

**MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 23RD JANUARY 2017 AT BROOKE
METHODIST HALL**

Present: Mr Jinks (Chairman) Mrs Powell (Vice-Chair), Mrs Beardsell, Mr Sanford, Mr Musgrave, Mr Harrison, Mr Warman, Mr Mears, Mr Tobin and Mrs Andrews (Clerk)

In Attendance: 1 member of the public.

1. Apologies:

There were no apologies received.

2. Declarations of interest:

Mr Jinks declared an interest in agenda item 7.1 regarding application number 2016/2826. Mr Warman declared an interest in agenda item 7.1 regarding application number 2016/2919 and Mr Sanford declared an interest in agenda item 7.1 regarding application number 2017/0031. Mr Warman and Mr Sanford also declared an interest in item 9.1 regarding a payment to be authorised to St Peters PCC, and Mr Tobin declared an interest in item 9.1 regarding a payment to be authorised to UBS Ltd.

3. Minutes of meeting 5th December 2016:

Minutes of the meeting on 5th December 2016 had been circulated prior to this meeting. Aside from a couple of minor typographical errors, it was agreed that the minutes were a true record and having amended the errors, they were signed by Mr Jinks accordingly.

4. Minutes of meeting 16th January 2017:

Due to time constraints in submitting the precept request, a short meeting was held to set the precept on 16th January 2017. The minutes of the meeting were circulated prior to this meeting. All present agreed them to be a true record and they were signed by the Chairman accordingly.

5. Matters arising from meetings 5th December 2016 and 16th January 2017:

In Mr Fuller's report read out at the last meeting, he had raised the possibility of Parish Councils merging with neighbouring Parish Councils in the future. The matter was discussed and various points were raised in support or otherwise of this proposal. A member of the public commented that as an ex District Councillor she had seen this practice work very well in the past. Councillors however expressed concern as to how the logistics would work given the size of Brooke and the possible conflict this would cause if merging with a smaller Parish Council and the proportionality that would need to be applied to ensure that Councillors from each village would have equal voting rights. Also, considering the length of meetings currently, if matters from another Parish Council needed to be discussed as well, it could make for very long meetings. It was agreed that as this has only come up as a possibility for the future, Councillors should just be aware of the idea and it would be discussed properly if and when it arises.

Mr Tobin reported that the Village Hall Committee has been approached by Waldon Telecommunications Company to gauge their feelings about a telecommunications tower being erected on the Village Hall site. This follows the Parish Council being approached by Harlequin Group with the same proposal for the BT exchange site. Harlequin has not yet made a formal application, and neither have Waldon. Mr Warman advised that the Church authorities have now suggested that telecommunications masts could be installed in Church towers having previously been opposed to the idea. Wherever masts are installed, the land or building owner would receive revenue. It was agreed that any application would be considered on its merits if and when received.

6. School Governors report:

Mrs Reynolds was unable to attend the meeting and had not submitted a report.

7. Planning:

7.1 New and amended planning applications.

2016/2919 – Proposed erection of two one bedroom chalet bungalows on existing garage site west of St Peters Road.

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

- The demolition of 13 existing garages is unacceptable as it would adversely impact a number of properties in Churchill Place which rely on the garages for vehicle parking and/or domestic storage purposes
- Churchill Place is an important part of Brooke Conservation Area – a key element of Tayler and Green’s design is the separation of garages/vehicle parking from the residential properties they serve – as such the garages are a key element of the Churchill Place residential area
- Removal of any of the existing garages will deprive some dwellings in Churchill Place of their only parking/storage facility, leading to the risk of unsightly storage in/around the dwellings themselves
- The proposal to replace the 13 existing garages with 12 parking spaces to the south of the proposed new dwellings is unacceptable for the following reasons:
 - a. The site narrows to the south, with insufficient space for vehicle manoeuvring in front of the proposed new parking spaces
 - b. Uncovered parking spaces do not provide space for secure, weatherproof storage – modern practice is for domestic garages to be used not only for vehicle parking but also for the storage of cycles, garden equipment and other domestic items
 - c. The replacement of all or any of the existing 13 garages would lead to:
 - i. some of the new parking spaces not being used at all, with the potential for more cars being parked on St Peters Road and Churchill Place - this would be visually unacceptable
 - ii. residents having to store cycles, garden equipment and other domestic items outside their dwellings in Churchill Place, creating a potential eyesore

2016/2826 – Proposed pumping station at High Green.

The application was recommended for refusal for the following reasons:

The proposed site of the pumping station is on agricultural land and is clearly outside the agreed development boundary and, as such, the proposal is in conflict with the policies contained in the current Local Development Plan.

The pumping station should be included within the approved residential development site of 49a High Green (2014/2041). According to the applicant's Planning Statement for this latest application (2016/2826) the pumping station is a functional necessity for the proposed development of the 13 new dwellings.

The proposed development would introduce a noisy and unsightly structure behind existing dwellings on High Green - it would be unacceptable to construct a facility which is required solely for the benefit of the new dwellings in a position that would adversely impact a number of existing dwellings. In our view, it would not be right to impose an adverse visual impact on existing dwellings.

There is a piece of land on the far side of the new houses that is already included in the development boundary, which would accommodate a pumping station with no impact on any existing houses; it is about the same size as the proposed pumping station site.

2016/0031 – Proposed single storey extension to include extension to existing roof at 5, The Keys.

The application was recommended for approval with no comments.

8. Public spaces:

8.1 Finger signs

Highways have identified repairs to the damaged finger posts in Brooke as low priority. At the last meeting, it was agreed that the Clerk would find out whether the Parish Council could repair or replace damaged or missing finger posts themselves, either at their own cost or by claiming costs back from County Council or through grant funding. Highways have responded to confirm that they are happy to pay the cost of materials if the Parish Council carries out the works. It was agreed that Councillors would carry out an inspection of the finger posts at the meres site meeting, which will take place on Saturday 28th January 2017 at 9.30am.

8.2 Dog bins

A 35 litre red metal dog bin and post has been ordered, and once received, the Clerk will let Mr Harrison know as he has agreed to meet with Steve Jones to agree on the best site for it to be installed.

An email was received from Bob Wade at South Norfolk Council to advise that they have undertaken a review of their dog bin emptying services. They found that many Parish Councils have only been charged historically for some of their bins or none at all. SNDC are now proposing to increase the emptying charge from £65.04 per bin per annum to £100 per bin per annum. According to their records, Brooke Parish Council has 6 bins which they say are being emptied twice a week. The Clerk stated that she believes there are currently 5 bins which are being emptied twice a month. She has emailed Mr Wade advising of this and asking for him to supply a list of the bins they are emptying in Brooke and the dates on which they are being emptied.

8.3 Parking on grass verges

At the last meeting, Mr Harrison raised concerns regarding the state of the grass verges along Norwich Road and the triangle at the East end of the meres due to cars being parked on them. The Clerk placed a notice in the Parish magazine politely asking the public to avoid parking on the verges.

8.4 Parish Footpaths Warden

Mrs Beardsell reported that she had confirmed that the role of the parish footpath warden would be to act as a point of contact for members of the public, to liaise with Highways and if she felt it necessary; to carry out minor works to the footpaths such as cutting back and clearing. The Clerk had also looked into the implication of this role and confirmed that the warden would be acting as a representative of the Parish Council and not as an individual. Mrs Beardsell advised that in order to be covered under the Parish Council's liability insurance should she suffer an injury whilst carrying out the role, she would need to be formally appointed by the Parish Council to the role. Mr Harrison proposed, Mr Sanford seconded and all present voted in favour of Mrs Beardsell acting on behalf of Brooke Parish Council as Parish Footpaths Warden.

8.5 Meres site meeting

A site meeting will be held on Saturday 28th January 2017 at 9.30am to consider what further works need doing at the meres and also so inspect the finger signs in the village.

8.6 The Big Litter Pick 2017

South Norfolk Council has launched its annual Big Litter Pick scheme where it offers community groups cash incentives to carry out group litter picks in their communities. Mr Sanford advised that he will be helping to organise a group through the Church again as he has in previous years. Mr Harrison advised that the Village Hall Committee were also organising a group and the Clerk advised that Brooke & Poringland Scout group were also taking part.

9. Finance:

9.1 Cheques to be authorised.

The following cheques were authorised for payment and signed accordingly:

£750.00	St Peters PCC	Grant for grass cutting
£50.00	J Andrews	Petty cash
£600.00	UBS Ltd	Works at Village Hall
£1610.00	Townsend Ltd	Works at Village Hall
£232.50	H Wightman & Son	Works at Village Hall
£2925.00	H Wightman & Son	Works at Village Hall

Payment to the Methodist Church for hall hire for this and the Precept meeting had been missed off the agenda. This payment will be added to the agenda of the next meeting.

9.2. Reimbursement for refreshments at Meres working party.

Mrs Powell provided drinks and biscuits at the recent working party. All present agreed that she should be reimbursed £10.00 from petty cash.

9.3 Clerk's financial statement.

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

9.4 Presentation of Barclays statements.

The Clerk provided the Barclays bank statements to show the current balances and transactions since the last meeting, which Mr Jinks confirmed tally with the Clerk's financial statement. The Clerk also presented the ledger which showed all receipts and payments made in the financial year to date.

9.5 Precept

The Clerk advised that she had submitted the Precept request form by the deadline for submission and had received a confirmation email from South Norfolk Council.

10. Parish Council Administration:

10.1 Projector.

Various emails had been exchanged since the last meeting and the general thought was that an Epson EB-S04 would be a suitable model for the Parish Council's needs. The Clerk would look into sourcing one within the budget.

11. Parish Footpaths and Highways matters:

All footpaths and highways matters had been covered earlier in the meeting.

12. Correspondence:

Mr Jinks had received an email from Lesley Hanner regarding the 'Brooke Next door' website suggesting that minutes of Brooke Parish Council meetings are put on it. Councillors had concerns with this suggestion and agreed that as the Parish Council has its own website on which the minutes are published, there is no need to publish them elsewhere. It was agreed that Mr Jinks will return to Lesley and advise that whilst the Parish Council does not wish to publish the minutes on the 'Next door' website, a link to the Parish Council's own website could go on.

13. Items for the Agenda of the next meeting:

Projector

Finger signs

Meres

Payment to Methodist Church

Village Telephone boxes

There being no further business the meeting closed at 8.50pm