

**MINUTES OF THE ANNUAL MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY
18TH MAY AT BROOKE METHODIST HALL**

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

In Attendance: There was no one else in attendance.

1. Apologies:

Apologies were received from Mr Sanford.

2. Election of Officers:

Chairman

Mr Jinks was proposed by Mrs Powell and seconded by Mr Warman. No other proposals were made and Mr Jinks was agreeable. A vote was held with all in favour of re-election of Mr Jinks as Chairman.

Vice-Chair

Mrs Powell was proposed by Mr Jinks and seconded by Mr Warman. No other proposals were made and Mrs Powell was agreeable. A vote was held with all in favour of election of Mrs Powell as Vice-Chair.

Parish Council member with responsibility for internal audit

Mr Warman was proposed by Mr Jinks and seconded by Mrs Powell. No other proposals were made and Mr Warman was agreeable. A vote was held with all in favour of re-election of Mr Warman as internal auditor.

Tree Warden

Mrs Beardsell was proposed by Mr Jinks and seconded by Mr Warman. No other proposals were made and Mrs Beardsell was agreeable. A vote was held with all in favour of re-election of Mrs Beardsell as tree warden.

Village Hall Committee member

The role of the Parish Council representative on the Village Hall Committee was explained by Mr Mears. He and other members of the Parish Council are unable to fill the role as they are already representing other village organisations. Mr Marris was proposed by Mr Jinks and seconded by Mrs Powell. Mr Marris confirmed that he is agreeable. A vote was held with all in favour of election of Mr Marris as Village Hall Committee member.

St Peters Road Play Area Representative

Mr Warman suggested that whilst Mr Joad is no longer a Parish Councillor, he may be agreeable to continuing his role as St Peters Road Play Area representative. Mrs Powell seconded the proposal. A vote was held with all in favour of appointing Mr Joad as St Peters Road Play Area Representative, subject to his agreement. Mr Jinks will speak with him and ask whether he is happy to agree.

Mr Jinks welcomed David Harrison as a newly elected Parish Councillor and thanked him for putting himself forward.

3. Declaration of Interest:

Mr Warman declared an interest in Agenda item 8.1 regarding planning application number 2015/0345.

4. Minutes of full meeting 9th March 2015:

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

5. Minutes of site meeting 14th March 2015:

The minutes had been previously circulated to all Councillors and agreed to be a true record. The Chairman signed the minutes accordingly.

6. Matters arising from meetings 9th March and 14th March 2015:

At the meeting on 9th March, it was agreed that the Clerk would look into the possibility of making a gift to Adrian Gunson for his years of diligent service to the Parish Council out of Parish Council funds. Having made enquiries with NALC, it transpires that it is not permissible and any gift would have to be purchased using private donations. Mr Jinks therefore suggested that the Parish Councillors donate personally and he will send an email round accordingly.

7. School Governor report:

Mrs Reynolds was not present to give a report.

8. Planning:

8.1 New and amended planning applications.

The following planning applications were received between meetings, viewed on the South Norfolk Council Planning Portal and comments were made and collated by email.

2015/0603 – Proposed infill of front porch to accommodate cloakroom and addition of extension to right hand elevation to 2, The Keys, Brooke.

The application was recommended for approval.

2015/0397 – Proposed variation of condition 2 of planning permission 2014/2506/H – drawings revised to show minor amendments to plans and elevations at Fox Lodge, Mill Lane.

There were no views or comments about the application.

2015/0345 – Proposed storey side extension with lean to roof. Move oil tank to front and build brick walls to screen tank to 3, Mereside.

The application was recommended for approval as a suitable extension to an existing dwelling.

2015/0440 – Proposed amended design to drawings of permission 2014/0383/H to 79 High Green.

The application was recommend for approval.

2015/0848 – Retrospective planning application for a balcony railing over sun room and outside main bedroom at 30, Brecon Road.

The application was recommended for refusal for the following reasons:-

The proposal is not suitable in this location as it would adversely impact the residential amenity of both 28 and 32 Brecon Road. The proposal would create a balcony area at 1st floor level which would overlook the rear gardens of the adjoining dwellings. A balcony would be potentially more intrusive than a first floor bedroom window as it could be used for recreational use with longer periods of time enjoying the views from an elevated position.

2015/0980 – Variation of conditions 2 and 3 of permission 2013/2201/F to allow the addition of the front porch to house types A and B with variation to house type D to land north of 30 Norwich Road.

There were no objections to the variation.

2015/0968 – 2 Storey extension to 3, Brecon Road

It was agreed that a site meeting is necessary to fully consider this application. It was agreed to meet at 3, Brecon Road at 7.30pm on Tuesday 19th May 2015.

2015/1049 – Proposed front porch extension to 37, High Green.

The application was recommended for approval as a suitable extension to an existing dwelling.

9. Village sign:

The Clerk advised that there was no update on progress of manufacture of the new sign, she will chase the Harry Stebbing workshop for an estimated date of delivery. The Clerk will also ask Steve Jones to provide a quote for installing it.

10. Public Spaces:

10.1 Meres working party 18th April 2015.

Mr Jinks reported that the working party was a success with a reasonable turn out. Thanks were given to Mrs Powell for providing the refreshments and Mr Warman for hosting them.

10.2 Footpath sign, 1 The Street

A new map case has been provided by South Norfolk District Council and is currently being housed in Mrs Beardsell's garage. She reported that it is a little bit flimsy. She will bring it with her to the site meeting tomorrow where it will be discussed whether it is suitable and where it could go.

11. Finance

11.1 Clerk's financial statement

The Clerk's financial statement was circulated prior to the meeting, and was accepted by all present. The Clerk advised that now in the absence of Mr Ash, a new cheque signatory will need to be appointed. It was agreed that Mrs Powell, as the new Vice-Chair should become the new signatory. The Clerk will enquire with Barclays how to go about this.

11.2 Cheques to be authorised

The following cheques were approved and signed accordingly:

£20.00	Brooke Methodist Church	Hall hire
£367.80	South Norfolk Council	Dog bin emptying
£212.11	NALC	Subscription
£24.98	J Ash	Reimbursement for purchase of waders
£566.00	AON	Parish Council insurance

11.3 Brooke Primary School PTFA grant request

A grant request has been received from the Brooke Primary School Governors for £500 towards their fundraising effort for provision of new play equipment.

The Clerk had made enquiries with NALC to check that it is permissible to make a grant donation to the school playground project. It was confirmed that whilst Parish Councils are not permitted to fund a school itself, they could donate to a school fundraising group such as the PTFA. Mr Jinks proposed that a £500 grant be awarded, seconded by Mr Harrison with all present in favour.

11.4 Brooke Play Park Committee grant request

A grant request has been made by Brooke Playpark Committee and projections provided. The financial forecast shows just over £1000 expenditure needing to be funded by the Parish Council. Mr Marris proposed that a grant of £1000 be awarded, seconded by Mrs Beardsell with all present in favour. The cheque will be signed at the next meeting.

Mrs Powell reported that the Brooke Tennis Club floodlight project will not be going ahead at this time for various reasons and she therefore presented a cheque made out to Brooke Parish Council by way of reimbursement of the £200 grant awarded at the Parish Council meeting on 22nd September 2014.

12. Parish Council Administration

12.1 Parish land registration

This item was deferred to the next meeting. The only piece of land left to register is the land at Brecon Road. The Clerk will speak to John Ash to find out if he has been able to make any progress in speaking with the solicitor who dealt with the initial transfer of land at the time of the housing development on Brecon Road.

12.2 Annual Audit

Mr Warman has carried out his internal audit and has prepared an audit report, as has Maurice Land, independent internal auditor. All Councillors read Mr Warman and Mr Land's reports which are attached as addendums to these minutes. All Councillors present confirmed that they are satisfied that the figures entered on the Annual Audit form are correct and correspond with the financial end of year accounts, they also confirmed as per the checklist that all procedures have been followed and complied with. The Chairman and the Clerk therefore signed and dated the Audit Form accordingly. Mr Jinks agreed to purchase a good quality bottle of wine to present to Mr Land by way of a thank you for his services.

13. Parish footpath and highway matters:

Mr Harrison raised a problem with overgrown hedges between numbers 1 and 3 The Street which are overhanging the footpath. The Clerk will report it to Highways so they can contact the home owners to request they take action. Mrs Beardsell reported an overhanging hedge on to

the highway which is causing an obstruction to motorists just past Wood Farm on High Green. Mrs Beardsell will confirm with the Clerk the exact location so she can report it. Mrs Beardsell also reiterated that the signpost on the corner of High Green with Honeypot Lane and Woodton Road had fallen over and still not been replaced. This had previously been reported to Mr Gunson.

The Clerk will also contact the newly appointed County Councillor, Mr Derek Blake to introduce herself and invite him to future meetings.

14. Correspondence:

A letter has been received from BT inviting the Parish Council to adopt the village phone boxes. It was agreed that unless there is a threat of them being removed altogether, nothing should be done at this time.

15. Items for Agenda of next meeting:

Parish Council vacancy

Autumn meres working party date

Parish land registration

Cheque for £1000 to Brooke Play Park Committee

Code of conduct, Standing Orders and Financial Regulations.

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

BROOKE PARISH COUNCIL – INTERNAL AUDIT REPORT – MAY 2015

Having reviewed the accounting records and internal controls of Brooke Parish Council I can report reasonable assurance that compliance with standards and overall effectiveness has been maintained in the financial year 2014/2015.

The Council's register of assets has been updated and included in the insurance covering the Council's public and third party liability and replacement of assets.

All external services have been subjected to competitive tendering. The contract for grass cutting was reviewed at the end of the cutting season and a meeting was held on site with the contractor to clarify some quality issues. The Council reviewed the condition of the trees on its land and contracted a Tree Surgeon to carry out appropriate work.

Additional site meetings have been arranged throughout the year to consider planning applications and respond to South Norfolk Council within the time limit. Minutes of these meetings can be found in the Parish Council's records. There have been occasions this year where decision on planning applications have been dealt with by E-mail in order to meet planning time limits.

Voluntary Water Bailiffs control fishing and regularly check safety equipment on the Meres and the Council organised working parties during the year and carried out necessary maintenance.

Meetings have been conducted in line with standing orders, declarations of interest have been made and minuted and members of the public have been invited, by the Chairman, to contribute when appropriate.

A major project to design a replacement village sign is ongoing and will be completed this year.

In my opinion Brooke Parish Council has carried out its responsibilities in an efficient and professional manner and provides a cost effective and quality service for the residents of Brooke.

Points to note for the incoming Council:-

- All capital grants must be requested in writing, properly authorised and documented.
- Dealing with planning applications on line should be kept to a minimum.
- The Parish Council Standing Orders and Financial Regulations should be reviewed and updated. (last reviewed 2008).
- The Code of Conduct adopted by the Council in 2007 should be reviewed.

Ken Warman
Parish Councillor.

