

**MINUTES OF MEETING OF BROOKE PARISH COUNCIL HELD AT BROOKE METHODIST HALL ON 19TH
JUNE 2023 AT 7.30PM**

Present: Mr Newman (Chairman), Mr Spinks, Mr Tobin, Mrs Beardsell, Mrs Hannah and Mrs Jones.

In attendance: The Clerk and 3 members of the public.

1. Apologies for absence:

Mr Wilson and Mrs Brown sent their apologies.

Mr Fuller (District Councillor) and Mrs Mason-Billig (County Councillor) were absent.

2. Declarations of interest:

Mr Tobin has declared an interest in agenda item 6.1 regarding application no. 2023/1534 when it was discussed between meetings.

3. Minutes of meeting on 5th May 2023:

The minutes had been previously circulated and were agreed to be a true record of the meeting. The minutes were signed by the Chairman accordingly.

4. Matters arising from meeting on 5th May 2023:

4.1 Village communication

Mr Newman stressed that the PC needs to communicate with the village as effectively as possible and to that end, as well as advertising meetings on the notice boards and on the website in the usual way, Mr Wilson is now putting them on the PC Facebook page and on Brooke Chat. Where possible, the dates of meetings go in the Parish magazine but as this is a quarterly publication and the copy date is well in advance of issue, it is not always possible. Mr Spinks reminded everyone that anything posted on Brooke Chat by a Parish Councillor must represent the agreed view of the Council as a whole or it must stress that the opinion is of the individual and is unconnected to the PC.

4.2 Speed signs

Mr Tobin reported that he has been unable to retrieve the data from the SAM unit as his phone appears to be incompatible. Mrs Jones has a work mobile which should be compatible but she needs to check with work that she can use it for this purpose.

4.3 Land registration

This item was deferred as Mrs Brown was not present to give an update.

4.4 Electric charging points

Mr Newman reported that he had chased SNDC regarding the present position with regard to the free electric charging points the PC registered their interest in obtaining. David Disney at SNDC is dealing with the project and stated that there has been a delay as the costs have escalated. We should be receiving a letter with an update shortly.

5. County and District Councillor's report:

Neither the County or District Councillor were present to give a report, or had offered apologies for absence. Following the previous meeting, the Clerk had made enquiries with NALC as to the requirements for the District and County Councillors to attend Parish Council meetings. They advised that there are no specific requirements and that it was at the discretion of the individuals.

6. Planning:

6.1 New and amended planning applications

These applications were received between meetings and the Clerk responded as follows:-

2023/1305 – Proposed removal of existing entrance hall and boiler room and erection of 2 storey side extension to 33, High Green

The application was recommended for approval.

2023/1534 – Proposed single storey rear extension to 3, Windermere Close

There were no objections to the application

2023/1339 – Proposed new roof with dormer windows and alterations to 2, Brecon Road

There were no objections to the application

7. Public spaces:

7.1 Trees and hedges

The Clerk had received an email from Lee Pitelen advising some large branches are overhanging from the meres which are causing a problem for the buses. Mrs Beardsell (tree warden) thinks that planning permission is required as this is in the conservation area. Mr Pitelen had taken a photo of the tree which he sent to Mr Tobin. Mr Tobin will forward it to Mrs Beardsell so she can make an application.

Mr Battishall, member of the public present at the meeting had contacted the Clerk to report that one of the metal liners of the bins on the Norwich Road lay-by had rusted through. The Clerk obtained a quote for replacement of the liner at £74.32 + VAT + delivery at £12.50. Mr Newman proposed that the Clerk orders the replacement with all Councillors in favour. Mr Battishall also reported that the area around the village sign could do with a tidy up as foliage is overhanging the benches making them difficult to use. Mrs Hannah and Mrs Jones agreed to carry out a working party. Mr Battishall reported that the bins at the village sign area are open topped and the liners fill with water when it rains. All Councillors agreed that as the bins have been there for many years and have never been a problem before, they do not need replacing but when the council put new liners in they just need to pierce a small hole in the bottom of the bag to allow water to escape.

7.2 Highways

The pot holes on The Street have still not been filled but have been reported. They now have a spray painted circle around each one but Councillors are unsure whether Highways have done this or a member of the public. Mrs Hannah originally reported them so she will trace the reference number and chase Highways.

8. Finance:

8.1 Clerk's financial statement

The Clerk's financial statement had been circulated prior to the meeting and was accepted as a true representation of the current financial position of the Parish Council.

8.2 Cheques to be authorised

The following cheques were approved for signature:

£10.00	Brooke Methodist Church	Hall hire
£72.00	NALC	Councillor training
£1025.00	Marcus Carpenter	Grass cutting April/May
£161.00	J Andrews	Back pay to April 2022

8.3 Village Hall Committee grant request

The Clerk had received an email from David Harrison, Chairman of the Village Hall Committee advising that the VHC wishes to install CCTV and would like to request their grant for the 2023/24 financial year. Mrs Beardsell proposed that the grant is approved. Mr Tobin seconded the proposal with all present in favour. The Clerk will transfer the funds accordingly.

9. Parish Council administration:

9.1 Councillor vacancy

Mr Jason Mott had contacted the Clerk to express an interest in joining the PC and taking up the vacant position. He was present at the meeting and introduced himself explaining that he had lived in the village for a couple of years and would like to become more involved. He is an airline pilot and is on a 5 week roster so may not be able to come to every meeting. Mr Newman proposed that Mr Mott is co-opted. Mr Tobin seconded the proposal with all present in favour. The Clerk will send him an acceptance of office and declaration of interests form to complete and return.

9.2 Councillor training

The Clerk sent an email round with Councillor training information but Councillors were unable to follow the link. The Clerk will send another link.

9.3 Annual audit

The Clerk reported that Maurice Land had carried out the internal audit and had signed off the AGAR form to confirm that Brooke PC had followed all financial procedures correctly. Mr Land noted that the Clerk was awarded a pay rise at the meeting on 22nd June 2022 but it was never implemented. It was agreed that it would be implemented with immediate effect and a cheque signed for the back pay.

The Clerk explained that the PC income and expenditure exceeded £25000 in the 2022-23 financial year and would therefore be subject to a detailed review which would incur a fee from the auditors. The Clerk had completed the necessary AGAR form which was read out to the Councillors present. Mr Tobin read out the Annual Governance Statement box by box and Councillors agreed that all sections could be ticked as 'yes'. The AGAR was therefore signed and dated by the Clerk and Chairman and will be submitted to PKF Littlejohn auditors accordingly.

10. Correspondence:

There was no correspondence to discuss which had not already been discussed.

Mr Mott advised that the school crossing supervisor is retiring soon and it is unlikely that he will be replaced. He suggested a proper crossing point is installed. The Clerk advised that Highways are responsible for crossings and funding is limited. Mr Newman agreed to look into it.

11. Items for agenda of next meeting:

- Wildlife and ecology
- Meres
- Councillor training
- County and District Councillor reports
- Village communication
- Speed signs
- Land registration
- Electric charging points
- Community Opportunity Fund

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