

MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 31ST AUGUST 2015 AT BROOKE METHODIST HALL

Present: Mrs Powell (Vice-Chair), Mr Musgrave, Mr Harrison, Mr Warman, Mrs Beardsell, Mr Sanford, Mrs Andrews (Clerk) and Claire Stevens (member of the public)

1. Apologies:

Apologies were received from Mr Jinks, Mr Marris and Mr Mears.

2. Declaration of interest:

There were no declarations of interest.

3. Minutes of full meeting 13th July 2015:

The Minutes had been previously circulated to all Councillors, were agreed to be a true record and signed by the Vice-Chair accordingly.

4. Matters arising from full meeting 13th July 2015:

Mrs Powell reported that she, Mr Jinks and Mrs Andrews met and went through the new model Code of Conduct, Standing Orders and Financial Regulations. A start was made in updating the Parish Council's existing documents but they will need to meet again to complete the process. Mrs Powell will feed back at the next meeting.

Mr Harrison queried the current position regarding the question of whether or not there will be a Defibrillator stationed at the Village Hall. Mrs Powell confirmed that the Parish Council is in support of having a Defibrillator at the Village Hall and will support it financially but that the Parish Council did not wish to take on the responsibility of organising and maintaining one at this time. Mr Jinks fed back this information to Mr Drew after the last meeting.

5. Planning:

5.1 New and amended planning applications.

There were no new or amended applications to consider.

6. Villlage sign:

The sign is on order but an estimated date of completion has not yet been provided by Harry Stebbings Workshop. The Clerk has asked Steve Jones to quote to install the sign and remove the old one, his quote is awaited.

7. School Governor report:

Mrs Reynolds was not in attendance and had not submitted a report to the Clerk, presumably because the School has not yet reconvened after the summer break.

8. Public Spaces:

8.1 Autumn meres working party actions

Mr Harrison reported that the top end of the West mere in front of the bench needs clearing down to the water edge. Mr Musgrave advised that there is some debris in the mere itself that needs removing. Mrs Powell will ask Mr Ash to attend the working party with the waders. Mr Ash had reported that the path near the Church shed needs clearing, Mrs Beardsell pointed out that this is not Parish Council property and therefore it should be the job of Highways to clear it. The Clerk will ask the Highways Rangers to add this to their next work schedule.

8.2 Grass cutting

Mr Tree had emailed the Clerk to advise that the annual cut of the meres had been carried out to his satisfaction and welcomed the Parish Council's feedback. It was suggested that whilst CGM appear to be carrying out the contract as requested, the grass cutting schedule itself may need revisiting as especially around the meres, there are areas which become quite overgrown and obscure the view of the water from the benches. The Clerk suggested that this may be for ecological reasons and therefore before any changes are made, Mr Ash should be consulted. Mrs Powell agreed that she and Mrs Beardsell would consult with Mr Ash and review the grass cutting schedule. The grass contract is up

for renewal at the end of this growing season so the Clerk will advise Mr Tree that the Parish Council are happy with their last cut but will be sending out tender invitations with a new schedule shortly.

8.3 Norwich Road layby bins

Mr Sanford reported that the bin at the North end of the layby has slats missing which Mrs Bearsell has offered to repair. Mr Sanford stated that 3 bins were not sufficient in this location as they were constantly full to overflowing. He also advised that the bin outside number 1, The Street has rusted through and needs replacing. It was suggested, and agreed that a new, larger bin will be purchased and placed at the site of the damaged bin on the layby, and the existing bin, once repaired by Mrs Bearsell is then installed to replace the rusted one on The Street. Councillors will look online at the various bin options and advise the Clerk which one to purchase. Thanks were given to Mrs Bearsell for offering to carry out the repairs, and to Mr Sanford for his ongoing litter picking works.

8.4 Dog bin on Brecon Road

An email had been received from Claire Stevens, member of the public and resident on Brecon Road requesting that she may move the dog bin from the corner of Brecon Road to the opposite side of the road in the Brecon Road amenity area just along from the bench. Mrs Stevens was in attendance and reported that the reason for this is that she wishes to put a bench on her side of the hedge in her garden adjacent to the current position of the bin. She stated that the bin is quite smelly and that she is willing to pay for the cost and organise moving it to the alternative location. All present agreed that moving the bin would be acceptable. Mrs Stevens went on to offer to remove the dead ivy clad tree from the amenity area whilst she has the use of a mini digger. Mrs Bearsell had previously agreed to dig the tree out and gratefully accepted the offer.

8.5 Milestone

The Clerk had received an email from Richard Barnes, a member of the public from Kirstead highlighting his concerns regarding the milestone to the South of Brooke just past the Chapelfield Vets entrance. He states that the milestone is regularly struck by the Highways verge cutting flail and a recent strike has knocked it over and damaged the surface. He has contacted Highways to report the problem but asks whether the Parish Council could do something to safeguard it going forward. County Council are aware of the problem but do not currently have the funds to do anything about it. The Clerk will forward Mr Barnes' email together with an email from Jody Thursdon at Norfolk County Council to all Councillors for consideration and the matter will be discussed again at the next meeting.

9. Finance:

9.1 Clerk's financial statement

The Clerk's financial statement had been previously circulated and accepted by all present.

9.2 Cheques to be authorised

The following cheques were authorised for payment and signed by Mr Warman. Mr Jinks is currently the only other signatory and will be asked to countersign the cheques upon his return.

£10.00	Brooke Methodist Church	Hall hire
£120.00	Mazars	Audit fee

The Agenda included a cheque for payment of £10 to Mrs Powell for the cost of refreshments at the next meres working party, however Mrs Powell did not wish to accept a cheque at this time as would prefer to claim the cost after the working party. It was agreed that this would be paid out of petty cash at that time.

10. Parish Council Administration

10.1 Code of Conduct, Standing Orders and Financial Regulations

This item has been dealt with under item 4 – Matters arising.

10.2 Parish Land Registration

Mr Ash has spoken to George Isbell, the accountant for Pointers Builders at the time of the housing development on Brecon Road. Mr Isbell believes that Pointers Builders was sold to Ready Mix Concrete sometime in the late 1960's or early 1970's. It was agreed that the Clerk will need to make enquiries with the Land Registry as to how to go about claiming possessory title to the amenity area on Brecon Road.

10.3 Annual Audit

The Annual Audit has been completed. Mazars are happy that Brooke Parish Council has complied with regulations. The only area highlighted was the Clerk's omission of the minute reference on the Audit form, which was given subsequently.

11 Parish Footpaths and Highway Matters:**11.1 Overhanging hedges**

The Clerk had received an email from Sally Metcalf, a member of the public, expressing concern regarding the overhanging hedge on High Green. This hedge had been reported by the Clerk several times and has since been reported again by Mrs Metcalf and by Mrs Beardsell. The County Council have contacted the owner of the hedge and asked them to cut it back. If it is not cut back within 2 weeks of being contacted, the County Council will carry out the work and invoice the owner.

A member of the public contacted the Clerk expressing concern regarding some white powder which had been applied to the footpaths around Brooke. She was concerned that it might be dangerous to pets. The Clerk contacted County Council in case they had applied it for weed control but they did not know the origin of the powder. It has not been confirmed that a group of runners or walkers put the powder down to mark out a route.

The 30MPH sign by the meres has been knocked down and a jagged post remains. Mr Jinks hammered down the jagged edges and the Clerk has reported it to County Council.

The damaged fingerpost on the corner of High Green with Honeyput lane and Woodton Road has been reported to Highways again and an acknowledgement has been received. The overhanging hedge between 1 and 3 The Street has also been reported and acknowledged.

12 Correspondence:

There were no items of correspondence.

13 Items for Agenda next meeting 12th October 2015:

Grass cutting
Norwich Road layby bins
Milestone
Meres working party
New Councillor courses
Parish land registration
Code of conduct, Standing orders and Financial regulations

There being no further business, the meeting closed at 8.50pm.