

**MINUTES OF THE MEETING OF BROOKE PARISH COUNCIL HELD AT BROOKE METHODIST HALL ON  
MONDAY 20<sup>TH</sup> JUNE 2022 AT 7.30PM**

**Present:** Mr Spinks, Mrs Beardsell, Mr Pitelen, Mrs Hannah and Mrs Jones.

**In attendance:** Dr Newman, Mr Fuller (District Councillor) and the Clerk.

**Absent:** Mrs Mason-Billig (County Councillor)

**1. Apologies for absence:**

Mrs Brown and Mr Tobin sent their apologies.

**2. Declarations of interest:**

There were no declarations of interest made.

Mr Spinks proposed that item 9.4 be moved up the agenda in order that Mr Newman could take an active part in the meeting.

**3. Councillor vacancies and co-option:**

There are currently 2 vacancies on the Parish Council. An application had been made by email in early May by Rob Wilson who is currently on holiday and therefore unable to attend this meeting. Subsequently expressions of interest had been received from Dr Jonathan Newman (present at this meeting) and Gordon Selvage who was unable to attend. Mr Spinks proposed that as Mr Wilson applied first, he should be Co-opted on to the Parish Council. Mrs Beardsell seconded the proposal with all present in agreement.

Dr Newman introduced himself and gave an overview of his credentials. Mr Spinks proposed that he be Co-opted to the second vacant position on the Parish Council. Mrs Hannah seconded the proposal with all present in agreement.

The Clerk will send them the necessary forms for completion and will write to Mr Selvage thanking him for his interest and advising that the vacancies are now filled.

**4. Minutes of meeting on 9<sup>th</sup> May 2022:**

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.

**5. Matters arising from meeting on 9<sup>th</sup> May 2022:**

**5.1 Flashing speed signs**

The flashing speed sign is in place but currently the data cannot be retrieved as this requires an android device. Mr Spinks thinks he has a spare device and will find it for use.

**5.2 Meres path**

The Clerk will send Mr Pitelen a copy of the invoice from the initial installation of the meres path.

**5.3 Benches**

Mrs Beardsell had spoken to The Men's Shed regarding the benches they had previously renovated but were sub-standard. They agreed to re-do them. She also asked them to renovate the remaining 4 benches which they are happy to do. They are in the process of moving premises.

Mrs Hannah reported that the Scouts had cleaned the existing village benches. It was agreed that the Clerk would write a thank you letter which Mrs Hannah will forward to the appropriate person.

The Clerk will chase Mrs Mason-Billig for a decision from Highways about whether they give permission for 2 benches to be installed between the bins on the Norwich Road lay-by.

Mrs Beardsell commented that the village road signs are very dirty and wondered what SNDC's policy for cleaning was. Mr Pitelen advised her to report it to Highways using their website.

#### **5.4 Land registration**

Mrs Brown was unable to attend the meeting but had highlighted some points needing clarification which have been emailed to Councillors for consideration.

#### **5.5 Squash club**

See above.

Mr Fuller confirmed that there is still a grant of £2000.00 available from SNDC. He also stated that there is a Community Action Fund grants of up to £15,000.00 which could be applied for. He suggested that once the building had been renovated, it could be leased out on a peppercorn rent on the understanding that whoever leased it would be responsible for ongoing maintenance. He suggested it could be a sub-committee of the Tennis Club. All present Councillors were in favour of taking it on.

Mr Pitelen will get the key and go and carry out a site visit with Mr Tobin to look at likely costs. Once the estimated costs are known, Mr Fuller will look into the Community Action Fund application process.

#### **5.6 Asset of Community Value**

Mrs Beardsell and Mrs Brown had a meeting to look at the present position regarding the meres triangles and the possibility of registering them as an Asset of Community Value. Mrs Brown will collate the information and report back at the next meeting.

#### **5.7 St Peters Road Play Area**

Mr Pitelen suggested installing a swing at St Peters Road Play Area. The Clerk advised that it would require the appropriate insurances and would be subject to inspections like the Play Park. Mr Pitelen will speak to Jo Angel from Brooke Play Park Committee to get advice as to what measures would need to be put in place.

#### **5.8 Dovecote**

There was nothing new to discuss.

### **6 County Councillor's report:**

Mrs Mason-Billig was not present to give a County Council report.

Mr Fuller (District Councillor) gave his report, summarised as follows:

The District Council are procuring 100 electric car charging points. There are two types. As the Village Hall has 3 phase electricity, it could have a 22kw charging point. There is a meeting on Wednesday evening in Long Stratton with more information. Dr Newman volunteered to attend.

CIL will also be discussed at the meeting. Parish Councils can apply for advance CIL payments if they have a project planned and CIL is expected.

Mr Pitelen raised a problem with Saffron grass not being cut. Mr Fuller agreed to speak to the relevant person.

## **7 Planning:**

### **7.6 New and amended planning applications**

2022/1054– Proposed replacement single storey rear extension and alterations including solar panels to 12, Old Hall Gardens.

There were no objections to the application.

2022/0969 – Proposed enlargement of bay window to side of house and re-roof garage to form home office in roofspace of Meadow End, 3, Brooke Gardens.

There were no objections to the application.

2022/1098 – Proposed change of use from Class E (commercial hair salon) to use class C3 (residential dwelling) with single storey side extension at 11, The Street.

There were no objections to the application.

## **8 Public Spaces:**

### **8.1 Trees and hedges**

There are overhanging hedges at a property on Brecon Road. Mr Spinks will speak to the owners.

The footpath from Brecon Road to the field is overgrown – the Clerk will report it.

### **8.2 Highways**

The footpath surfaces on Brecon Road are poor – the Clerk will report them.

The road surface on The Street is very poor and needs resurfacing. The Clerk will liaise with Kay Mason-Billig.

### **8.3 Double yellow lines**

Mrs Stevens has written to the Parish Council requesting double yellow lines outside numbers 8 and 10 High Green as she feels that parents parking to drop and pick up school children causes a problem. It was agreed that this is a private resident's issue and not actually causing a danger, therefore the Parish Council should not get involved.

## **9 Finance:**

### **9.1 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.

## 9.2 Cheques to be authorised

The following cheques were approved for signature:

|         |                         |                      |
|---------|-------------------------|----------------------|
| £10.00  | Brooke Methodist Church | Hall hire            |
| £750.00 | St Peters PCC           | Annual grass cutting |
| £200.00 | St Peters PCC           | Jubilee grant        |

## 9.3 Cheques to be authorised from Village Hall account

|          |                 |                |
|----------|-----------------|----------------|
| £2140.80 | David Plume Ltd | Plumbing works |
|----------|-----------------|----------------|

The Village Hall Committee has not made a grant request this year and the account is currently only £543.58 in credit. It was agreed that the Clerk would transfer the difference in to the Village Hall account so that the above cheque can be paid and then advise the Village Hall Committee that their account balance will be £0 and that if they want the balance of their usual grant of £3500, a proper application must be made.

## 10 Parish Council administration:

### 10.1 Future meeting dates

The following dates were agreed for future meetings:

25<sup>th</sup> July 2022

12<sup>th</sup> September 2022

### 10.2 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. There were no issues highlighting to be addressed.

The Clerk had completed the rest of the AGAR form which she read out to the Councillors present. The Clerk 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.

### 10.3 Clerk's pay review

New Local Government Pay Scales were issued and the Clerk's current scale point 25 has gone up to £15.64 per hour. Mr Spinks proposed that the Clerk is put up to that rate with immediate effect and to be backdated to April 2022.

### 10.4 Councillor training

The Clerk had made enquiries with the new training officer at NALC regarding new Councillor training and had been quoted £60 per person for remote training. Councillors expressed a preference for face to face training. The Clerk will go back to the training officer to see what he can offer.

## 11 Correspondence:

A complaint had been received from a member of the public about the large trailer mounted sign advertising Thai massage which had appeared at Brooke Lodge. Mr Spinks had contacted the owners of Brooke Lodge to ask that the sign be removed as planning permission must be applied for in order to install advertising signs. The owner, Mr Selvage was unhappy with the request reasoning that there are other adverts displayed at the junction of the B1332 with High Green and also at Brooke Industrial Park. The Clerk had spoken to SNDC planning department who had advised that if the PC wished to launch an objection it would have to be done officially which would incur a fee. The Clerk will make further enquiries.

**12 Items for agenda of next meeting:**

**Speed signs**

**Meres path**

**Benches**

**Land registration**

**Squash club**

**Asset of Community value**

**St Peters Road play area**

**Advertising sign**

**Electric charging point**

**Councillor training**

There being no further business, the meeting closed at 8.55pm