

**DRAFT MINUTES OF THE ANNUAL MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON
MONDAY 13TH MAY 2019 AT BROOKE METHODIST CHURCH**

Present: Mr Tobin, Mrs Beardsell, Mr Harrison, Mr Haycox, Mrs Meadows, Mrs Jones, Mr Spinks, Mr Gibson, Mr Pitelen and Mrs Andrews (Clerk)

In Attendance: Barry Stone (County Councillor) and 25 members of the public.

1. Apologies:

Apologies were received from Mr Fuller (District Councillor)

2. Declarations of Interest:

Mrs Jones declared an interest in item 7.1 on the agenda.

3. Election of Officers:

Chairman

Mr Harrison was proposed by Mr Tobin and seconded by Mr Pitelen. Mr Harrison was agreeable. Mr Tobin was proposed by Mrs Beardsell but Mr Tobin declared that he did not wish to be considered. Mr Haycox was proposed by Mrs Meadows and seconded by Mr Gibson. A vote was held with 2 in favour of election of Mr Harrison and 5 in favour of election of Mr Haycox. Mr Haycox therefore was elected as Chairman.

Vice-Chair

Mr Harrison was proposed by Mr Haycox and seconded by Mrs Beardsell. No other proposals were made and Mr Harrison was happy to become Vice-Chair. A vote was held with all in favour of election of Mr Harrison as Vice-Chair.

Parish Council member with responsibility for internal audit

The Clerk advised that historically, the Parish Council had adopted an additional tier to the required auditing process with a member of the Parish Council looking over the PCI's procedures and accounts. This was in addition to the internal audit carried out by Mr Land prior to submission to the external auditors. This measure is not a requirement and will therefore be reviewed once new Councillors have settled in and got to grips with Parish Council procedures.

Tree Warden

Mrs Beardsell was proposed by Mr Harrison and seconded by Mrs Meadows. No other proposals were made and Mrs Beardsell was agreeable. A vote was held with 7 in favour of re-election of Mrs Beardsell as tree warden with 1 abstention. Mrs Jones indicated that she would like to be considered as tree warden. It was agreed that there could be 2 tree wardens. Mrs Beardsell proposed Mrs Jones as 2nd tree warden. The proposal was seconded by Mr Pitelen with all in favour.

Village Hall Committee member

Mr Tobin was proposed by Mrs Beardsell and seconded by Mr Harrison. No other proposals were made and Mr Tobin was agreeable. A vote was held with all favour of election of Mr Tobin as Village Hall Committee member.

4. Minutes of full meeting 8th April 2019:

The minutes had been previously circulated to all Councillors, they were agreed to be true records and after correction of a minor typographical error, duly signed by Mr Haycox.

5. Matters arising from meetings 8th April 2019:

5.1 Playpark

The Chair of the Play Park Committee had delivered a report at the Annual Parish Meeting preceding this meeting which gives a full overview of the current and projected position of the play park.

5.2 Bus stops

Highways have agreed that new official bus stops at the crossroads with the B1132, Church Road and Littlebeck Lane are possible but subject to funding. Mr Stone was asked to supply funding from his members allowance in the last financial year which he could not, but promised to prioritise it for the current financial year. Mr Stone will confirm what funds are available.

5.3 Meres

Finger posts

Mr Tobin kindly offered to get the finger posts re-painted once they have been cleaned for only the cost of the paint. His offer was gratefully accepted.

New bench

A notice was placed in the Parish magazine appealing for donations towards a new bench at the meres. Donations were requested to be taken to the Post Office where Mr and Mrs Stamp will collect them. Mr Haycox will find out how much has been collected prior to the next meeting.

Fallen trees

It was agreed that the trees which have fallen in to the meres are not currently presenting a danger and therefore removal is not urgent. The tree wardens will carry out a site meeting and present the Clerk with a schedule of works required in order that she may obtain quotes.

5.3 Adoption of phone boxes and uses

BT has cancelled the Parish Council's adoption request as the contract had not been signed and returned. This item will be deferred until the next meeting.

5.5 Amenity area at Dovecote Close

Mrs Beardsell will get the area tidied up and plant some small trees once the nesting season is over.

6. Planning:

6.1 New and amended planning applications.

2019/0865 – Proposed erection of timber construction detached double garage at 12, Brecon Road, Brooke

The application was recommended for approval.

2019/0848 – Proposed change of use from industrial to residential use of The Old Forge, 11, High Green, Brooke

Councillors wished to give this application further consideration and study the plans online. A decision was therefore deferred.

7. Public spaces:

7.1 Meres right of way application

A letter has been received from Norfolk County Council advising that an application has been made by a member of the public for the path between the meres to be registered as a public right of way. If registered, it would automatically be granted bridleway status. Mrs Jones confirmed that she has made this application and as such declared an interest. The Clerk advised Councillors that the land belongs to the Parish Council. A grant was obtained to construct the path from The Big Lottery Fund. The application was made on the basis that the path would give access to pushchairs and wheelchairs. The surface is not considered to be suitable for horses as this would undermine the surface which is comprised of crushed rock dust. It was agreed that all Councillors would have a look at the path and discuss this application at the next meeting.

7.2 Meres use as area to play

An email has been received from a member of the public expressing concerns regarding children playing at the meres. The children have built a den and the resident believes they are destroying the natural habitat in their play. All Councillors agreed that no action should be taken at present but the situation would be monitored.

8. Finance:

8.1 Clerk's financial statement

The Clerk had circulated an overview of the Parish Council finances prior to the meeting.

8.2 Cheques to be authorised

The following cheques were approved for payment and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£248.84	NALC	Annual subscription
£453.45	BHIB Ltd	Parish Council insurance
£750.00	Brooke PCC	Contribution to grass cutting (2018 season)

8.3 Clerk's pay review

The Clerk's salary has not been reviewed since 2017. This item was deferred until the next meeting.

Mr Harrison requested the annual Village Hall Committee grant of £3500. Mr Haycox proposed that the Clerk transfers £3500 in to the Village Hall account. Mr Pitelen seconded the proposal with all present in favour. The Clerk will therefore transfer the funds.

9. Parish Council Administration:**9.1 Website policy**

This item was deferred until the next meeting.

10. Correspondence:

An email had been received from a member of the public complaining that the field edge along Entrance Lane used regularly by dog walkers had been ploughed and requesting the Parish Council to ask the landowner to reinstate it. This is private land and therefore the landowner is entitled to plough it. The Clerk will write back to the resident to advise.

11. Items for Agenda of next meeting:

A meeting date of 17th June 2019 was agreed.

Communications Policy

Clerk's salary

Play park

Bus stops

Finger posts at meres

New bench

Fallen trees on meres

Adoption of phone boxes

Meres right of way application

There being no further business, the meeting closed at 10.28pm