

**MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 17TH OCTOBER 2016 AT BROOKE
METHODIST HALL**

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

In Attendance: Mr Stone (County Councillor) and 2 members of the public.

1. Apologies:

Apologies were received from Mr Mears.

2. Declaration of interest:

Mrs Powell declared an interest in item 8.4 (Tennis Club grant request).

3. Minutes of meeting 5th September 2016:

Minutes of the meeting on 5th September 2016 had been circulated prior to this meeting and were agreed by all present to be true records. The minutes were signed by Mr Jinks accordingly.

4. Matters arising from meeting 5th September 2016:

4.1 Village sign design prize

Mrs Powell had procured a £25 Amazon voucher for Jane Mears and Reuben Lane as agreed at the last meeting. She will deliver them accordingly.

It was agreed by all present that the old village sign can now be disposed of. Steve Jones is currently storing it and has agreed to get rid of it.

Mr Jinks queried the present position regarding the snack van in the Norwich Road lay-by. The Clerk reported that South Norfolk Council are aware of it and have sent out an officer to ensure that the owner has the correct licence.

5. County Councillor's report:

Mr Stone asked for his item to be moved up on the Agenda as he has other matters to attend to.

The County Council has allocated funding to provide 2 extra verge cuts next year as this year they became very overgrown.

There will be a meeting of the County Council on 21st November to vote on Devolution. If it goes ahead, all of Suffolk and half of Norfolk will have devolved guaranteed funding and a Major who will act as ambassador.

The bus services and timetables are currently being reviewed.

Mr Jinks queried why, despite having reported problems with Highways signage many times, nothing has been done after many months. The finger post at the junction of Honeypot Lane with Woodton Road is broken and needs replacing. The 30MPH repeater sign at the meres is missing and needs urgent replacement. The 30MPH repeater sign at Welbeck has been knocked down and needs replacing and the 30MPH sign on Norwich Road as you enter the village has been knocked over and needs replacing. These matters have been reported countless times and have still not been addressed. Mr Stone agreed to report all of these to Bob Edwards (Highways Engineer) again.

Mr Jinks queried the position regarding the public consultation that has been promised in relation to the new school. Mr Stone reported that as far as he is aware, the consultation will go ahead but no date has been set yet.

Mr Stone will no longer produce a monthly newsletter as it was too generic and not specific to each Parish.

6. School Governor report:

Mrs Reynolds was unable to attend the meeting and had no report to submit. The Governors are meeting next week so she will circulate a report after then.

7. Planning:

7.1 New and amended planning applications.

2016/2264 – Proposed single storey garage built off historic raft foundation and dwarf walls at Field House, Littlebeck Lane

The application was recommended for approval with no comments.

2016/2198 – Proposed 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 acceptance subject to the stated materials (timber cladding and slate roof tiles) being genuine and not mock materials and that the residential unit should be restricted to use connected to the polo centre of excellence.

2016/2188 – Proposed two storey side annex to 62, High Green

The application was recommended for approval with no comments.

2016/2310 – Proposed 1.5 storey rear extension and alterations to 32, Brecon Road

The application was recommended for approval with no comments.

2016/2306 – Proposed removal of existing conservatory and erection of PVCU orangery at 109 The Street

The application has been withdrawn.

Mr Jinks had noticed that a new garage had been erected at the last house on the left hand side at the north end of the new housing development on Norwich Road. He did not recall having seen the garage on the original plans and queried whether planning permission was required. The Clerk will look into it.

The Clerk also agreed to look into the outcome of the appeal for refusal of planning permission at 4, Brecon Road.

8. Public spaces:

8.1 Grass cutting

Mr Jinks met with a representative from Clinks Care Farm to discuss the Parish Council's requirements for cutting around the mere. He feels that it has now been completed satisfactorily. Mr Harrison still believes that the cutting at the western end is not satisfactory. It was agreed that the area will be inspected at the meres working party.

Mr Harrison had taken photos of the rubble left on the verges outside the new Norwich Road development. The Clerk will contact the developers and ask that they reinstate the verges to a good standard.

8.2 Finger signs

This item was discussed earlier in the meeting.

8.3 Notice boards

Mr Harrison asked about putting a noticeboard by the tree at the mere where traditionally notices are pinned on the tree itself. He feels that this is unsightly. It was agreed that as there are already three noticeboards in the village, one of them only at the other end of the mere, there is no need for a fourth.

8.4 Bus stop

An email has been received from Stephanie Ash who is a wheelchair user. She explains in her email that she has started using the bus service and is experiencing difficulties when getting off the bus on The Street because around the bus stop it is quite overgrown, the bus stop itself is very narrow and there is no dropped kerb leading on to the footpath on the opposite side of the road. This means that when she gets off the bus, she has to cross the road and continue along the road on the opposite side until she reaches the dropped kerb. This is clearly very dangerous. Mr Jinks read Mrs Ash's email to Barry Stone. It was agreed that the Clerk would forward the email to Bob Edwards with a copy to Mr Stone.

Steve Jones who was present at the meeting made a request for a new dog bin to be installed on the public footpath by his house as currently, dog walkers are either not picking up their dog's mess or leaving it in bags along the footpath. It was agreed that this request would be considered at the meres working party.

An email had been received from a member of the public regarding the footpath between Brecon Road and Kingswood Close which, she feels has become a slip hazard due to uncleared leaf fall. The Clerk has forwarded the email to Bob Edwards, Highways Engineer and asked him to add it to the schedule for the next Highways Rangers visit.

An email had been received from Joseph Webb at South Norfolk Council advising that they are starting a new seasonal leaf fall clearance initiative likely to commence at the end of October. He asks for guidance as to routes in Brooke which should be added to their schedule. It was agreed that the Clerk would forward the aforementioned email to him and also ask to include the footpath at Dovecote Close by the Church, the footpath at Consiton Road where it joins High Green, the footpath by the Brecon Road amenity area and the footpath adjacent to and for the length of the meres.

9. Finance:

9.1 Cheques to be authorised.

The following cheques were authorised for payment and signed by Mr Jinks:

£10.00	Brooke Methodist Church	Hall hire
£150.00	Mazars	Audit fee
£500.00	South Norfolk Players	Grant
£79.74	J Andrews	File storage
£50.00	L Powell	Reimbursement of amazon vouchers

The payment to the Clerk was in respect of 50% of the cost of a new shelving unit, box files and lever arch files for storage of Parish Council documents. The remaining 50% of the cost will be met by Seething Parish Council.

Two payments to J & M Townsend were included on the Agenda for works carried out at the Village Hall. These cheques could not be signed as the invoices have not yet been received. The payments will be made from the Village Hall Account.

9.2. Clerk's financial statement.

The financial statement had been previously circulated to all Councillors prior to the meeting and was accepted by all present. The Clerk explained that Barclays imposed charges when the current account

went overdrawn whilst she was on holiday. The current system is to keep a minimum amount in the current account to cover any cheques signed whilst leaving the bulk of Parish Council funds in the previously high interest reserve account. However, the reserve account now attracts no interest at all and it was therefore agreed that the bulk of Parish Council funds should now be moved into the current account. This will prevent the problem of the account going overdrawn. The Clerk will check with Barclays how much money needs to stay in the reserve account to keep it open and leave this minimum amount in there.

9.3 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.

9.4 Tennis club grant request.

The Parish Council gave a grant towards the cost of floodlights at the tennis club which was returned at the time when the club was not sure if they were going ahead with the installation. Mrs Powell reported that the installation is now going ahead with the additional cost of special netting to shield light away from bat activity. The Tennis Club would like to request a grant toward the cost of this netting. A vote was held with 2 in favour of making a grant, 3 in favour of not making a grant, 1 abstaining and 1 unable to vote having declared an interest. The majority therefore voted against giving a grant. Mrs Powell will advise the Tennis Club.

10. Parish Council Administration:

10.1 Annual Audit.

Mazars have returned the completed audit form. There were no matters of concern other than the way the Clerk had accounted for un-presented cheques (which was corrected and resubmitted) and that the Clerk's year end financial statement should have been headed 'bank reconciliation'.

10.2 Financial regulations.

Mr Jinks reported that the financial regulations are almost complete pending confirmation from NALC regarding a couple of points. They will be ready to circulate and agree at the next meeting.

10.3 Co-option of new Councillor.

Mr Jinks reported that Martin Tobin has agreed to be co-opted as a new Parish Councillor. The post was advertised and has attracted no other candidates. Mr Jinks proposed that Mr Tobin is co-opted on to the Parish Council. Mrs Powell seconded the proposal with all present favour. The Clerk will therefore contact Mr Tobin to let him know and will send him Acceptance of Office and Declaration of Interest forms to complete.

10.4 Future meeting dates.

The next meeting will take place on 5th December 2016. Further dates of 23rd January and 13th March were agreed. The Clerk will book the hall and put a notice in the Parish magazine.

10.5 Projector

Mr Jinks has researched the projector he had previously suggested and deems it unsuitable. Mrs Powell suggested that Mr Harrison asks to borrow the projector from the Village Hall Committee to bring to the next Parish Council meeting to see if that style would be better.

11. County and District Councillors reports:

Mr Fuller was not present and had not submitted a report. Mr Stone's report was given earlier in the meeting.

12. Parish footpaths and highways matters:

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

13. Correspondence:

There was no correspondence.

14. Items for the Agenda of the next meeting 5th December 2016:

Financial regulations

Welcome to new Councillor

Parish footpaths warden

Precept

Meres working party

Reimbursement of refreshments for meres working party

Projector

There being no further business the meeting closed at 9.25pm