs Powell their details.

Mr Lightfoot (member of the public) asked for clarification regarding the CIL. He asked whether the developer will still pay CIL if donating land for a new school. Mr Jinks advised that clarification would be sought if and when an application is made.

Mr Spinks advised that FW Properties had offered a zebra crossing across the B1132 if their development is built. He suggested that, as children already have to cross the B1132 to get to school, a zebra crossing is installed regardless. Mr Jinks suggested that this could be requested if Spurgeons development is approved.

Mr Lightfoot asked who the owner of the new school would be, given that the current school is owned by the diocese, and whether it would still be a VC school. Mr Jinks will include this in his list of questions to County Council.

6. Planning:

6.1 New and amended planning applications.

2018/0868 – Proposed development of detached 2 storey dwelling and garage and 1 detached single storey dwelling and garage at land north of Howe Lane, Brooke.

The application was recommended for refusal as it is outside the village development boundary and is therefore unacceptable.

2018/1034 – Proposed variation of condition 2 following 2018/0270 – alterations to show 1st floor reception room and flat roof over office at Fox Lodge, Mill Lane, Brooke

The application was recommended for refusal for the following reasons:

1. The variation of condition 2 in the current planning permission would mean that amended floor plans (1037/3N and 1037/4L) are approved, resulting in a significantly larger floor area at both ground and first floor levels
2. The new total floor area would be around 5,000 sq ft – this is about three times the size of a typical new large detached house (the latest proposals for two new houses at 49/49a High Green are 1,500 sq ft each)
3. We believe that this would result in serious over-development of the plot, leaving insufficient garden space for a house of this size
4. The house permitted in the current planning permission would occupy a significant proportion of the plot – if the enlarged house were approved it would put pressure on the plot boundary
5. This would bring a serious risk that the eventual residential occupier would seek to extend the garden into the agricultural land
6. We feel that the house should be built in accordance with the currently approved drawings 1037/3K and 1037/4J
7. We do not feel that a house of this size sitting in a restricted plot would be attractive in the residential property market; this would create the risk that a new purchaser would seek alternative planning permissions - either to sub-divide the floor area into more than one dwelling, or to expand the garden into the field, or to convert to non-residential use

In view of point 7 above, we recommend that if planning permission is granted, it is personal to the applicant.

2018/1178 – Proposed 2 storey extension and alterations to 87, The Street, Brooke

The application was recommended for refusal with the following comments:

The PC recommends refusal on the grounds that the proposal would introduce vehicles onto a footpath at the point where there is no visibility round the 90 degree corner.

The proposed extension should be amended so that vehicular access onto the site can remain in its existing position between 83/5 and 87 The Street, and this should continue to be the only vehicular access to the property. It was agreed that if the current planning application is approved, there should be a condition that safety measures are introduced on the footpath to reduce the risk of collision.

2018/1070 – Proposed garage/home office and games room in existing driveway at Welbeck House, Welbeck, Brooke.

The application was recommended for approval.

2018/1186 – Proposed replacement of windows at Brooke House, Brooke Gardens, Brooke.

The application was recommended for approval.

2017/2141 – Appeal against refusal for 49, High Green, Brooke.

It was agreed that previous comments would be reiterated as follows:

The PC recommends 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.

6.2 CIL

The Clerk reported that she had received a phone call from South Norfolk Council to advise that the Parish Council would receive £10,000 in CIL money (being 15% of the full CIL payment relating to the High Green development). This money will need to be spent within 5 years. Mr Jinks asked her to contact SNDC to ask whether the whole of the CIL relating to the High Green development paid to them could be spent in Brooke.

7. County and District Councillors reports:

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

8. School Governor report:

There was no Governor present and no report sent.

9. Public Spaces:

Mr Harrison advised that the meres are very overgrown and look scruffy. The Clerk will send him the cutting schedule and he will consider whether Clinks Care Farm are cutting the area as per the schedule. The willow tree at the east end of the meres needs some attention. The Clerk will ask Simon Aylmer to inspect it and advise accordingly.

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:

£20.00	Brooke Methodist Church	Hall hire (2 meetings)
£1.00	BT	Adoption of phone box
£55.73	E Powell	Reimbursement of expenses re: public meeting

Mr Harrison formally requested the Village Hall annual grant of £3500.00. Mr Jinks proposed that the money is transferred directly into the Village Hall account. Mr Mears seconded the proposal with all present in favour. The Clerk will transfer the funds accordingly.

10.3 Clerk's overtime

The Clerk reported that recent events have caused an increased workload which is over and above the hours she is contracted to work. She has started to log her hours and it was agreed by all present that she would be entitled to claim overtime for any additional hours worked.

11. Parish Council Administration:

11.1 Data Protection

The Clerk had complied a privacy statement, a subject access policy and consent form using model documents provided by the NALC. All Councillors had read the documents prior to the meeting and agreed to formally adopt all three. The privacy statement will be published on the Parish Council website immediately. It was agreed that the standing orders should be amended to include new data protection legislation and an updated version of the standing orders adopted.

11.2 Annual audit

Parish Councils with an income/expenditure of under £25000 are no longer subject to a limited assurance review but can declare themselves exempt. Exempt authorities still have to fill out an audit form which must be published on their website and must still have an internal audit. Parish Councils can still choose to submit the audit forms for a limited assurance review as in previous years but the fee is now £200. Mazars are no longer the auditing body, this has been taken over by PKF Littlejohn. Mr Warman has carried out the Parish Council audit and Maurice Land has carried out the internal audit. Both declared that the accounting records and internal controls have been kept correctly. All Councillors agreed that the Parish Council should be declared exempt from a limited assurance review. The Clerk and Chairman signed the certificate of exemption. The Clerk read out the annual governance statement and the accounting statements which the Councillors agreed and the Clerk and Chairman signed them accordingly. The Clerk will publish the forms on the website and place notices of electors' rights on the noticeboards.

11.3 Social media policy

This was discussed briefly at the last meeting. Mr Mears reiterated the points he raised last time that Councillors need to ensure that if engaging in exchanges on social media, it must be made clear that they are doing so as individuals and not as representatives of the Parish Council. The PC does not currently engage in social media. Mr Spinks suggested that the PC sets up a Facebook page for information only upon which public notices can be posted. Facebook users would then be able to follow the page and keep updated on any current issues. Only the administrator of the account would be able to post anything. It was agreed to put this on the agenda for the next meeting.

11.4 Press policy

It was agreed that from now on, any approaches from the press should go initially to the Clerk who would then refer to the Chairman. In the Chairman's absence, to the Vice-Chair and in their absence any other Councillor.

11.5 Future meeting dates

Dates for the next 3 meetings were agreed for 20th August 2018, 8th October 2018 and 3rd December 2018. The Clerk will book the Church room and place a notice in the Parish magazine. It was also agreed that the dates for future meetings should be posted on the website.

12. Brooke play park

The Clerk had received an email from the Playpark Committee advising that they are having trouble getting a new committee together and asking if the Parish Council would consider taking over the running of the play park. All present agreed that the PC does not have the time or resources to do this. The Clerk is aware that several members of the public have expressed an interest in becoming involved with the play park committee. Mr Spinks offered to put a notice

on the Brooke Village social media site appealing for volunteers. He gave his permission for the Clerk to forward his details to the Play Park Committee so they can get in touch with him.

13. Correspondence:

The Clerk has received another email from Jane Seely asking for disclosure of any emails relating to the school. The Clerk has sent all that she had but Mrs Seely is asking for more. The Clerk explained to Councillors that she only keeps emails containing important information or where decisions have been made in order that they can be minuted at the next meeting. She does not keep all emails sent between Councillors as this is not practical. It was agreed that the Clerk would respond to Mrs Seely inviting her to contact the Clerk by phone so they can discuss this.

14. Items for Agenda of next meeting:

Adoption of phone boxes
Posts at meres
Bus stops
CIL
Conservation area
Bollards
Clerk' salary
Social media
Timing of issuing of APM minutes

There being no further business, the meeting closed at 10.10pm.