

**MINUTES OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 22ND JULY 2019 AT BROOKE
METHODIST CHURCH**

Present: Mr Haycox (Chairman), Mr Harrison (Vice-Chair), Mr Tobin, Mrs Beardsell, Mrs Meadows, Mrs Jones, Mr Spinks, Mr Gibson, Mr Pitelen and Mrs Andrews (Clerk)

In Attendance: Mr Stone (County Councillor), Mr Hankinson (Chair of School Governors).

1. Apologies:

Apologies were received from Mr Fuller (District Councillor) who was attending a meeting of the District Council.

2. Declarations of Interest:

There were no declarations of interest made.

3. Minutes of meeting 17th June 2019:

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

4. County Councillor report:

Mr Stone gave a report summarised as follows-

He had been asked by Mr Haycox about some counters which had been installed on The Street for some weeks but have now been removed. The Highways engineer, Mr Overland thought they may have been there in connection with a development but was not sure.

Obstructions placed on Highways verges are illegal. Residents sometimes put things on verges outside their houses to discourage parking or encroachment. If the PC notices any, he asks that they request residents to remove them.

There will be a public consultation on the County Council boundary review shortly. Norfolk County Council's recommendation is for single member divisions with 84 members.

He will circulate an interesting document about potholes and their repair strategy.

He will circulate a document named 'Together for Norfolk' which is a 5 year plan.

Mrs Meadows asked for a commitment to funding a new bus stop at the junction with the B1132, Church Road and Littlebeck Lane. Mr Stone advised that he is still waiting to see what funding is left after other commitments.

Mr Gibson asked for the speed limit on the B1132 between Brooke and Kirstead as far as the end of the footpath and on High Green leaving the village towards Shotesham to be restricted to 30mph. Mr Stone agreed to ask Mr Overland, Highways engineer to go and inspect and assess the sites but stated that it is unlikely that the speed restriction would be extended because the process is very costly.

Mr Harrison raised a problem of overhanging hedges and trees along the footpath between Brooke and Kirstead which are restriction the path. The path also needs siding out because the verges have encroached on to the footpath.

Mrs Jones asked where refuse from Norfolk goes to be incinerated. Mr Stone confirmed that it goes to Suffolk or Holland where it is incinerated and generates power in doing so.

5. School Governor's report:

Mr Hankinson gave a report, summarised as follows-

The new head teacher has made a very positive start at the school. SATS results will be publically available in October. The roll is up at 110 pupils. Wraparound care at both ends of the school day is in place. Pupils are coming in from out of the area. The summer social event was a great success. The year 6 leavers party was to Gravity and was funded by sponsors. A new Ofsted framework is coming in to place shortly.

Mr Pitelen asked whether the Governors still wanted a new school. Mr Hankinson stressed that the current school is fit for purpose but that it is nearing capacity and Poringland School is already full. He feels that the PC should continue to press for a new school.

6. Matters arising from meeting 17th June 2019:

6.1 Playpark

A report had been emailed to the Clerk, which is attached as an addendum to the minutes.

6.2 Bus stops and service

Mrs Meadows has liaised with members of the public and has presented a case to 1st buses about improvements to the bus service. A response is awaited. First Buses are up for sale which may well have a bearing on their response and the service going forward.

6.3 Meres

Finger posts

Mr Tobin will chase the contractor about sand blasting the finger posts. Mr Gibson also has contacts in this field and will make enquiries just in case.

New bench/noticeboard

£67.00 has been collected so far.

Fallen trees

Quotes are needed to remove the 5 fallen trees from the water in the meres. Mr Haycox and Mrs Beardsell will meet contractors on site to identify what needs doing. Mr Haycox will forward the Clerk names of suitable contractors.

Mr Tobin reported that the White Lion holds a fund raising quiz which generates funds of around £1500 per year. The White Lion have generously offered to donate half of the amount raised for meres improvements. Councillors agreed that Mr Tobin should gratefully accept the offer. Mr Spinks felt that the fishing areas need repair/replacement. The Clerk advised that the life bouy is no longer being checked as the water bailiff, Mr Ford is no longer doing it. Mr Harrison agreed to create a log book and carry out regular checks.

Management plan

This item was deferred until the next meeting.

6.4 Phone boxes

The phone box on The Street has now been removed.

7. Planning:

7.1 New and amended planning applications.

2019/1247 – Proposed erection of 2 storey side extension and replace existing 11 windows with new aluminium frame windows at 17, High Green.

The application was recommended for approval.

2019/1350 – Proposed 2 storey front extension with single storey porch, associated alterations and relocated highway access to 65, High Green.

The application was recommended for refusal with the following comments:

The Parish Council has considered the application and would recommend it for refusal.

Reasons for objection are-

- An extension beyond the existing building line
- Change to the look of the property, not in keeping with similar neighbouring buildings

Areas of support-

- Relocation of access/egress points
- Support would be given to a rear extension

Therefore by majority we recommend for refusal.

7.2 FW Properties development application review.

The Clerk had requested a copy of Mr Haslam - Planning Consultant's report to hold on file in case of a resurrection of the application. Mr Haslam did not submit a report as such but made lengthy recommendations pertinent to the F W Properties application, which were incorporated in the PC's submission to SNDC. Mr Haycox stated that in the event that a new application were made, the planning landscape is likely to change significantly which would require a very different response in the future; therefore it is likely that the PC would have to start again with a new report.

8. CPRE Membership

Mrs Meadows advised that membership is £36 per year and for that would receive advice and lobbying on the PC's behalf. Mr Tobin suggested that the CPRE may have their own agenda contrary to the aims of the PC. Mrs Meadows will forward councillors information for consideration prior to the next meeting.

9. Public spaces:

Mr Haycox had spoken to Clinks Care Farm regarding outstanding issues. They have done some works at the meres in response. The annual cut to the water's edge will be carried out at the end of the month.

Mrs Beardsell reported that the Men's Shed will cut back the Pyracantha on the Church wall on Dovecote Close side of the wall.

The Clerk will contact Highways about advertising signs on the Highways very at the end of High Green where it meets the B1132 as they are restricting vision.

10. Speed limits:

See Mr Stone's report regarding speed limit signs.

Mr Haycox raised concerns about speeding with the Police at a recent meeting he and Mrs Meadows attended. The Police agreed to install a SAM unit to monitor speed through the village as soon as possible.

11. Public toilet:

Mr Harrison presented an invoice for cleaning and servicing the public toilet at the scout hut with consumables (paper towels, soap etc) for £652.50. At the time of installation of the toilet in 2016, the Parish Council agreed to pay towards the cost net of the 20p charge for use. To date, the PC had never been invoiced, and the cost was assumed to be negligible. The Clerk will check the minutes to see exactly what was agreed.

12. Parish Partnership Scheme:

The Clerk had emailed Councillors details of the Parish Partnership Scheme which in the event of a successful bid would match fund projects in the village such as speed calming. These would be schemes that historically would have been funded by County Council when funds were more readily available. It was agreed that Councillors would read the material and consider whether any such schemes are needed in Brooke.

13. Brooke Industrial Park:

Mrs Jones raised concerns regarding advertising signs on the verges outside Brooke Industrial Park which she feels are restricting vision splays. The Clerk will ask Highways to investigate.

Mr Gibson raised concerns regarding the signage on the verge at the junction of High Green with the B1132 which restrict the vision of motorists emerging from High Green.

14. Fuel Allotment Charity:

Mr Haycox met with John Ash and agreed that the Parish Council lost ownership of the land subject to the Fuel Allotment Charity many years ago. The land has been used by the current owner for many years and whilst proof of purchase cannot be traced, it would be very difficult to try to prove otherwise. Mr Ash and Mr Haycox will ask the Charity Commission to dissolve the charity.

15. Community Land Trust Update:

Mr Haycox and Mrs Meadows attended a meeting regarding The Community Land Trust which is a scheme whereby a body (such as the PC) obtains land which is then developed with housing which would be the property of the Parish in perpetuity. The property is protected and could be rented out to members of the parish. There is a lot of work involved but would be very valuable to the village. Councillors will consider the prospect for further discussion.

16. Neighbourhood Development Plan:

Mr Haycox felt it important to raise the possibility of creating a Neighbourhood Development Plan for consideration. The principle advantage appears to be that should the village be developed once a plan has been created, the PC would be entitled to a much greater share of

the CIL fund. There is a lot of work involved in creating a NDP and full consideration therefore needs to be given to the advantages and disadvantages of doing so. Councillors will give the matter some thought for further consideration.

17. Finance:

17.1 Clerk's financial statement

The Clerk had circulated an overview of the Parish Council finances prior to the meeting.

17.2 Cheques to be authorised

The following cheques were approved for payment and signed accordingly:

£10.00	Brooke Methodist Church	Hall hire
£22.50	D Haycox	Reimbursement of cost of wine for internal auditor
£903.88	J Andrews	Backdated salary
£145.00	Simon Aylmer	Tree works at Brecon Rd amenity area

Mr Gibson had created a new Excel spreadsheet for the PC's accounts and transferred the last 2 years accounts on to it from the paper ledger. Councillors thanked Mr Gibson for his efforts. A section needs to be added for receipts. Once this has been added, the Clerk will be able to use this in place of the paper ledger going forward.

18. Parish Council Administration:

18.1 Communications policy

Mr Spinks had obtained a quote to create a new PC website for £750. Mr Gibson had looked at the existing website and felt that with some minor adjustments, it was fit for purpose. He and the Clerk will liaise.

18.2 Activity ideas and ownership proposals

Mr Haycox had drawn up a list and liaised with Councillors to allocate the following responsibilities:

- Bus Service - Lizzie Meadows
- Police Liaison - Lizzie Meadows
- Meres Management - Lee Pitelen
- Asset Maintenance - Martin Tobin
- Footpaths - Roma Beardsell
- Event Organisation - Jonny Spinks
- Hedge Control - David Haycox
- Dog Fouling - Lee Pitelen & David Haycox
- Parish Accounts Digitised - Andrew Gibson
- New Village Website - Andrew Gibson & Jonny Spinks
- Orchard/Allotments - David Haycox

18.3 Councillor training

The Clerk had contacted NALC regarding new Councillor training. They have offered to come out and deliver training to the PC as a whole for £432 + VAT. Places are also available for individual training on one of their courses held in various locations for £60 + VAT per person. All agreed

that only 2 Councillors need attend a course and can feed back to the others. Mr Haycox and one other would like to attend and will contact NALC to find a suitable date.

19. Correspondence:

There was no correspondence to discuss.

20. Items for Agenda of next meeting:

Play park
Bus stops and service
Meres - Finger posts
 New bench/noticeboard
 Fallen trees
 Management plan
Development
CPRE membership
Public toilet
Communications policy
Activity ideas and ownership
Speed limits
Parish Partnership Scheme
Community Land Trust
Neighbourhood Development Plan

There being no further business, the meeting closed at 10.00pm

Briefing for Brooke Parish Council, July 2019

Summary of progress

The committee has reached a critical stage with consultations complete and funding deadlines looming. Many funding bids rely on spend of monies within a 12 month period which may mean we have to consider a phased/staged build. We are keen to ensure we demonstrate that we have listened to the results of the surveys and the next priority for the group meeting in August is to develop a plan should phasing of equipment be required. Many funding bids require match funding and itemised quotes which are both included below. Tarmac funding (up to £15,000) relies on a third party contributing of 10% should a bid be successful. This funder has played a significant role in many of the local villages surrounding Brooke so we are confident of a successful bid. The committee will use charity reserves to honour this equipment and secure £13,500 of external funding.

We hope to plan a community event, such as a ‘colour fun run’ involving local families. Poringland has recently held some excellent community events and we believe Brooke would benefit from organising something similar. Any ideas or support would be gratefully received.

We have met with the pupils at the local primary and sent letters to private businesses, the latter securing £1,150 from Ben Burgess and J R Construction. The committee formally gives thanks to these businesses for their support.

Children’s Consultation results

Please see separate attachment for visual consultation tool*

A trustee visited the school in April to ask all children to choose from a selection of photographs a single item of equipment they wished to see at Brooke Play Park.

The results are set out below:

Item of equipment

Number of
votes

Nest swing 4

Regular swing 5

Skate park 33

Zip wire 37

Inclusive roundabout 1

Tee pee tents 9

Combine Harvester 7

Mound with swing 3

Total number of

pupils 99

The committee met in June to discuss the findings and agreed that as Seething Park has a zip wire, it would be considerate to choose other big ticket items. Zip wires, whilst fun, do not allow for inclusive play for children with different abilities and disabilities. The informal feedback from the pupils was that they were excited to think they might have an area to play on for all ages.

Community Consultation results

- 97% believe a play area has a 'very' or 'extremely' significant role in the community

- 96% believe a play area helps with physical development in children and young people and encourages them to be outdoors and explore their environment

- 80% have children under 12years old who would directly benefit from a safe space to play

We asked residents what facilities they might like and they told us the following;

- An area to enjoy picnics

- Zip wire

- An area that welcomed all ages

- Themed equipment

- Skate park

They also told us what we should remember when designing the space;

- It should be fun

- It should be safe

- It should be colourful

- It should be exciting

- It should be welcoming

Matched Funding

Timeline Funder Amount Status

10-Aug-19 Community Action Fund £15,000 Pending

06-Sep-19 Tarmac Landfill fund £15,000

Pending

13-Sep-19 Adnams Charity £2,500

Pending

30-Sep-19 Townlands Trust £500

Pending

Feb-19 Parish Council £5,000 Complete

May-19 Ben Burgess £1,000

Complete

May-19 JR Construction £500

Complete

Jul-19 Big Lottery Awards for All £10,000

Pending

Aug-19 Geoffrey Watling TBC

Pending

Total £49,500