

**MINUTES OF MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 5TH MARCH 2018 AT
BROOKE METHODIST CHURCH**

Present: Mr Jinks, Mrs Beardsell, Mr Warman, Mr Mears, Mr Harrison, Mr Tobin, Mr Musgrave, Mrs Powell, Mrs Andrews (Clerk) and 4 members of the public

1. Apologies: Apologies were received from Mr Sanford.

2. Declaration of Interest:

A declaration of non-pecuniary interest was made by Mrs Powell regarding Agenda item 5.1 specifically for planning application no. 2018/0406. Mr Tobin made a declaration of interest regarding Agenda item 5.1 for planning application no. 2018/0228.

3. The Local Development Plan:

Mr Warman and Mrs Powell went to the meeting at South Norfolk Council regarding the Local Development Plan. They then went through the plan and put forward suggested responses to various questions on the Growth Options document. Councillors agreed the responses and the Clerk will submit them accordingly. It was agreed that no comment would be made on the Site Allocations until South Norfolk Council put forward preferred options.

4. Minutes of meeting 8th January 2018:

The minutes of the meeting on 27th November had been circulated to all Councillors. The minutes were agreed to be a true record and signed by the Chairman accordingly.

5. Matters arising from meeting 8th January 2018:

5.1 Posts at meres

Mr Tobin reported that the posts and postcrete have arrived and being stored until The Mens Shed are ready to begin work.

5.2 Adoption of telephone boxes

The Clerk reported that BT have advised that the phone box in the Kings Head car park is on privately owned land and therefore cannot be adopted by the Parish Council until permission is received from the landowner. Councillors believe that the Kings Head pub owns the land so once the sale has gone through, permission can be sought by the new owners.

5.3 Fox Lodge – use of field

Mr Jinks reported that he has been in contact with Martin Burrows (Planning Enforcement Officer) regarding the roadway which Councillors felt encroached on to agricultural land. Mr Burrows has confirmed that having inspected the site, no roadway exists which has not received permission. No further action to be taken.

5.4 Bus stops

The Clerk spoke to the County Council to chase up a progress report on the bus stops requested near the junction of Littlebeck Lane and Church Road with the B1332. She also reported the lack of a timetable in the bus shelter adjacent to the Village Hall. She will chase County Council again.

5.5 Finger posts at the Meres

Mr Tobin is still chasing his contact for a quote and will report back at the next meeting.

5.6 Dog bins

The Clerk reported that South Norfolk Council have banked the cheque sent for 50% of the invoiced amount for dog bin emptying and have not challenged it as yet. It was agreed that the remaining 50% should be held in the reserves in case it is later challenged.

5.7 Conservation area

Mr Warman and Mr Mears met with the Conservation Officer for a walking tour of Brooke's conservation area to consider whether the existing conservation area needs to be changed. The outcome of the site inspection is yet to be determined.

5.8 Highways Rangers

This item was deferred from the last meeting. Mr Sanford raised the issue with the central reservation bollards again. These currently do not light up or reflect. This was raised as a job for the Highways Rangers but has still not been addressed. The Clerk will contact Highways and ask if this sort of job is within the remit of the Highways Rangers and if not, who would deal with it.

6. Planning:

6.1 New and amended planning applications

2018/0077 – Proposed pitched roof to replace existing flat roofs to Park Bungalow, Bungay Road.

The application was recommended for approval as an improvement to an existing dwelling.

2018/0085 – Proposed single freestanding hoarding sign at 49, High Green.

There were no views or comments on this application.

2018/0228 – Proposed internal alterations to 10, High Green.

The application was recommended for approval.

2018/0139 – Proposed replacement of 49/49A, High Green with erection of 2 new dwellings (re-submission of application 2017/2141).

The application was recommend for refusal with the following comments:

- The proposal is for plots 14 and 15 to extend beyond the village development line in the Local Plan.
- Once a development line has been agreed following a lengthy consultation process involving all interested parties, it should not be varied.
- To extend beyond the current development line would set an unwelcome and dangerous precedent.
- The development should remain within the current village development line.

2018/0270 – Proposed variation of condition 2 of planning permission 2017/2471 (Alterations to show gym on ground floor and office on first floor) – alterations to show garden room and lower flat roof level at Fox Lodge, Mill Lane.

The application was recommended for refusal with the following comments:

- The variation of condition 2 in the current planning permission would mean that amended floor plans (1037/3N and 1037/4L) are approved, resulting in a significantly larger floor area at both ground and first floor levels.
- The new total floor area would be around 5000 sq ft 0 this is about 3 times the size of a typical new large detached house (the latest proposals for 2 new houses at 49/49a High Green are 1500 sq ft each)
- We believe that this would result in serious over-development of the plot, leaving insufficient garden space for a house of this size.

- The house permitted in the current planning permission would occupy a significant proportion of the plot – if the enlarged house were approved it would put pressure on the plot boundary.
- This would bring a serious risk that the eventual residential occupier would seek to extend the garden in to the agricultural land.
- We feel that the house should be built in accordance with the currently approved drawings 1037/3K and 1037/4J.
- We do not feel that a house of this size sitting in a restricted plot would be attractive in the residential property market; this would create a risk that a new purchased would seek alternative planning permissions – either to sub-divide the floor area into more than one dwelling or to expand the garden into the field, or to convert to non-residential use.

In view of the last point above, we recommend that if planning permission is granted, it is personal to the applicant.

2018/0226 – Proposed demolition of existing garage and construction of side annex to 15, The Street.

The application was recommended for refusal with the following comments;

The site plan indicates that the rear corner of the new building is hard on the boundary with the adjoining Property, which we feel would cause practical difficulties. We think the structure should be no closer than 1 metre from the boundary. The Parish Council recommends refusal but would be happy to recommend approval if –

- The design can be amended to address this point and
- The conservation officer is happy with the proposed roofing material

2018/0332 – Proposed change of use of to commercial horse training facility at land east of High Green.

The application was recommended for approval.

2018/0387 – Proposal to demolish garage and extend to create a larger kitchen and bathroom at rear of property. Replace the roof to accommodate 2 further bedrooms and a bathroom. Installation of air source heating pump at 4, Broadcote Close.

The application was recommended for approval.

2018/0406 – Propose conservatory with solid roof at 111, The Street.

The application was recommended for approval.

6.2 CIL

The Clerk reported that she had contacted South Norfolk Council who had confirmed that the Parish Council would be entitled to a CIL payment for the new development on High Green. The developer is required to pay a CIL to South Norfolk Council as soon as building commences and the Parish Council should receive a portion of this thereafter. The Clerk will chase South Norfolk Council for timescales for payment.

7. County and District Councillors reports:

Neither the County or District Councillors were present to give a report.

8. School Governor report:

There was no representative from the School Governors to give a report; however Mr Tobin gave an update as follows: A new headteacher, Mr Griffiths has been appointed and will take up the post on 1st June.

9. Public Spaces:

9.1 Meres – general works and fallen tree

Clinks Care Farm have provided a quote to carry out general maintenance works at the meres for the sum of £600 + VAT. Mrs Powell proposed that the quote is accepted. Mr Harrison seconded the proposal with all present in favour. The Clerk will accept the quote accordingly.

A tree branch has fallen into the mere. Mr Ash and Mr Harrison have volunteered to remove it using a winch.

9.2 Dovecote Close

Mr Ash has contacted the Parish Council to advise that the triangle of land belonging to the Parish Council at Dovecote Close requires some attention as ivy and brambles have become out of control on the Church wall which abuts the land in question. It was agreed that the Clerk would ask Clinks Care Farm to quote to carry out the necessary maintenance.

9.3 Big Litter Pick 2018

The Big Litter Pick is taking place again. Mr Sanford usually gets involved in this. The Clerk will forward him the information.

10. Finance

10.1 Clerk's financial statement

The Clerk's financial statement was circulated prior to the meeting, and was accepted by all present.

10.2 Cheques to be authorised

The following cheques were approved and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£50.00	J Andrews	Petty cash

Mr Tobin advised that he has purchased the posts and postcrete for the meres. The cost of purchase up to £350.00 was approved at a previous meeting. The actual cost was £330.00 and Mr Tobin produced the invoice accordingly. Therefore whilst the amount was not on the agenda under item 10.2, it was agreed that a cheque could be signed.

£330.00	M Tobin	Meres posts and postcrete
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10.3 Cheques to be authorised from Village Hall account

The following cheque was authorised from the Village Hall account:

£284.99	L P Electrical	Electrical works
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10.4 Play Park Committee grant request

The Clerk had received an email from Louise Panter from the Play Park Committee requesting an annual grant. The play park is currently closed awaiting essential maintenance works. Councillors felt that as the funds were not required immediately, a sum of money could be ring-fenced for the Play Park Committee but kept in the Parish Council account until it is needed. Mr Musgrave proposed the sum of £1250.00 to be held in the Parish Council account until required. The proposal was seconded by Mr Harrison with all present in favour. The Clerk will notify Mrs Panter accordingly.

10.5 Precept calculations

At the last meeting, Mr Jinks proposed that new precept calculations should be drawn up to reflect use of the Parish Council reserves in light of the loss of much of the top up grant from South Norfolk Council this year, and the necessity to increase the precept to reflect this and other financial burdens. The new calculations, which are attached as an addendum were circulated prior to the meeting, agreed and approved accordingly.

11. Parish Council Administration:

11.1 Data Protection Officer

The Clerk had forwarded various items of correspondence to Councillors regarding new Government legislation which comes into force in May. The legislation requires all Town and Parish Councils to have a Data Protection Officer. Current advice from the Norfolk Association of Local Councils states that the DPO should not be the Clerk or a Councillor. This would clearly have a financial impact of Councils who would presumably have to employ an independent person to fulfil this role. The NALC are still looking into this and will advise in due course.

12. Correspondence:

An email had been received from a member of the public regarding the state of the verges on Coniston and Brecon Road caused by contractors carrying out works to a private dwelling. He asked who was responsible for making good and whether it would be possible to place notices on the verges stating that parking is prohibited. The Clerk advised him that it is the responsibility of the contractor to make good any damage caused in connection with works to a property they are carrying out works to. The verges in question are owned by Highways. The Clerk advised that she had put notices in the Parish magazine asking people to park responsibly and not cause damage to the verges. In this instance it was a one off event whilst works were being carried out and therefore signage would not help.

13. Items for Agenda of next meeting 5th March 2018:

Data Protection Officer
Adoption of phone boxes
Bus stops
Finger posts at meres
CIL

There being no further business, the meeting closed at 9.30pm.

BROOKE PARISH COUNCIL			
BUDGET AND PRECEPT REQUIREMENT FOR 2018/19			
Total funds at 08/01/2018		£16,620.91	
Predicted payments to 31/3/18			
Cheques for immediate payment	-£678.00		
Clerk's salary & internet	-£1,176.00		
PCC grant (2017 season)	-£750.00		
St Peters Rd play area lease	-£10.00		
Meres posts	-£360.00		
Clinks - refurb of benches (excl VAT which we can recover)	-£525.00		
Notice boards £84 plus materials	-£115.00		
Room Hire	-£20.00		
Play Park Committee grant	-£1,250.00		
Dog bin emptying	-£780.00		
Stationery, post, misc expenses	-£30.00		
Total predicted payments	-£5,694.00	-£5,694.00	
Gross carry forward		£10,926.91	
Reserves	<u>01/04/2017</u>		<u>01/04/2018</u>
Tree surgery fund	£1,000.00		£1,000.00
Parish Clerk's computer fund	£150.00		£150.00
Village furniture acquisitions fund	£1,000.00		£1,000.00
Meres works fund	£6,000.00		£5,000.00
Cost of election if required	£2,000.00		£2,000.00
Small grants fund	£1,000.00		<u>£1,000.00</u>
Total reserves at start of of 2017/18	<u>£11,150.00</u>		
Funding for 2017/18 projects	-£1,000.00		
Reduced reserves carried forward	£10,150.00	£10,150.00	£10,150.00
Net carry forward		£776.91	
Predicted income and expenditure in 2018/19			
Precept (£10,457 plus 9%)		£11,398.00	
SNC grant		<u>£137.00</u>	
Total income including carry-forward (excluding reserves)		£12,311.91	

Estimated Clerk's salary & internet	-£4,800.00		
Grasscutting	-£1,545.00		
Village Hall grant	-£3,500.00		
PCC grant	-£750.00		
Playpark grant	-£750.00		
Audit fee	-£150.00		
Internal Audit	-£50.00		
Room Hire	-£90.00		
Maintenance of village furniture	-£500.00		
Dog bin servicing (7 bins)	-£420.00		
Stationery, post, miscellaneous expenses	-£150.00		
New Councillor training	£0.00		
Small Grants contribution	£0.00		
PC Insurance	-£570.00		
Subscriptions	<u>-£250.00</u>		
Sub-total	-£13,525.00	-	
		<u>£13,525.00</u>	
Deficit before reserve fund contribution		-£1,213.09	
Reserves	<u>01/04/2018</u>		<u>01/04/2019</u>
Tree surgery fund	£1,000.00		£1,000.00
Parish Clerk's computer fund	£150.00		£150.00
Village furniture acquisitions fund	£1,000.00		£1,000.00
Meres works fund	£5,000.00		£3,750.00
Cost of election if required	£2,000.00		£2,000.00
Small grants fund	£1,000.00		£1,000.00
Total reserves at 1/4/2018	<u>£10,150.00</u>		
Funding for 2018/19 projects	-£1,250.00	£1,250.00	
Reduced reserves carried forward at 1/4/2019	£8,900.00		£8,900.00
Net carry forward at 1/4/2019		£36.91	
Plus Reserves		£8,900.00	
Total funds at 1/4/2019		£8,936.91	