

**MINUTES OF MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 9<sup>TH</sup> OCTOBER  
2017 AT BROOKE METHODIST CHURCH**

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

**1. Apologies:** Apologies were received from Mr Stone (County Councillor) and Mr Fuller (District Councillor).

**2. Declaration of Interest:**

Declarations of interest were made by Mr Jinks with regard to item 5.1 (application numbers 2017/2159 and 2017/2141) and Mr Mears with regard to item 5.1 (application number 2017/2124).

**3. Minutes of meetings 14<sup>th</sup> August 2017 and 23<sup>rd</sup> September 2017:**

The minutes of the full meeting on 14<sup>th</sup> August had been circulated to all Councillors. A minor typographical error was corrected; they were agreed by all present to be a true record of the meeting and were signed by the Chairman accordingly. The minutes of the site meeting on 23<sup>rd</sup> September were undated so were amended accordingly. Mr Tobin pointed out that he had given his apologies which were added and the amended version was signed by the Chairman.

**4. Matters arising from meetings 14<sup>th</sup> August 2017 and 23<sup>rd</sup> September 2017:**

**4.1 Churchyard extension**

Mr Jinks reported that he has spoken to Mr Holl who is the owner of the land deemed suitable for a Churchyard extension. He is not interested in selling the land. Mr Jinks will report back to the Vicar.

**4.2 Village sign area**

Mr Warman met with Mr Dobma from Clinks Care Farm at the village sign area and outlined what needs doing in terms of path resurfacing. Mr Dobma confirmed that they are happy to tidy up the paths but cannot do the actual resurfacing. He has links with contractors who can do this and will ask them to quote. He will also quote to clean, repair and treat the benches and bins.

**4.3 Finger signs**

Mr Tobin is unable to remove the finger signs to get them shot blasted but can quote to repaint them and replace the wooden parts once they have been done. Mrs Beardsell knows someone who can shot blast them in-situ and will give the Clerk their details.

**4.4 Posts at meres**

Mrs Beardsell confirmed that the Men's shed are ready to install the new posts once we have acquired them. Mr Tobin will provide a quote for oak posts and also for pressure treated timber which he considers would be perfectly adequate and much cheaper. He suggested that buying 8 foot posts and cutting them in half would be more cost effective.

**4.5 New school**

Mr Stone was not present at the meeting. He had forwarded a report from County Office outlining their views about the funding for the new school. They are suggesting that the Diocese

of Norwich should produce a long term plan for church school collaboration in the area upon which future NCC capital funding would be dependent. All present agreed that the author of the report (unsigned) should be invited to attend the next meeting, along with Mr Stone and a representative from the school governors in order to try and better understand and resolve this impasse. The Clerk and Mr Tobin will compose a suitable email and send it to Mr Stone to be forwarded accordingly.

#### **4.6 Phone boxes**

The Clerk wrote to BT confirming that the Parish Council would like to consider adopting the 2 village phone boxes. As the phone box in the pub car park is within the conservation area, SNDC have to be consulted which BT are in the process of doing. In the meantime, the Clerk will find out who owns the land upon which both boxes are located and make sure there will be no access issues.

#### **4.7 Defibrillator**

Mrs Dixon has submitted a small grants request form asking for £500 towards the defibrillator fund. Mr Jinks proposed that £500 be awarded. Mr Warman seconded the proposal with all present in agreement. The cheque will be added to the agenda of the next meeting for approval.

### **5. Planning:**

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

##### **2017/1974 – Proposed retention of shed. Replacement of fencing and new gate at 9, Burgess Way.**

This application was received between meetings and recommended for refusal for the following reasons:

- The shed is too large – measuring 6m by 4.2m by 2.7m high it is out of proportion to the size of the bungalow and garden. It is too close to a mature tree and will potentially damage the roots.
- The proposed bathroom and underfloor heating are inconsistent with the concept of a shed.
- The proposed use includes a workshop which is inappropriate in this location with it being close to existing neighbouring dwellings.
- Allowing this building and the proposed uses would set an unwelcome precedent in this residential area.
- The proposal to raise the height of the fence by 200mm would make it too high and out of proportion with the existing fence of this and adjoining properties.

##### **2017/2159 – Variation of condition 2 of 2014/2041 at 49 High Green**

There were no views or comments regarding the variation of condition.

##### **2017/2141 – Replacement of 49/49a High Green with erection of 3 new dwellings**

The application was recommended for refusal with the following comments:

The proposal would be overdevelopment of the site. The building line should not exceed the line already approved. The Parish Council is concerned about parking and vehicular movements.

**2017/2124 – Proposed extensions to rear and front porch of 31, The Street (further drawings submitted for clarity)**

There were no comments regarding the further drawings.

**5.2 Tree preservation order at 11, The Street**

Councillors supported the retention of a silver birch in the front garden of 11, The Street.

**5.3 Works at High Green Farm**

Contractors carrying out works on the development of the site at 49 High Green are using the agricultural land along the backs of the gardens on High Green for storing materials removed from the building site. They are piling up mountains of dirt and rubble which is causing considerable dust and noise pollution to the residents. Residents have raised concerns regarding this and the possibility that there could be harmful materials amongst the rubble. Furthermore, a concrete crushing machine is being operated close to the houses; which is extremely noisy and dusty. A site meeting was held on 23<sup>rd</sup> September at which Councillors viewed the problem from garden of Mrs Shoesmith at number 62, High Green. It was agreed that the Clerk would write to the Planning Officer, the Environmental Officer and John Fuller asking for action to be taken.

**5.4 Fox Lodge (use of field)**

The Clerk wrote to the Planning Enforcement Officer raising concerns regarding the access roadway which is across an agricultural field. No response has been received. The Clerk will write again copying in John Fuller asking for this to be looked into urgently.

**6. County Councillors report:**

Mr Stone was not present to give a report.

**7. School Governor report:**

No School Governor was available to attend but a brief report had been emailed as follows:  
Current role is 115.

New school progress is not an option any more. Currently identifying improvements we can make to the existing building in order to ensure maintained.

Head Teacher update – we have Jenny Cockett in place as interim and she is helping to assess our options.

**8. Public Spaces:**

**8.1 Noticeboards**

The noticeboard at the village hall has been removed as it was rotten. The Village Hall Committee are not going to replace it.

The noticeboards at the school and meres need some maintenance. The Clerk will provide a quote to sand and re-varnish them.

**8.2 Brecon Road amenity area**

The resident of number 1, Brecon Road has contacted the Clerk to advise that there is subsidence to her property. Her insurer has obtained a report which states that the subsidence is being caused by tree roots, and one of the trees in question is on the Brecon Road amenity area. The Clerk asked for a copy of the report for consideration.

Currently, the land is not registered to the Parish Council. It was left over after the houses were built and the developer offered it to the Parish Council. The process of official land transfer was not completed at the time and the land is therefore still registered to the developers who no longer exist. The Clerk began the process of trying to register the land but did not complete it due to difficulties proving possessory title. She will look into where she got to last time and find out what needs to be done now to complete the process.

A mere working party will take place on 14<sup>th</sup> October to assess what works need doing. The Parish Council will then decide whether works can be carried out during a working party or whether to pay Clinks Care Farm to do it.

## 9. Finance

### 9.1 Clerk's financial statement

The Clerk's financial statement was circulated prior to the meeting, and was accepted by all present.

### 9.2 Cheques to be authorised

The following cheques were approved and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£618.00	Clinks Care Farm	Grass cutting
£150.00	Mazars LLP	Audit fee
£40.00	S Jones	Litter bin installation

### 9.3 Cheques to be authorised from Village Hall account

£1430.00	L P Electrical	Lighting at Village Hall
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## 10. Parish Council Administration:

### 10.1 Clerk's salary review.

Mr Jinks stated that the Clerk's salary had not been reviewed since April 2014, when it increased to £368 per month, which is £4,416 per annum. In addition she receives £20 per month towards phone/internet costs.

Based on our historic policy of reviewing the salary each year, the Parish Council should consider reviews with effect from April 2015, April 2016 and April 2017. Pay increases have previously been awarded (even though national local government and civil service pay has been frozen) in order to reflect the Clerk's continuing good performance in the job.

Mr Jinks proposed that increases should be awarded for the last three years for the same reason.

The Index of Average Weekly Earnings (from the Office for National Statistics via the Royal London website) indicates that wages have risen over this period as follows:

Year to Dec 2014	2.56%
Year to Dec 2015	1.88%
Year to Dec 2016	2.04%

If these increases were applied to the Clerk's pay the result is as follows:

April 2014	£4,416 pa (£368 per month) existing salary
April 2015	£4,529 pa (£377 per month) 2.56% increase
April 2016	£4,614 pa (£385 per month) 1.88% increase
April 2017	£4,708 pa (£392 per month) 2.04% increase

This would result in an immediate payment to the Clerk for back-dated salary as follows:

April 2015 to April 2016	£113
April 2016 to April 2017	£85
2017 (6m to 30 Sept)	£47
Total back-dated pay to date	£245

Mr Jinks recommended that:

- The Parish Council approve the above salary increases
- The Parish Council continue to pay £20 per month for phone/internet
- The Clerk includes an item on the agenda every April to consider the Clerk's pay review

Mrs Powell seconded the proposal with all present in favour.

## **10.2 Annual audit**

The annual audit has been completed and Mazars have returned the audit form with no actions to attend to. The Clerk has placed a notice on the noticeboards and on the website to state that the accounts are available for inspection by the public upon request.

## **11. Correspondence:**

Poringland Parish Council has advised that they have submitted a Neighbourhood Area application, which means that they intend to prepare a Neighbourhood Plan for the Parish.

BHIB Insurance Brokers have written to advise that the Parish Council Insurance policy will now be handled by themselves and not AON as existing. BHIB are supported by the NALC as preferred Parish Council insurance brokers to the association.

## **12. Items for Agenda of next meeting 27<sup>th</sup> November 2017:**

Cheque to E Jinks re reimbursement of internal auditor gift  
 Cheque to Defibrillator fund  
 Cheque to Clerk re backdated salary  
 New School  
 Noticeboards  
 Footpaths clearance funding  
 Churchyard extension  
 Village sign area  
 Fingers signs  
 Posts at meres

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