

**MINUTES OF THE ANNUAL MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY
22ND MAY 2017 AT BROOKE METHODIST CHURCH**

Present: Mr Jinks, Mrs Beardsell, Mr Warman, Mr Mears, Mrs Powell, Mr Sanford, Mr Harrison, Mr Tobin, Mr Musgrave and Mrs Andrews (Clerk)

In Attendance: Mr Allen (Harlequin), Mr Wingate-Saul (Arqiva) and 4 members of the public.

1. Apologies:

No apologies were received

2. Election of Officers:

Chairman

Mr Jinks was proposed by Mrs Powell and seconded by Mrs Beardsell. No other proposals were made and Mr Jinks was agreeable. A vote was held with all in favour of re-election of Mr Jinks as Chairman.

Vice-Chair

Mrs Powell was proposed by Mr Jinks and seconded by Mr Warman. No other proposals were made and Mrs Powell was agreeable. A vote was held with all in favour of election of Mrs Powell as Vice-Chair.

Parish Council member with responsibility for internal audit

Mr Warman was proposed by Mr Jinks and seconded by Mrs Powell. No other proposals were made and Mr Warman was agreeable. A vote was held with all in favour of re-election of Mr Warman as internal auditor.

Tree Warden

Mrs Beardsell was proposed by Mr Jinks and seconded by Mr Sanford. No other proposals were made and Mrs Beardsell was agreeable. A vote was held with all in favour of re-election of Mrs Beardsell as tree warden.

Village Hall Committee member

Mr Harrison was proposed by Mr Jinks and seconded by Mr Sanford. No other proposals were made and Mr Harrison was agreeable. A vote was held with all favour of re-election of Mr Harrison as Village Hall Committee member.

3. Declaration of Interest:

No declarations of interest were made.

4. Minutes of full meeting 13th March 2017:

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

5. Planning:

5.1 New and amended planning applications.

2017/0861 – Proposed installation of telecommunications tower at telephone exchange, Norwich Road.

Mr Jinks gave explained that the Parish Council considered a pre-application approach regarding this application at a meeting on 5th December 2016. At that time, the Parish Council expressed the view that whilst it supported the principle of better mobile phone coverage in Brooke, the proposed site was not considered appropriate, and invited the applicant to discuss alternatives. No further approach was made until this new application was received.

Mr Jinks welcomed Mr Allen and Mr Wingate-Saul of Harlequin and Arqiva respectively. Arqiva are the applicants and Harlequin are the agents.

Mr Wingate-Saul gave a brief presentation giving the background of Arqiva who own and operate shared radio telecommunications infrastructure. They own and operate the UK TV and radio broadcasting transmitter network and have over 8000 transmitter sites in the UK. They host 25% of the UK's mobile coverage. This application will serve Vodafone and O2.

Mr Allen introduced himself as a qualified town planner for Harlequin. He was tasked with finding the best coverage possible in the best location in Brooke. 7 sites were considered but the telephone exchange was considered the most suitable. The installation requires a power supply, telecommunications connectivity, 24hr access and landowner's permission.

Mrs Powell asked whether other providers such as EE and 3 would be able to share the mast. Mr Allen advised that to provide for more users, a much larger mast of the lattice style would be required so this one will only serve Vodafone and O2.

Mr Tobin asked whether Harlequin work for any specific provider. Mr Allen advised that they are a contractor who can work for anyone.

A resident whose property neighbours the telephone exchange pointed out that there is no screening shown on the site plan between his house and the mast. He queried whether he would benefit with better mobile phone coverage as his house is so close and therefore the signal would pass directly over the top of his property. Mr Wingate-Saul confirmed that this is correct but he would still get better coverage than at present.

Mr Jinks asked why the other 5 sites had been discounted. Mr Allen advised the following:

Site D1 Brooke Church

This is a grade 2 listed property to the mast would have to be concealed in the belfry as an internal installation. But the elevation is 9 metres lower than the BT site.

Site D2 Pumping station

This site's elevation is 6 metres lower than the BT site.

Site D3 Brooke Garage

This site is within the conservation area so unlikely to get planning permission.

Site D4 Streetworks on crossroads

This site is on Highways land. There would be no screening and mast likely to be considered unsightly.

Site D5 Brooke playing fields

This site is overlooked by several properties and would have very little screening.

Mr Tobin pointed out that another telecommunications company had approached the Village Hall Committee about installing a mast on the Brooke playing fields site and it had ticked all the boxes for them.

Mr Jinks suggested that a larger, lattice style mast could be installed as a streetworks structure just outside the village, possibly at the Norwich Road layby where there is visibly higher ground. This would be able to serve more than 2 mobile providers, would not be near residential properties and would provide at least the same coverage as it has a greater elevation. Mr Allen stated that GPS measuring tools had been used, and the BT exchange site is higher. Councillors disagreed and stated that the layby is clearly higher as can be seen by the naked eye.

Mr Jinks asked what would happen if the application was turned down by the planners. Mr Allen stated that he thought the mobile phone providers would prioritise other geographic areas. He went on to say that there could be a planning condition imposed requiring screening or measures to help the mast blend in, such as painting it.

Mr Jinks thanked Mr Allen and Mr Wingate-Saul for coming and advised that the Parish Council would consider the application. They left the meeting.

All present agreed that the application should be recommended for refusal with the following comments:

Whilst the Parish Council supports the principle of better mobile phone coverage in Brooke, we recommend refusal of the application on the grounds of the location being in a residential area and very close to the conservation area boundary.

Mr Jinks suggested, and it was agreed that a line of dialogue should be kept open to discuss alternative locations should the application be refused.

2017/1128- – Variation of condition of planning permission 2014/2041 – rear extensions to plots 11 and 12 at 49, High Green.

There were no views or comments

2017/0525 – Variation of condition of planning permission 2014/2041 – achieving NCC adoptable highways standards necessitated a revised arboricultural impact assessment at 49, High Green.

The application was recommended for approval with the following comments:

The Parish Council accepts that tree T9 can be removed but T7 should be retained and there should be an agreed plan agreed by Robin Taylor showing details of replacement trees. The boundary line of development should be the same as in planning permission 2014/2041.

2017/0817 – single storey rear and front porch extensions to 41, Burgess Way.

The application was recommended for approval with the following comments:

Approval is subject to the planning officer being happy that the residential amenity of the neighbouring property is not materially damaged by reduction of daylight/sunlight.

6. Matters arising from meetings 13th March 2017:

6.1 Churchyard extension

Mr Jinks is yet to have a meeting with Rev. Lynne Chapman regarding the need for more space in the churchyard. This item will be put on the agenda for the next meeting

6.2 Churchill Place

The Clerk has asked for a notice to be placed in the next Parish magazine asking members of the public to use the dog bins provided for dog waste and not to use normal litter bins. Members of the public are also asked to park considerately and not on the verges.

7. District and County Councillors reports:

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

8. School Governor report:

Mrs Reynolds was not present to give a report.

9. Public Spaces:

9.1 Phone boxes

Mr Mears feels that the 2 village phone boxes are looking very scruffy. Mr Jinks understood that neither had yet been decommissioned and therefore remain the responsibility of BT. Mrs Powell will have a look at the one near her house and Mr Sanford will inspect the one in the Kings Head carpark. This will be added to the agenda of the next meeting.

9.2 Finger signs

The Clerk invited Groundhog, Steve Jones and UBS to submit quotes to repair/repaint the 2 finger signs at the meres. Groundhog do not wish to quote and nothing has yet been received from Steve Jones or UBS. The Clerk will chase them up.

9.3 Sapling removal at meres

The saplings marked for removal as still there. The Clerk will chase Clinks Care Farm and ask them to remove them at their next visit.

9.4 Posts at meres

Roma spoke to Henry Gowman of the men's shed group who has indicated they are happy to install new wooden posts at the meres if the Parish Council supplies the materials. Mr Tobin volunteered to source a supplier for the new posts and can lend the group a post borer.

9.5 Dog bins

The new dog bin has been installed adjacent to the meres near Steve Jones' house. Councillors will continue to monitor the frequency of emptying of the village dog bins.

9.6 Litter bin on Churchill Place

A resident on Churchill Place has asked that the litter bin outside where the shop used to be is removed. This is not a Parish Council owned bin. Mr Fuller had agreed to look into it at the last meeting as it is likely to be owned by Saffron Housing.

9.7 Village sign area

It was noted at the last working party that the paths at the village sign area are in need of refurbishment. It was agreed that the Clerk would ask Clinks Care Farm if they would be able to

re-surface the paths as an additional one off job. Mr Jinks also noted that there was a tree which appeared to be dead. Mrs Beardsell will go and inspect it.

9.8 Memorial plaque

An email had been received from the son of Maria Baker, a resident of Brooke who recently died. Mr Baker asked whether he could have a plaque in her memory put on a bench at the meres. He was willing to pay for the bench and plaque. It was agreed that there are enough benches at the meres at present. There was concern from Councillors that agreeing to a plaque could set a precedent, however it was agreed that the Clerk would return to Mr Baker advising that no more benches are needed but asking whether he would consider funding some other village asset upon which a plaque could be fitted.

9.9 Defibrillator

Judy Dixon introduced herself to the Councillors. She is in the process of trying to organise for a defibrillator to be installed in the village. She intends to fund raise to finance the project. Her question to the Parish Council was whether they could hold the funds raised and whether VAT could be re-claimed on the cost. The likely location for the defibrillator would be at the village hall. Mr Jinks advised that the Parish Council have previously confirmed that they are happy to support a defibrillator but do not wish to be responsible for the ongoing maintenance and checking of one. Mrs Dixon confirmed that she and her group of friends are happy to do the necessary checks. Mr Jinks advised that she really needs to approach the Village Hall Committee about this to confirm that they are willing to have it installed at the Village Hall. They would need to be responsible for insuring it. The Parish Council are unable to claim VAT back on purchases unless the purchase has been made from Parish Council accounts. Mr Jinks advised that the Parish Council holds a small fund for grants to village organisations or projects such as this one. The Clerk will send Mrs Dixon a grant request form.

Mr Jinks left the meeting at this point due to a prior commitment. Mrs Powell took the Chair.

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:

£20.00	Brooke Methodist Church	Hall hire
£240.45	NALC	Subscription
£10.00	J Andrews	Reimbursement re cost of projector
£546.68	AON	Parish Council insurance

11. Parish Council Administration:

11.1 Annual audit

The Clerk reported that Maurice Land has kindly carried out the internal audit and was satisfied that all proper accounting practices had been followed throughout the financial year. The Clerk had prepared the annual audit return for submission to Mazars; external auditors. The Clerk

read out section 1 – Annual Governance Statement to Councillors who agreed that all 9 statements were correct. The Clerk read out section 2 – Accounting Statement to Councillors who agreed that all 11 statements were correct. The Clerk ticked all the boxes and she and Mrs Powell as Vice-Chair signed the return accordingly. It was agreed that the Clerk would ask Mr Jinks to buy a bottle of wine for Mr Land by way of thanks.

11.2 Projector

The Clerk has procured the new projector and showed it to Councillors. It was agreed that whilst funds were supplied by South Norfolk Council to buy the projector to be shared between Brooke and Seething Parish Councils, one Council needs to retain ownership for insurance purposes. Seething Parish Council has indicated that they are happy for Brooke to retain it as long as they have use of it when needed. The Clerk has added it to Brooke PC's insurance and asset register.

12. The Old Forge:

Henry of 'The Men's Shed' has applied for The Old Forge to be registered as a Community Asset to protect it for the future.

13. Parish footpath and highway matters:

Mr Sanford reported that one of the bins on the Norwich Road layby has no lid and birds are pulling out the rubbish. It was agreed that the Clerk would get a quote for a new lidded bin to match the last one purchased for that site.

Mr Sanford reported that the public footpath alongside 26, The Street by the meres is very overgrown. This is Highways responsibility and there is currently no funding for footpaths to be maintained.

14. Correspondence:

A letter has been received from CPRE (Campaign for Rural England) inviting Councillors to a meeting on 19th July regarding the Local Development Plan (Joint Core Strategy). They are unhappy at the level of development in rural areas.

15. Items for Agenda of next meeting:

- Finger signs
- Churchyard extension
- Phone boxes
- Posts at meres
- Village sign area
- Defibrillator

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