

**MINUTES OF BROOKE PARISH COUNCIL MEETING HELD AT BROOKE METHODIST HALL ON
MONDAY 28TH FEBRUARY 2022 AT 7.30PM**

Present: Mr Spinks (Acting-Chairman), Mrs Beardsell, Mr Pitelen, Mr Tobin, Mrs Hannah and Mrs Jones.

In attendance: The Clerk, Kay Mason- Billig (County Councillor), Rachel Brown

Absent: John Fuller (District Councillor)

1. Apologies for absence:

No apologies of absence were received.

2. Declarations of interest:

There were no declarations of interest made.

3. Co-option of new Councillor:

This item was brought forward on the Agenda. Rachel Brown put herself forward for co-option as a Parish Councillor. Rachel introduced herself, told Councillors a bit about herself, her professional career and her history as a resident in the village for many years. Mr Spinks proposed that Mrs Brown is co-opted on to the Parish Council. Mrs Jones seconded the proposal with all Councillors in agreement. Mrs Brown was therefore co-opted and warmly welcomed on to the Parish Council.

4. Minutes of meeting 17th January 2022:

The minutes had been previously circulated and were agreed to be a true record of the meeting. The minutes were signed by the Acting-Chairman accordingly.

5. Matters arising from meeting 17th January 2022:

5.1 Risk Assessment

All Councillors had studied the up-to-date risk assessment prepared by Mr Harrison. Mr Spinks proposed that this version is adopted. Mr Pitelen seconded the proposal with all present in favour.

5.2 Flashing speed signs.

Mr Tobin reported that he has been in receipt of the new SAM speed camera. He has completed the Memorandum of Understanding which was signed and witnessed before the Acting-Chairman. The Clerk will send the MOU to Norfolk CC and keep a copy. The Clerk will also add the equipment to the asset register and inform the PC insurers. Mr Tobin advised that the data collected from the unit can be retrieved and stored but only on an android device. Mr Spinks thinks he has an old device which could be used exclusively for this. He will check.

5.3 Meres

Mr Pitelen had spoken to John Ash about the existing meres path. The existing surface is comprised of compressed rock dust within wooden shuttering. The Clerk co-ordinated the original work and reported that she would have a record of the contractors used and the cost. She will look into it and report back.

5.4 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. He will also get a quote for a sycamore tree which needs removing from the meres.

5.5 Benches

Steve Jones has started laying the concrete bases for the new benches to be mounted on. The Clerk will also include the new picnic benches on the asset register and inform the PC insurers. Mr Tobin pointed out that the finish on the refurbished benches is good on 1 but poor on the other 3. Mrs Beardsell will speak to The Mens Shed and see if there is anything they can do. Mrs Hannah reported that the Scouts are happy to clean up the existing village benches once the weather is more favourable.

5.6 Land registration

Mrs Beardsell reported that the Solicitors have now submitted a 'Possessory Title' application to Land Registry and will copy the Clerk in with the relevant paperwork.

5.7 Asset of Community Value

Mrs Beardsell reported that she has submitted the forms for registering the end of the mere as an 'Asset of Community Value' in order to protect it from alteration if the application by Brooke carehome including road layout alterations is granted. She will copy the Clerk in on the paperwork.

5.8 Squash club

Mr Harrison has been dealing with registration of the squash club and had previously reported that he is still waiting for the Land Registry to register the land. Fosters Solicitors are acting on behalf of the Parish Council. Mr Spinks felt that the Parish Council should now take this over. Mrs Brown offered to take this on as she has a legal background. Mr Pitelen will liaise with Mr Harrison.

6. Planning:

6.1 New and amended planning applications:

2022/0122 – Proposed single storey front extension to 17, Old Hall Gardens

There were no objections to the application

7. Public spaces:

7.1 Trees and hedges

There is a branch hanging down from a tree at 20, High Green which, if it fell could be a danger to the public as it would fall on to the footpath. Mrs Beardsell will go and speak to the resident.

7.2 Highways

There was a village walk around organised between Mr Tobin, Mrs Mason-Billig and the Highways engineer but there was a breakdown of communication and it did not take place. Mrs

Mason-Billig agreed to rearrange it. She requested a list of all the issues and jobs needing attention so that the engineer is forewarned. Councillors will send a list to the Clerk.

8. County and District Councillor reports

Mrs Mason-Billig gave her report, summarised as follows:

The County Council has set its budget and Council tax will rise by 2.99%.

A major review will be undertaken to identify where savings can be made.

2 members of staff are to be appointed to work with NALC to create strong links between the Council and Town and Parish Clerks and to provide advice.

The Council are putting on children's activities during the Easter break. The activities will be free to families where there is a need with a small charge to others. Details can be found on the County Council's website.

Mrs Mason-Billig's members allowance will be released shortly and asked Councillors to consider if there were any specific small projects that she might consider putting funds towards. Mrs Beardsell suggested the broken footpath bridge previously raised. She will provide specific location details. Mr Pitelen asked again about a cycle path being installed between Brooke and Poringland. Mrs Mason-Billig agreed to look into it.

The Clerk brought up the promised bus stop at the crossroads with the B1332, Church Lane and Littlebeck Lane. This has been promised since 2018. Mr Stone had confirmed that funding was in place for it in 2021 and it was supposed to have been installed in time for the children to return to School last September. Mrs Mason-Billig will look into it.

In the absence of Mr Fuller, Mrs Mason-Billig gave the District Council report summarised as follows:

South Norfolk District Council's finances are in good shape. The collaboration with Broadland DC has saved money. The collaboration with Broadsky has generated revenue as the Government allows District Councils to invest money in to projects in order to generate a return. Council tax will rise by £5.00 per annum per band D property.

There is a £200 grant available to Parish Councils towards Jubilee celebrations. This grant can be claimed on behalf of other village organisations.

South Norfolk and Broadland District Councils are planning to merge in to one central office which will save money as the existing building in Long Stratton can be repurposed. The projection is that doing so will pay off the cost of the new building in 5 years.

Mr Spinks requested that Mrs Mason-Billig conveys to Mr Fuller the Parish Council's disappointment in his lack of attendance at PC meetings.

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

9.3 Play Park Committee funding request

Rebecca from the PPC was in attendance. She reported that they wish to install a shelter for older children to use which will be located outside of the existing play park; possibly where there is currently a large overgrown mound at the end of the car park. The PPC has secured funding from Tarmac which is reliant upon a proportion being funded by the Parish Council. The grant agreed by Tarmac is £16608.30. The PC is required to pay 10% of that figure which is £1660.83. The Clerk pointed out that the PPC has already received its annual grant of £1250 for the current financial year so any grant awarded would have to come from the budget from the 2022-23 financial year which starts on 1st April. Mr Spinks also pointed out that as the requested sum is over and above the amount budgeted for, the PPC grant for the following year (2023-24) would probably be adjusted to reflect the overpayment of £410.00. Mr Spinks proposed that as per the above, upon request a cheque for £1660.83 would be sent to Tarmac in order that the PPC's grant can be obtained. Mr Tobin seconded the proposal with all present in favour.

9.4 Brooke Community Café grant request

The Clerk reported that she had received an email from Liz Powell requesting a grant towards the running costs of the Brooke Community Café. Since Covid 19, the Café has had to provide individually packaged milk and biscuits. Previously, they had had packets of biscuits and bottles of milk donated by Morrisons. Morrisons have not been able to supply the required individually packaged items so the cost of running the Community Café has risen. Mr Tobin proposed that a grant of £100 is awarded from the small grants fund. Mr Pitelen seconded the proposal with all present in agreement.

10. Parish Council administration:

10.1 Future meeting dates

The Clerk proposed that the next meeting should take place on 11th April at the usual time of 7.30pm with the Annual Parish Meeting and the Annual Meeting of the Parish Council both taking place on 9th May starting at 7.00pm. All present were in agreement. The Clerk will put a notice in the Parish magazine with the dates.

11. Jubilee

Mr Spinks had spoken to John Ash who had advised that the Church are organising an event but felt that the Parish Council or Village Hall Committee should also be marking the Queens Jubilee. Parish Councillors agreed that the PC would support the VHC if they were going to organise an event. Mr Spinks will liaise with the Village Hall Committee. The Clerk advised that there is a grant of £200 available upon application to Parish Councils which can be passed on to other village organisations for Jubilee celebrations. Mrs Jones suggested a bunting competition. Mrs Beardsell suggested hanging baskets.

12. Correspondence:

There was no correspondence to discuss

13. Open forum

There were no issues raised.

14. Items for agenda of next meeting 11th April 2022:

Asset of Community value
Queens Jubilee
Meres path
Trees
Benches
Land registration
Asset of Community Value
Squash club
Councillor vacancies

There being no further business, the meeting closed at 9.30pm