

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

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

In Attendance: 2 Members of the public.

1. Apologies:

Apologies were received from Mrs Powell, Mr Stone (County Councillor) and Mr Fuller (District Councillor)

2. Declarations of Interest:

There were no declarations of interest made.

3. Minutes of full meeting on 3rd December 2018:

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

4. Matters arising from meeting 3rd December 2018:

4.1. Playpark

The Clerk had received an email from Sam Patel, Chair of Brooke Playpark Committee. There is now a full committee in place and they have requested the release of the playpark grant from the 2018/19 financial year of £1250.00 which was approved by the Parish Council but withheld pending formation of a new committee. Mr Mears proposed that a cheque is signed for £1250.00. The proposal was seconded by Mr Warman with all present in favour. The Playpark Committee has also requested a meeting with representatives from the Parish Council to discuss the possibility of some CIL money being allocated to the replacement equipment fund. The Clerk will email Sam and ask for some suggested dates for a meeting.

4.2. The Kings Head pub

Mr Jinks advised that as far as he is aware, the purchase of the Kings Head has still not been completed.

4.3. Bus stops

The Clerk reported she had chased Highways again to enquire about progress on the provision of new signed bus stops at the crossroads with the B1132, Church Road and Littlebeck Lane. Once again, promised call backs had not been forthcoming. The Clerk therefore wrote to Barry Stone advising of the situation and asking him to chase it up on the Parish Council's behalf. He advised that Highways have agreed that bus stops would be possible in this location subject to funding. Highways have allocated funds for this financial year and suggested that Mr Stone could pay out of his members allowance. Mr Stone asked whether the Parish Council could fund this. All present agreed that it would not be appropriate for funds to come from the Parish Council. The Clerk will write back to Mr Stone asking him to continue to progress this request for us and for it to be treated as priority from either the Highways or members allowance funds.

4.4. Finger posts at meres

Mr Tobin advised that he is in the process of obtaining 2 quotes for repainting the finger posts.

4.5. New bench at meres

Mr Mears reported that he had spoken to Tricia Gunson who is happy for a new bench to be installed at the meres with a dedication to Adrian. The question of whether or not to mount it on a concrete base was discussed. Mr Mears will take another look at where to site it and consider the practicalities of mounting it. The Clerk will get quotes for wooden and recycled benches for consideration.

4.6 Assets of Community Value

Mr Mears has submitted the application to renew the status of The White Lion pub. Mrs Beardsell will look into whether a strip of land around the conservation area can be listed to provide protection against development. The Clerk confirmed that the status lasts for 5 years, after which it needs to be renewed. South Norfolk Council do not automatically remind applicants when a renewal is required.

4.7 Adoption of phone boxes

Following Mr Jinks' detailed review of the draft agreement received from BT for the transfer of the phone box on The Street, the Clerk sent an amended version of the agreement to BT. They have replied that they are not prepared to consider any changes to their standard form of agreement, meaning that if the PC wishes to proceed, it must be on the basis of the unamended agreement. There are some aspects of the agreement which Mr Jinks read out as areas of concern. Discussion ensued on the risks and benefits of acquiring this phone kiosk and it was agreed that the PC should acquire it if possible as this is the only effective way of preserving this piece of the village's heritage, which is in the conservation area. It was agreed that Mr Mears would speak to Shotesham and Bergh Apton Parish Councils as they have already adopted phone boxes and will be able to advise how easy the process was and whether they altered the standard contracts agreement supplied by BT. The question of adopting the phone box in the Kings Head car park was discussed; it stands on privately owned land and could not be adopted by the PC with the owner's permission. Mr Jinks said that according to the Conservation Area booklet dated 2002, it is a listed building. It was agreed that, due to its status as a listed building, there is less justification for the PC to adopt the Kings Head phone kiosk.

4.8 GNLP – New, revised and small sites consultation.

Following the detailed review at the last meeting of all sites put forward by landowners for future development, the Clerk submitted the agreed comments to South Norfolk within the required deadline.

4.9 Speed restriction request

Following receipt of a request from a resident at Joydon House, the Clerk wrote to Highways supporting his proposal for a 40mph speed restriction from North of the Dove Pub to Brooke Village.

The Clerk reported that she had also emailed Highways requesting the 3 sets of bollards to be removed from Brooke village following discussions about the same at the last

meeting. Councillors agreed that on reflection, it is really only the far north bollards that should be removed or illuminated. The Clerk will write again to Highways.

5. Planning:

5.1. New and amended planning applications.

2018/2547 – Variation of condition 2 of permission 2018/0868 at land north of Howe Lane

This application was discussed at the last meeting but Councillors wished to properly study the amendments before commenting. Based on Councillors' comments, the Clerk responded with the following comments:

Councillors refer to the comments made regarding the original application (2018/2308) which they considered to be inappropriate and recommended for refusal. They therefore reiterate these comments and do not wish to make further comment regarding specific amendments.

2018/0082 – Single storey timber framed modular log cabin to provide accommodation for full time groom and classroom facilities at Highfield Stables, Highfield Lane.

The application was recommended for approval subject to the same conditions being applied as to the original application (2016/2198) with a time restriction for the temporary building of 3 years.

5.2. 2018/1780 – Proposed new development on Norwich Road

Mr Jinks had emailed Mr Fuller asking about the delay in the application being heard at the planning consultation meeting. It was originally supposed to be heard in November and Mr Fuller has now advised that it will not be heard in the January meeting either. He has advised that there is a delay pending clarification about the 5 year land supply. Mr Jinks will forward it to Mike Haslam for his comments and advice. Mr Jinks will also ask Mr Haslam what action can be taken if permission is granted and also what the procedure is to get the application called in for a decision by the secretary of state. A member of the public advised that Norfolk County Council allocate their funds at the end of January to capital projects so he is concerned that the funds for a new school may be allocated and thus justify a new development. Mr Jinks will write to Barry Stone to ask his opinion of this meeting and its possible outcome. He will also write to Mr Fuller asking him to now make clear his stance regarding the new development clear and confirm whether he will be supporting Brooke Parish Council and residents in resisting the development.

The Clerk had received an email from a resident – Sally Metcalf asking whether the Parish Council is canvassing the village for support in resisting the application. She asks whether the PC are circulating a petition and asks whether the PC will be calling on Mr Fuller to declare his position. Councillors agreed that as advised by Mike Haslam, petitions are generally unhelpful and to be avoided. Councillors are satisfied that the PC is taking all necessary action. It was agreed that the Clerk would write back to Ms Metcalf thanking her for her email and advising that her comments had been noted.

6. County and District Councillors reports:

Neither Mr Stone or Mr Fuller were present to give a report.

7. School Governor report:

There was no member of the School Governors present to give a report.

8. Public Spaces:

8.1 Overgrown foliage at Dovecote Close

The area on the Dovecote Close side of the church wall is overgrown. Mr Warman advised that when the development was built, the area was landscaped and planted up with the understanding the residents would keep it tidy. Mrs Beardsell suggested that there are possibly some salvageable shrubs within the scrub. The Clerk will ask Clinks Care Farm to quote to clear the area.

8.2 Meres

Additional works: Clinks Care Farm have been appointed to carry out the agreed works. Once they have finished, the Parish Council will look at what else needs doing – in particular the fallen willow tree which Clinks do not have the necessary equipment to clear.

A quote was received from Simon Aylmer for cutting back the overgrown trees on the Brecon Road amenity area. The Clerk has checked with Robin Taylor at South Norfolk Council who has confirmed that a planning application for tree works must be submitted as the trees are within the conservation area. Councillors suggested that Simon Aylmer is asked to make the application when his quote is accepted by the Clerk.

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
£300.00	Poringland and District Men's shed	Posts at meres
£1250.00	Brooke Play Park Committee	Grant for 2018/19

9.3 Precept

Mr Jinks had circulated precept calculations for discussion. The Precept request forms have been received and confirm that South Norfolk Council will not be paying a top up grant this year. Whilst the Parish Council has received additional funds during the 2018/19 financial year as CIL payments, the way these funds can be spent is limited. After a long discussion, Councillors agreed that there is no alternative but to increase the precept request this year. Mr Jinks

proposed a precept request is submitted of £13543.00. Mr Sanford seconded the proposal with all present in agreement. The Clerk completed and signed the form, with Mr Jinks counter-signing accordingly. The calculation of the agreed precept amount is attached to these minutes.

10. Parish Council Administration:

14.1 Meeting dates

The following dates were agreed for the next 3 meetings:

25th February 2019

8th April 2019 (13th May 2019 to include both the Annual Parish Meeting and the Annual Meeting of the Parish Council)

These dates will be advertised in the parish magazine.

11. Correspondence:

No correspondence had been received which had not already been discussed.

12. Items for Agenda of next meeting:

Phone boxes

The Kings Head

Bus Stop

Assets of Community Value

Play park

Meres

Proposed new bench at the Meres

Finger posts

Dovecote Close

2018/1780 – Proposed new development on Norwich Road

There being no further business, the meeting closed at 10.30pm

BROOKE PARISH COUNCIL			
PRECEPT REQUIREMENT FOR 2019-20 agreed at PC meeting			
14.1.2019			
Balances of PC accounts & Petty cash at 3/12/18	£27,249.00		£27,249.00
			0
Predicted payments to 31/3/19			
Cheques for immediate payment	£1,942.60		
Clerk's salary & internet	£1,648.00		
PCC grant (2018 season)	£750.00		
Room Hire	£30.00		
Cost of Planning Consultant	£1,600.00		
Play Park Committee grant	£1,250.00		
Stationery, post, misc expenses	£50.00		
Men's Shed (agreed 3.12.18)	£300.00		
Simon Aylmer	£145.00		
Clinks (agreed 3.12.18)	£650.00		
Total predicted payments	£8,365.60		£8,365.60
Gross carry forward			£18,883.40
			0
Reserves			
CIL fund (to include £1,000 for Parish Hall grant and £1,000 for village furniture acquisitions)		£12,178.00	
		0	
Tree surgery fund	£1,000.00		
Parish Clerk's computer fund	£150.00		
Village furniture acquisitions (to be funded from CIL reserve)	£0.00		
Meres works fund	£2,500.00		
Cost of election if required	£2,000.00		
Small grants fund	£0.00		
Sub-total non-CIL reserves	£5,650.00	£5,650.00	
Total reserves		£17,828.00	£17,828.00
		0	0
Net carry forward			£1,055.40
Predicted expenditure in 2019/20			
Estimated Clerk's salary & internet	£5,043.00		
Grasscutting (Clinks new quote plus £300 for agreed extras)	£1,970.00		
Village Hall grant (plus £1,000 to be funded from CIL reserve)	£2,500.00		
PCC grant	£750.00		
Playpark grant	£1,250.00		
Internal Audit	£50.00		

Room Hire	£90.00		
Maintenance of village furniture	£1,000.00		
Dog bin servicing (7 bins)	£600.00		
Stationery, post, miscellaneous expenses	£150.00		
New Councillor training	£145.00		
Small Grants contribution	£0.00		
PC Insurance	£500.00		
Subscriptions	£250.00		
Contingency	£300.00		
Total predicted expenditure in 2019/20	£14,598.00		
Less carry forward	£1,055.40		
less grant to be received from SNC	£0.00		
Net requirement for 2019/20	£13,542.60		
Proposed Precept for 2019/20	£13,543		
Precept 2018/19	£11,398		
% increase on 2018/19 precept	18.82%		