

**MINUTES OF THE ANNUAL MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY  
14TH MAY 2018 AT BROOKE METHODIST CHURCH**

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

**In Attendance:** 9 members of the public.

**1. Apologies:**

Apologies were received from Mr Sanford and Mr Musgrave

**2. Declarations of Interest:**

There were no declarations of interest made.

**3. Election of Officers:**

**Chairman**

Mr Jinks was proposed by Mrs Powell and seconded by Mr Harrison. 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 Mears. No other proposals were made and Mrs Powell was happy to continue in her role as Vice-Chair but made it clear that she would not ever wish to become Chairman. 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 Mr Harrison. 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 Mears. 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**

Mr Harrison was proposed by Mr Jinks and seconded by Mr Tobin. No other proposals were made and Mr Harrison was agreeable. A vote was held with all favour of re-election of Mr Harrison as Village Hall Committee member.

**4. Minutes of full meeting 5th March 2018:**

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

## **5. Matters arising from meetings 5<sup>th</sup> March 2018:**

### **5.1 Posts at meres**

Mr Tobin reported that the posts are in storage. He will chase Henry from 'The Men's Shed' for an installation date.

### **5.2 Bus stop**

The Clerk confirmed that the buses appear to be stopping at the crossroads with the B1132, Church Road and Littlebeck Lane but not official bus stop signs have been erected. She will chase the County Council again.

### **5.3 Finger posts at meres**

Mr Tobin will chase the contractor who does in situ sand blasting for a quote.

### **5.4 Adoption of phone boxes**

The sale has not yet gone through on The Kings Head. Once it has, the Clerk will contact the new owners to get permission to adopt the phone box in the car park. The Clerk will chase BT for a progress report regarding the phone box on The Street.

### **5.5 CIL**

Building of the new development on High Green has begun so a CIL payment is due. South Norfolk Council will receive the payment and then a percentage will be paid to the Parish Council. The Clerk will chase SNDC for details on how much can be expected and when.

## **6. Planning:**

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

2018/0570 – Proposed single storey side and rear extension to 13, Norwich Road. This application was received between meetings. Mr Tobin declared an interest. The remaining Councillors recommended for the application for approval.

2018/0667 – Proposed rear single storey extension to 27, High Green. This application was received between meetings. It was recommended for approval as a suitable extension to an existing dwelling.

## **7. Public meeting regarding development:**

Mr Jinks had circulated his suggested wording for an article to be published in the Parish magazine to advertise a public meeting to give members of the public the opportunity to hear about the possibility of new development in Brooke. The wording was approved by Councillors and is attached as an addendum to these minutes.

Both developers have pledged to gift land for the building of a new school. It is important to establish who the land would be gifted to and whether that would ensure that a new school is actually built. Both developers, John Fuller, Barry Stone and representatives from the diocese and the school have been invited. It was agreed that as well as an article appearing within the Parish magazine itself, a separate flyer would be inserted to maximise the potential for residents to take note. Mrs Powell agreed to organise the flyers and for them to be printed on brightly coloured paper. The Clerk will also print the article on bright paper and display them on both village noticeboards. Councillors stressed to those members of the public present that the

Parish Council are consulted on planning applications in the same way as members of the public and do not have increased powers. Residents should make sure that they make their own representations if and when any applications are made. Councillors will ensure that members of the public are advised how to do so at the public meeting.

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

Neither the District; or County Councillors were present to give a report.

#### **9. School Governor report:**

Bex Cole (Chair of Governors) was unable to attend the meeting, however she forwarded a short report summarised as follows:

The new head teacher starts after half term. The interim head providing support at present is Stuart Odell from Trowse Primary School. The School have 10 new reception children starting in September. The Summer Spectacular will take place again on Friday 29<sup>th</sup> June.

#### **10. Public Spaces:**

The Clerk advised that she reported the fallen wooden bollard at the village sign area and the tatty central reservation bollards to County Council for their attention. She has requested a quote from Clinks Care Farm to tidy up the area by the Church Wall mentioned at the last meeting. A member of the public asked about the noticeboard which used to be outside the village hall and has been removed. Councillors advised that this was not owned by the Parish Council and there are no plans to replace it.

#### **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.

##### **11.2 Cheques to be authorised**

The following cheques were approved and signed accordingly:

£437.89	BHIB Insurance Brokers	Parish Council insurance
£244.19	NALC	Subscription
£750.00	Brooke PCC	Grass cutting contribution
£107.93	J Andrews Household Services	Noticeboard maintenance

#### **12. Freedom of Information request:**

A request has been made by a member of the public under the Freedom of Information Act. He has requested sight of all correspondence relating to planning matters for a period of 2 years to include all emails between Councillors and developers. The request is very large ranging and needs to be defined in order for the Parish Council to be able to comply. Mr Marris confirmed to all present that the request had been made by him and relates to the 2 new proposed developments which are the subject of the public meeting. Mr Jinks agreed that subject to agreement from the 2 developers, he will be able to supply the information requested.

**13. Local social media:**

Mr Mears raised this issue. He wished to suggest to members of the Parish Council that they be mindful of how the use of social media is expanding and to be careful if engaging in comments or discussions on social media that they make it clear that they are doing so in a personal capacity and not on behalf of the Parish Council. The Parish Council does not currently engage in social media but it was agreed that there should be agreed policy on this issue which will be discussed at the next meeting.

**14. Parish Council Administration:****14.1 Data Protection**

It was agreed that the Clerk would have a meeting next week with the Chairman and other available Councillors to go through the recent Data Protection legislation and ensure that the necessary measures are in place in order to comply.

**15. Correspondence:**

A letter has been received from Robin Taylor at SNDC to state that it was decided that in light of the species longevity and proximity/damage to the garage caused by a birch tree at 11A The Street, a TPO is not appropriate.

An email dated 10<sup>th</sup> May 2018 was received from J Leddy, Brooke resident with questions regarding the possible new developments. The Clerk responded attaching a copy of the advert to be placed in the Parish magazine and which is attached as an addendum to these minutes.

An email dated 11<sup>th</sup> May 2018 was received from J Seely, Brooke resident also asking about the developments. The Clerk replied attaching a copy of the advert and inviting her to attend this meeting.

**16. Items for Agenda of next meeting:**

- Data Protection
- Phone boxes
- Posts at meres
- Outcome of public meeting
- Bus stops
- CIL
- Social media policy
- Annual audit
- Conservation area
- Cheque for hire of Methodist Hall

There being no further business, the meeting closed at 9.05pm.

**Public meeting, Brooke village hall, Thursday 21 June 7.00 pm to discuss proposed new housing development in Brooke**

The Parish Council (PC) has been approached by two landowners with tentative proposals for separate housing developments outside the existing village development boundary. Both proposals contain the promise of a site for a new school at no cost to Norfolk County Council (NCC).

Over the past four decades the PC has consistently resisted any large scale expansion of the village (the current Local Development Plan includes 20 new houses in Brooke) but a new approach may be needed in view of the changing circumstances in two key areas - the school and the Local Development Plan, which is about to be reviewed by South Norfolk Council (SNC). Any change in approach to potential new development would be very significant for the village, so the PC wants to engage as widely as possible to enable the public to understand the issues and have their say. The PC has no decision-making powers on planning matters - it can simply make recommendations to SNC. Members of the public are also able to make representations to SNC on planning applications and any proposals for the new Local Plan.

- Funding for a new school has recently been removed from NCC's capital spending programme, with little prospect of it being reinstated. For various reasons Brooke is no longer regarded as a high priority for a new school. There are also concerns about the future of the existing school, which we understand no longer meets current required standards. There is a risk that Brooke may end up without a school.
- SNC has recently started the review of the Local Plan, which will require land to be allocated for 7,200 additional homes in the combined area of South Norfolk, Broadland and Norwich. As with earlier reviews there will be pressure to allow more development in villages such as Brooke. SNC has started the review by inviting landowners to propose sites for inclusion in the new Local Plan, which will be subject to consultation later this year.

The two proposals which the PC is aware of, which include land for a new school, are:

- FW Properties - 200 houses to the east of Norwich Rd, on the 24 acre field behind the lay-by and the village hall
- Frank Spurgeon Ltd - 55 houses on 11 acres to the north of High Green, between 70 High Green and Wood Farm

If a planning application were received for either site, the PC would normally recommend SNC to refuse on the grounds that it is outside the current village development boundary, and therefore against policy in the current Local Plan. However a different approach may be justified, as a large new development may improve the prospects for a new school - by providing land for a school at no cost to NCC, and by creating new housing to accommodate new families moving into Brooke, potentially boosting pupil numbers. The counter-argument is that the size and character of the village would change unacceptably, and it would be risky to assume that new housing would be guaranteed to produce a new school.

The PC feels that the issues are such that they should be discussed at a village meeting, which will enable people to understand the issues and then make their own representations directly to SNC. There will be no decisions taken at the meeting, and no voting, but it will be useful for the PC to gauge public opinion ahead of any recommendations it may wish to make to SNC. Both landowners will be present to talk about their proposals and invitations have been sent to NCC, SNC, the school and the Diocese (which owns the school).