

**MINUTES OF BROOKE PARISH COUNCIL MEETING HELD REMOTELY ON MONDAY 29<sup>TH</sup> MARCH 2021  
AT 7.30PM**

This meeting took place during the Covid 19 pandemic and therefore took place remotely via Zoom.

**Present:** Mr Harrison (Acting Chairman), Mr Spinks, Mrs Beardsell, Mr Barmby, Mr Pitelen, Mr Tobin and Mrs Jones.

**In attendance:** Mr Stone (County Councillor), Mr Fuller (District Councillor), Mrs Lockhead (Bookings secretary for the Village Hall Committee), 1 member of the public and the Clerk.

**1. Apologies for absence:**

Apologies were received from Mr Gibson.

**2. Declarations of interest:**

Mr Tobin declared an interest in agenda item 5.1 regarding planning application numbers 2021/0149, 2021/2566, 2021/0390 and 2021/0629.

**3. Minutes of meeting 14<sup>th</sup> December 2020:**

The minutes had been circulated to all Councillors prior to the meeting and were agreed as a true record.

**4. Matters arising from meeting 14<sup>th</sup> December 2020:**

**4.1 Flashing speed signs**

Mr Tobin has liaised with Westcotec and given them the authorisation to supply and install flashing speed signs as per their quote of £3250 + VAT. The Clerk advised that the unit will need to be moved on a monthly basis to comply with the law. There will need to be a volunteer rota to be responsible for this.

**4.2 Adrian Gunson memorial noticeboard**

Mr Tobin reported that the materials have been delivered to The Mens Shed for them to construct the new noticeboard.

**4.3 Village map board**

Mrs Beardsell reported that she has made enquiries about amending the OS map to show the village footpaths as they are rather than how they are currently represented. The process is difficult and expensive. In order to get a village map board made, it would have to be produced using the OS map so the options are to go through the process described above or to create a map bespoke. It was agreed to defer this item for the time being as it is non urgent.

**4.4 Bins**

Mr Tobin reported that he has installed the new bin on the Brecon Road amenity area. He will forward the supply invoice to the Clerk for reimbursement.

**4.5 Benches**

The Clerk had forwarded various examples of picnic benches for the Councillors to consider for installation on the St Peters Road play area. Councillors will return to her with their views on the most suitable option. Mr Spinks had acquired some benches for renovation free of charge which

are currently being stored by Mr Tobin. Mrs Beardsell will ask The Mens Shed if they are interested in carrying out the necessary renovation work.

#### **4.6 Land registration**

Mrs Beardsell will chase MG Law for the present position regarding registration of land in the village not already registered. Mr Harrison will chase Fosters regarding the transfer of title for the squash club.

#### **4.7 Trees**

Mr Pitelen reported that according to the recent tree survey, 5 trees need to be felled. He will obtain a quote. A lime tree was planted by the WI on the meres to mark the Queen's Jubilee but the tree has no future and needs to be removed. Mr Tobin agreed to liaise with the WI.

#### **4.8 Grass cutting**

Mr Pitelen reported that the grass cutting is due to start shortly. He noted that the village sign area is looking rather scruffy. Mrs Beardsell volunteered to have a working party to tidy it up. Mrs Jones offered to help.

#### **4.9 Asset of Community Value**

Mrs Beardsell agreed to look into registering the meres and triangles as an Asset of Community Value.

#### **4.10 Dovecote Close**

Mrs Jones, Mrs Beardsell and Mr Harrison met on site to review the issues reported by John Ash. Mr Ash had requested that 2 trees situated by the Church wall to be removed as the roots are growing underneath and he considers them to be causing damage. Mrs Beardsell advised that it would be better to pollard the trees as to remove them could cause heave. Mr Pitelen will add the necessary work to the list for quotation from a tree surgeon.

### **5. Planning:**

#### **5.1 New and amended planning applications**

##### **2020/1890 – Appeal against refusal re: The Bungalow, Howe Lane, Brooke**

The majority view was to reiterate the previous support of this application.

##### **2021/0149 – Proposed single storey side extension to 5, Broadcote Close, Brooke**

There were no objections to this application.

##### **2021/0109 – Proposed alterations to previous approval 2020/1377 at The Kings Head PH, Norwich Rd, Brooke**

There were no objections to this application.

##### **2021/0232 and 0233 – Proposed conversion of outbuilding to utility room, timber pergola and replacement of 5 windows at 25, The Street, Brooke.**

There were no objections to this application.

##### **2021/0390 – Proposed single storey front and rear extensions and 1<sup>st</sup> floor rear extension to 14, Windermere Close, Brooke.**

There were no objections to this application.

**2021/2566 – Appeal against refusal regarding application 2019/2566 re: storage land, Welbeck, Brooke.**

This application was recommended for approval.

**2021/0389 – Proposed single storey extension to 27, Brecon Road, Brooke.**

There were no objections to this application.

**2021/0472 – Proposed variation of condition - design and material changes with additional window to south east elevation and open porch to north elevation to 1, Northcroft, The Street, Brooke.**

There were no objections to this application.

**2021/0448 – Proposed erection of lean to car port to 69, High Green, Brooke.**

There were no objections to this application.

**2021/0548 – Proposed replacement of 5 windows to front elevation and insert 2 brickwork arches to ground floor sash windows at The Kings Head, Norwich Rd, Brooke.**

There were no objections to this application.

**2021/0629 – Proposed size increase of existing garage at 18, Windermere Close, Brooke.**

There were no objections to the application.

## **6. Public spaces:**

### **6.1 Trees and hedges**

Mr Harrison reported that he has been in contact with the owner of 7, Hunstead Lane who lives in Ireland most of the time. He has agreed to get the overhanging hedge cut or removed.

### **6.2 Highways**

Mr Barmby raised concerns regarding the temporary road closed signs situation at the junction of The Street with the Norwich Road. They are placed so far out into the road that vehicles are not able to turn in to The Street without encroaching in to the other carriageway causing conflict with other vehicles. In addition, the signs had blown over in the recent high winds due to poor anchorage. The Clerk will report the issue to Barry Stone.

## **7. Brooke Village Hall**

The Village Hall and the Methodist Hall are currently closed. Mr Spinks advised that as of 17<sup>th</sup> May, Village halls can reopen up to 50% capacity whilst complying with the rule of 6. The rule of 6 being that within the hall, people must stay within groups of 6, socially distancing from other groups. The Clerk advised that as of 7<sup>th</sup> May, the Government legislation allowing Parish Councils to meet remotely expires, which means that unless the Annual Meeting of the Parish Council (which must take place during May other than in an election year when it must take place within 14 days of the election date) must take place before that date if it is to be held remotely. Ishbel Lockhead (bookings secretary for the Village Hall Committee) advised that there are no plans to reopen the village hall anytime soon. It was her understanding, and that of Mr Harrison (Chair of the Village Hall Committee) that it was still not permitted to reopen and

that it would be unsafe to do so. Mr Spinks expressed the opinion that the hall should be reopened as soon as possible. The Clerk agreed to check for definite the rules around reopening.

## **8. County and District Councillor reports:**

Mr Stone (County Councillor) gave his report, summarised as follows:

The Parish Partnership will be open for bids again shortly.

Local elections will take place on 6<sup>th</sup> May 2021.

Mr Harrison requested once again that Mr Stone chases up the necessary cleaning and reinstatement of reflective covering to the bollards on the B1332.

Mrs Beardsell queried the progress on the promised new bus stop at the unofficial bus stop site at the junction of the B1332, Church Road and Mill Lane. Mr Stone will check and return to the Clerk.

Mr Fuller (District Councillor) gave his report, summarised as follows:

Remote Council meetings will cease as from 7<sup>th</sup> May 2021.

South Norfolk currently has the lowest cases of Covid 19 in the County at 9 in every 100,000.

Faster broadband is available in Brooke upon request.

Sites put forward in the Local Plan are to be revealed at the end of May , after which there will be an 8 week consultation at the end of June.

## **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:

£78.00	NALC	Councillor training
£249.69	NALC	Annual subscription

## **10. Parish Council administration:**

### **10.1 Councillor vacancy**

The Clerk reminded Councillors that there is still a vacancy on the Parish Council. The post has been advertised but no applications have been received.

### **10.2 Councillor training**

Mr Spinks recently undertook training which he reported to have been very useful. The Clerk reiterated that Councillors should consider attending the training, which is informative and helpful. She will re-circulate training information for Councillors to consider.

### **10.3 Meeting date for Annual Parish Meeting and Annual Meeting of the Parish Council**

The Clerk advised that the APM usually takes place at the end of April. A provisional date of 26<sup>th</sup> April at 7.30pm was agreed pending confirmation of whether it would take place remotely or in

the Village Hall or Methodist Hall. 17<sup>th</sup> May was agreed as a provisional date for the Annual Meeting of the Parish Council, again to be confirmed as to location. If the Village or Methodist Hall are not open, the date will have to be brought forward to before 7<sup>th</sup> May.

#### **11. Correspondence:**

There was no correspondence to discuss.

#### **12. Items for agenda of next meeting:**

##### **APM**

Parish Council report  
County Council report  
District Council report  
Homewatch report  
Brooke Primary School report  
Brooke Playpark Committee report  
Minutes of last meeting  
Matters arising  
Open Forum

##### **Annual meeting of the Parish Council**

Election of Officers  
Co-option of new Councillor  
Flashing speed signs  
Adrian Gunson memorial noticeboard  
Village map board  
Benches  
Land registration  
Trees  
Asset of Community Value

There being no further business, the meeting closed at 9.45pm