

**MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 5<sup>TH</sup> SEPTEMBER 2016 AT BROOKE METHODIST HALL**

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

**In Attendance:** Mr Fuller (District Councillor).

**1. Apologies:**

Apologies were received from Mr Jinks (Chairman) and Mr Warman.  
In the absence of the Chairman, Mrs Powell (Vice-Chair) chaired the meeting.

**2. Declaration of interest:**

Mr Mears declared an interest in item 4.1 (Village sign design prize) as his wife was one of the artists whose design was used. He also declared an interest in item 6.1 (planning application 2016/1997) as a direct neighbour and 8.5 (South Norfolk Players grant request) as a member of the group.

**3. Minutes of meeting 11<sup>th</sup> July 2016:**

Minutes of the meeting on 11<sup>th</sup> July 2016 had been circulated prior to this meeting and were agreed by all present to be true records. The minutes were signed by Mrs Powell accordingly.

**4. Matters arising from meeting 11<sup>th</sup> July 2016:**

**4.1 Village sign design prize**

Mrs Powell reminded Councillors that at the outset of discussions regarding a new village sign, it was suggested and agreed by all Councillors that a competition would be held where members of the public would be invited to submit designs and a prize would be given to the winning entry. Only 2 submissions were made, one by Jane Mears and one by Reuben Lane. Both were invited to the grand opening of the new sign but have not received a prize. Mrs Powell proposed that they each receive a £25 Amazon voucher. Mr Harrison seconded the proposal with all present in favour. Mrs Powell will purchase the vouchers and will be reimbursed accordingly.

**5. School Governor report**

Mrs Reynolds was unable to attend the meeting and had no report to submit as the school has been on its summer break

**6. Planning:**

**6.1 New and amended planning applications.**

**2016/0775 – Appeal on decision for proposed alterations to existing bungalow, demolition of garage, partial sub-division of garden and erection of chalet style bungalow and garage at 4, Brecon Road.**

The applicant has appealed against refusal of this application. It was agreed that the Clerk would re-submit the comments previously made as follows:

The Parish Council recommends this application for refusal based on the following points:

- The proposal is considered to be over-development of the plot.
- The Parish Council is concerned that allowing this application would create an unacceptable precedent. The character and charm of Brecon Rd is due to the low density of residential development over the years. Allowing an infill plot in this relatively small garden would adversely affect the amenity of the existing dwelling and would create a precedent for other

properties in the surrounding area, whose character would be damaged by this or any similar applications.

- The car parking arrangements are unsatisfactory, with the risk that cars will be parked on the highway. The proposed layout of the site is awkward, with inadequate manoeuvring space – in particular the proposal to park cars in line in front of the garage of the proposed new dwelling is impractical.
- The proposal would create an adverse impact on the existing dwelling.

**2016/1830 – Proposed erection of single storey dwelling and cart shed at land at site of former Brooke Hall, The Street.**

It was agreed that Councillors will meet on site tomorrow to consider this application.

**2016/1997 – Proposed replacement of existing carport with new carport and sauna room at 39, The Street.**

The application was recommended for approval.

**7. Public spaces:**

**7.1 Milestone maintenance**

Clinks Care Farm are mowing around the milestone and there is also a cone there to make it extra visible.

**8. Finance:**

**8.1 Cheques to be authorised.**

The following cheques were authorised for payment and signed by Mrs Powell. She will take the cheques to be counter-signed at the site meeting tomorrow as no other signatories were present:

£10.00	Brooke Methodist Church	Hall hire
£600.00	Clinks Care Farm	Grass cutting
£948.00	Cullum Line	Car park marking for village hall (payment from Village Hall account)

Payments from the Village Hall Committee account were also approved as per estimates provided to be signed at the next meeting upon receipt of the invoices as follows:

£996.00	J & M Townsend	New water filter at village hall
£450.00	J & M Townsend	New water heater at village hall

**8.2. Clerk's financial statement.**

The financial statement had been previously circulated to all Councillors prior to the meeting and was accepted by all present.

**8.3 Presentation of Barclays statements.**

The Clerk provided the Barclays bank statements to show the current balances and transactions since the last meeting, which Mrs Powell confirmed tally with the Clerk's financial statement.

**8.4 Brooke Village Hall Committee grant request.**

Mr Harrison presented financial projections showing major expenses at the Village Hall. He formally requested a grant of £3500.00. The Village Hall Committee has not submitted a grant request since 2011. The Parish Council holds sufficient reserves to meet the request and this sum has been held specifically in anticipation of a grant request from the Village Hall Committee. Mr Mears proposed that the Clerk transfers £3500 in to the Village Hall Account. Mr Musgrave seconded the proposal, all present were in favour

### **8.5 South Norfolk Players grant request.**

Mr Mears had emailed Councillors explaining that the South Norfolk Players need to purchase new lighting equipment at a cost of around £2000.00. They are holding a quiz and chilli fundraising event on 17<sup>th</sup> September and are planning a murder mystery evening to raise further funds. South Norfolk Council has awarded the group £250 and they are looking in to further available grants. However they are still short of their required amount and therefore ask that the Parish Council considers granting some funds under the 'small grants' budget. No payments have yet been made under the small grants fund this financial year. Mr Sanford proposed that £500 be awarded. Mr Harrison seconded the proposal and all Councillors present (except Mr Mears who had declared an interest) agreed. The Clerk will add the payment to the Agenda of the next meeting.

## **9. Parish Council Administration:**

### **9.1 Annual Audit.**

The Clerk submitted the audit form but Mazars have not yet returned the completed form.

### **9.2 Financial regulations.**

Mrs Powell and Mr Jinks met and updated the financial regulations which are with Mr Jinks for completion.

### **9.3 Co-option of new Councillor.**

The Clerk advertised the vacancy on the notice boards giving today's date as a deadline for applications. No applications have been received. The Parish Council is now free to co-opt a new Councillor without needing an election. Councillors will try and think of suitable candidates.

### **9.4 Future meeting dates.**

Meetings will take place on 17<sup>th</sup> October and 5<sup>th</sup> December 2016.

## **10. County Councillors report:**

Mr Stone was not present and had not submitted a report.

## **11. District Councillors report:**

Mr Fuller gave an update regarding devolution which he is in support of. A decision as to whether Norfolk and Suffolk will have devolved powers with a devolved budget will be known by early November. Norwich has opted out and will therefore still be run centrally.

Ward boundaries are currently being reviewed so that all District Councillors will be responsible for roughly the same number of households.

Bin day collections have changed recently and there are now no collections made on a Monday. Mondays are now dedicated to vehicle maintenance.

## **12. Parish footpaths and highways matters:**

Mr Sanford reported that the bins in the Norwich Road lay-by are overflowing with rubbish left by customers to the mobile snack van which has been trading in the lay-by for the past few weeks. The Clerk advised that she had received a complaint about the snack van from a resident of one of the new houses who is unhappy with the smell and potential for increased litter the van may cause. The Clerk has reported the van to South Norfolk Council who advised that the proprietor would need to obtain a licence to trade but unless there was a specific highways issue with them trading in the lay-by, they would not be asked to move on. An officer will be sent to speak with the proprietor.

Mr Sanford also advised that the verges outside the new houses on Norwich Road are very rough and unsightly despite assurances being made by the developers that they would be reinstated once building works were completed. The Clerk reported that she stopped and spoke to a contractor (CGM) who was

working on the verges shortly after completion of the building works. The contractor told the Clerk at the time that they had grass seeded the verges and under-sown them with a wild flower mix. It was agreed that regardless of what has been done, they are still unsightly and that the Clerk would complain to Highways, copying in Barry Stone.

Mr Harrison advised that the hedges outside The Coach House and 1, The Street are still overhanging the footpath. The footpath is too narrow for wheelchairs to pass unimpeded. The Clerk will send a letter to each resident asking them to cut back to the footpath edge.

**13. Correspondence:**

BT has written advising they are carrying out a survey of public payphones to decide which ones are viable to keep. Once the survey is complete, a letter will be sent advising which payphones will be removed.

CGM sent another reminder for grass cutting charges for March, April, May, June and July despite numerous phone calls to advise they no longer have the Brooke Grass cutting contract. The Clerk has written again and asked them not to contact us again!

A letter has been received from Brooke Play Park Committee thanking the Parish Council for their grant of £1250.

**14. Items for the Agenda of the next meeting:**

Financial regulations  
South Norfolk Players grant request  
Co-option of new Councillor  
Grass cutting  
Projector  
Village Hall Committee cheques to be authorised

There being no further business the meeting closed at 9.10pm