

**MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 11<sup>TH</sup> JULY 2016 AT BROOKE METHODIST HALL**

**Present:** Mr Warman, Mr Musgrave, Mr Mears, Mr Harrison and Mrs Andrews (Clerk)

**In Attendance:** Mr Stone (County Councillor) and one member of the public.

**1. Apologies:**

Apologies were received from Mr Jinks (Chairman), Mrs Powell (Vice-Chair), Mrs Beardsell and Mr Sanford.

In the absence of the Chairman and Vice-Chair, Mr Mears proposed that Mr Warman should chair the meeting. Mr Harrison seconded the proposal and all present were in agreement.

**2. Declaration of interest:**

There were no declarations of interest made.

**3. Minutes of Annual meeting of the Parish Council 16<sup>th</sup> May 2016:**

Minutes of all aforementioned meetings had been circulated prior to the meeting and were agreed by all present to be true records. The minutes were signed by Mr Warman accordingly.

**4. Matters arising from Annual meeting of the Parish Council 16th May 2016:**

A query was raised regarding whether the bus shelter was insured on the Parish Council insurance policy as it was not listed separately. The Clerk made enquiries with AON and confirmed that it is covered under Street Furniture which has an overall sum insured of £72,000.00.

It was agreed at the last meeting that the Clerk would present the Barclays bank statements for inspection at each meeting. The Clerk will start this regular process at the next meeting.

**4.1 Village sign design prize**

This item was deferred for discussion at the next meeting.

**4.2 Milestone maintenance**

Mrs Beardsell raised concerns regarding the milestone adjacent to the cricket club at the last meeting as the grass on the verge is very high and in the past, the milestone has been struck by Highways operatives who could not see it when cutting the verges. The new grass cutting contractors have mowed a large area around the milestone and it is easily visible, therefore unlikely to be struck. The Clerk has received an email from Jody Thurston at Highways asking if the Parish Council would consider painting and resetting it as whilst it is on their program of works, their budgets are being reduced and it is a low priority job. It was agreed that Councillors would inspect it at the next working party and put it on the agenda for the next meeting.

**5. School Governor report**

Mrs Reynolds was unable to attend the meeting but had emailed her report as follows:

We have 128 pupils at present, with two children recently starting in Years 1 and 2 respectively

Next year's classes will be as follows:

Robin – Reception & Year 1

Swift – Year 2 & 3

Owl – Year 4

Jay – Year 5

Swallow – Year 6

In addition to the reception intake we have 3 new children starting in other classes in September. Over recent years we have seen our intake rise during the year by children transferring in, we expect this to happen again this year.

Sports Day was on Wednesday 6th at the village hall and was a great success, as was the Summer Spectacular on Friday.

The recently changed curriculum SATS show that in reading, writing and maths we are above the national average for KS2. The full SATs results will be reviewed/discussed by Governors on Wed.

We will be losing our current Year 6 pupils soon - most are going on to Framingham Earl, with 1 going to Norwich School, 1 to Wymondham College, 1 to Notre Dame and 1 to Long Stratton.

#### **New School:**

In my last message I had said that we hoped to hold a consultation in May, which was then put back to July. Unfortunately this is not looking likely at present. The purchase of the preferred site (off Burgess Way) is still undergoing discussions with the 2 landowners and the 'ranson strip' owner - the most recent update was that NPS who is in charge of the new school build is progressing talks with all 3 parties. The school is doing all it can to move this along but progress is painfully slow, so we are seeing what more can be done.

## **6. Planning:**

### **6.1 New and amended planning applications.**

#### **2016/1215 – Proposed rear extension together with internal and external alterations to 38 Brecon Road.**

This application was received between meetings and all Councillors viewed the application on South Norfolk Council's planning website. All Councillors agreed that the application be recommended for approval as a suitable extension to an existing dwelling and gave the Clerk delegated powers to respond accordingly.

#### **2016/1420 – Retention of independent use of land for machinery and plant storage; materials handling, storage and distribution; vehicle storage (including HGV's); staff parking and facilities at land at 13 Brooke Industrial Park, Norwich Road.**

The resident whose property backs on to the land in question was in attendance at the meeting. He explained how the land is currently being used and what he understands to be proposed. All Councillors present had viewed the application online prior to the meeting and agreed that very little detail has been given. The case officer, Mr Barker was unable to provide further details. It was agreed that the application would be recommended for refusal with the following comments:

The application is recommended for refusal based on the very limited information provided for the following reasons:

- Unacceptable operation times for a residential area
- Unacceptable noise levels for a residential area
- Unacceptable increased traffic movements for a residential area

#### **2016/1384 – Proposed demolition of existing garage and erection of new garage at 18, Windermere Close.**

The application was recommended for approval as a suitable replacement of an existing structure.

## **7. Public spaces**

There were no items to discuss not already covered elsewhere.

## **8. Finance:**

### **8.1 Cheques to be authorised.**

The following cheques were authorised for payment and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£600.00	Clinks Care Farm	Grass cutting
£1250.00	Brooke Play Park Committee	Grant

### **8.2 Village Hall Committee grant request.**

Mr Harrison queried whether the Village Hall Committee could use the funds already held in the Parish Council's Village Hall account for some of the works being done over the summer – these include purchase of a new water heater, new water softener and new parking bays. Mr Warman confirmed that these funds were for them to use for any such expenses but should not be used for ongoing maintenance or running costs. Mr Harrison will therefore arrange for the invoices to be sent care of the Clerk for payment out of the Village Hall account. Mr Harrison will present a grant request to top the account back up at the next meeting, at which he will be able to present projections to support the request.

### **8.3 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 will be doing some fundraising and are also looking in to available grants. They would also like to approach the Parish Council to request some funds under the 'small grants' budget. It was agreed that due to the small number of Councillors present, this item would be deferred until the next meeting.

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

### **9.1 Financial Regulations.**

Mr Warman reported that he, Mr Jinks and Mrs Powell have reviewed the Financial Regulations and are with Mrs Powell to be typed up and presented at the next meeting.

### **9.2 Future meeting dates.**

The Clerk will email all Councillors with suggested dates for the next few meetings.

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

Mr Marris has formally resigned from the Parish Council. The Clerk will advertise the position on the noticeboards.

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

It was agreed that in the future, 'County Councillor's report' will be listed as a separate agenda item. Mr Stone gave his report as follows:

### **Devolution Update**

A final proposal for devolution has been agreed by the leaders of the 16 authorities in Norfolk and Suffolk which has replaced the original deal including Cambridgeshire and Peterborough. Norfolk County Council endorsed this deal on Monday 27<sup>th</sup> June and South Norfolk Council has their special council meeting on Thursday 30<sup>th</sup> June. Providing the other 14 councils also endorse the offer it will be submitted for public consultation starting on the 4<sup>th</sup> July.

The main points of the deal are as follows:

#### **The Deal – in summary**

- £25m a year single pot for the next 30 years
- £130m Housing Investment in total allocated over five years
- A guaranteed £225m annual transport budget for the next five years
- Control of an existing c£20m a year Adult skills funding
- Control of an existing c£2m a year Apprenticeship Grant for Employers
- More control and influence over investment in key roads across Norfolk and Suffolk
- Norfolk and Suffolk wide approach to flood & coastal risk management

#### **The Scheme of Governance – in summary**

- Combined Authority & Directly Elected Mayor in place by May 2017
- Elected Mayor will act as Combined Authority Chairman
- Each authority and LEP will have one representative on the Combined Authority
- Mayor and Combined Authority role and responsibilities will be developed and agreed by all authorities covered by the Deal.

Norfolk County Council will be sending an information leaflet to every household to help residents to have all the facts and then direct them to the online survey. If it would be helpful to call a public meeting to further explain the devolution deal I would be happy to come along and answer any questions that residents may still have.

### **Boundary Review**

The Boundary Commission has agreed to the proposal from South Norfolk to allow the Council to move forward by retaining 46 councillors. This means that each councillor will look after approximately 2500 electors each. The next stage is for the Boundary Commission to evaluate the actual boundaries and numbers for each ward and where necessary re-draw these boundaries. There is a proviso, however, that the new boundaries will not cross Parish boundaries.

### **Safeguarding adult work**

Parish and town councils play a vital role in safeguarding adult work, and are key partners in helping to make Norfolk a safer place. To support ongoing links with parish and town council colleagues, NSAB is hosting two partnerships events, one in September and another in November this year. You are very welcome to attend (please see the attached flyer).

### **Carer's emergency card**

If you are caring for someone, it is important that you get a Carer's Emergency Card to ensure that that person will be safe if you are caught up in an emergency.

#### **How to get a card**

Create your [Carer's Emergency Plan](#) by phoning the Carers Helpline on 0808 808 9876 or Norfolk County Council on 0344 800 8020 (textphone 0344 800 8011). You will be sent a Carer's Emergency Card, which you should carry. The card clearly states that you are a carer and that someone is relying on you to keep them safe and well. It also has your Emergency Plan number on it and the emergency helpline number **0344 800 8020**.

#### **What happens in an emergency?**

You, or someone on your behalf, should ring the **emergency helpline number 0344 800 8020** and give the number of your Emergency Plan.

Your named emergency contacts will be contacted to help by the emergency helpline service.

The service will help even if the named contacts cannot be reached, or you do not have any people who can help nearby. Care workers will provide an initial response, to allow enough time to plan what will need to happen next.

#### **What is an emergency?**

Examples include:

- You (or someone close to you) are taken ill or have had an emergency
- You have had an accident or your car has broken down

The emergency services know what to do if they see your Carer's Emergency Card.

### **10.1 Hedges.**

The Clerk now has compiled a standard letter based on an example used by the County Council to be sent to residents whose hedges are overhanging a public path or highway. The Clerk has been out to inspect the path between Brecon Road and Kingswood Close and deems it to be acceptable; she therefore concluded that it has been cut back already. The hedge by the bus stop on The Street also looks to be cut back tidily but Councillors will check it and if necessary, the Clerk will send a letter asking for it to be cut back.

A member of the public had reported that the Loke near the east mere is very overgrown and in poor condition. The Clerk has reported this to Bob Edwards, Highways engineer.

The Clerk wrote again to Bob Edwards, expressing frustration at the lack of progress regarding the various Highways matters needing attention, those being:

- The 30 MPH sign at the meres which is missing and needs replacement
- The 30 MPH sign at Welbeck which is laying down and needs reinstating
- The finger post on the corner of High Green with Honeyplot Lane and Woodton Road which is damaged and needs replacing

Mr Edwards has replied to advise that the 30MPH signs are on order but the finger post is of low priority so will be done when time and money allows.

## **11. Correspondence:**

A letter has been received from a member of the public, Mr Young who has contacted John Fuller regarding the extremely poor mobile phone signal in Brooke and wishing for this to be brought up at a Parish Council meeting. All present agreed that mobile signal has deteriorated of late and is very poor indeed. Mr Mears advised that works are being carried out on the Stoke Holy Cross masts which he has been told is to do with mobile phone signal. The Clerk queried whether it would be possible to have some sort of booster on the Church spire as some other Parishes have done. Mr Warman recalled that this was suggested some years ago and was rejected by the Church. It was agreed that the Clerk would make enquiries with John Ash whether this would be considered again. The Clerk will report back to Mr Young.

A letter has been received from The Boundary Commission to advise that they are carrying out an electoral review to consider evening out ward boundaries to correct imbalances in the number of electors District Councillors represent. Once this phase consultation closes (5<sup>th</sup> September 2016), they will open a consultation on the draft recommendations. In the meantime, if individuals would like to have a say, they should visit [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk).

**12. Items for the Agenda of the Annual Parish Meeting:**

Financial regulations  
Village Hall Committee grant request  
South Norfolk Players grant request  
Village sign design prize  
Milestone maintenance  
Co-option of new Councillor  
Future meeting dates

There being no further business the meeting closed at 9.15pm.