

**MINUTES OF MEETING OF BROOKE PARISH COUNCIL HELD AT 7.30PM ON MONDAY 14<sup>TH</sup> AUGUST  
2017 AT BROOKE METHODIST CHURCH**

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

**1. Apologies:** Apologies were received from Mr Musgrave and Mr Sanford.

**2. Declaration of Interest:**

Declarations of interest were made by Mr Tobin with regard to agenda item 4.1 regarding application numbers 2017/1777 and 2017/1567 which UBS may be tendering for. Declarations of interest were also made by Mrs Powell, Mr Harrison, Mr Mears and Mr Tobin regarding agenda item 9.3 in their capacity as Village Hall Committee members.

**3. Minutes of meeting 3<sup>rd</sup> July 2017:**

The minutes had been previously circulated to all Councillors, were agreed by all present to be a true record of the meeting and were signed by the Chairman accordingly.

**4. Planning:**

4.1 New and amended planning applications.

**2017/1567 – Proposed rear extension to 32, Brecon Rd.**

The application was received between meetings and Councillors were consulted by e-mail. The application was recommended for approval.

**2017/1717 – Proposed retention of fencing and construction of all-weather horse exercise arena on a pre-existing paddock and a covered horse walker at land east of High Green.**

The application was recommended for approval.

**2017/1777 – Proposed 2 storey side and single storey rear extension at North Cones, 33, Norwich Road.**

The application was recommended for approval as a suitable extension to an existing dwelling.

**2017/1763 – Proposed repairs to the Dovecote at 2, Dovecote Close.**

The application was recommended for approval with the following comments: The Parish Council welcomes the fact that the Dovecote is being renovated as it is an important feature of the village. The Parish Council wishes to make sure that the materials used are approved by the Conservation Officer.

Mr Sanford had reported a structure being erected in the garden of 9, Burgess Way for which no planning application had been submitted. The Clerk reported this to South Norfolk Council's enforcement officer, Andy Baines who upon inspection has confirmed that an application needs to be submitted.

At the last meeting, the Chairman queried whether the Clerk had received a response to her email in April to the Planners regarding Fox Lodge. The Parish Council were concerned that the access roadway across the field, which is currently classed as agricultural land, may lead to

change of use by way of established use. The Clerk emailed South Norfolk Council again following the last meeting but has still not received a response. She will write to the Planners again asking for reassurance and copy in John Fuller.

## **5. Matters arising from meeting 3<sup>rd</sup> July 2017:**

### **5.1 Churchyard extension**

Mr Jinks has met with the Vicar who has confirmed that the graveyard is almost full and has capacity for only about 6 years. She would like to acquire the woodland behind the graveyard and a piece of the field behind that. She considers that the woodland would make a nice public space to walk through to reach the new graveyard beyond. This proposal has been considered in the past, and at the time, the landowner Mr Holl was not amenable. It was agreed that Mr Jinks will approach Mr Holl again and see whether he would consider selling a piece of land.

### **5.2 Village sign area**

Clinks Care Farm is going to submit a quote to reinstate the path at the village sign area. The Clerk will chase them up and ask Doeke to liaise with Mr Warman.

### **5.3 Phone boxes**

Mrs Powell confirmed that both the village phone boxes have had the equipment removed and are no longer in service. It was agreed that the phone boxes are in poor repair and it would be a shame for them to be left abandoned. The Clerk will approach BT and advise that the Parish Council are considering adopting them and find out the process and costs involved.

### **5.4 Defibrillator**

There was nothing to report. This matter is currently in the hands of the Village Hall Committee.

### **5.5 Finger signs**

Mr Tobin confirmed that he is looking into whether the signs need to be removed to be shot blasted or whether they can be done in-situ. He will be in a position to submit a quote by the next meeting. The Clerk will chase Steve Jones who is also submitting a quote.

### **5.6 Posts at meres**

Mrs Beardsell will liaise with Henry from 'Mens Shed'.

### **5.7 Memorial plaques**

It was agreed that a blanket approach to memorial plaque requests would be too prescriptive and that each request should be considered on its own merits. Mr Tobin suggested that if the woodland behind the Church is acquired for public use, it would be a suitable place to have plaques displayed.

## **6. County Councillors report:**

Mr Stone was unable to attend the meeting.

## **7. School Governor report:**

Mrs Reynolds was not present to give a report but had emailed her report as follows:

I am away on Monday and will need to discuss with Jeremy who will be able to attend from Governors moving forward.

I would like to reassure PC that the reason I have not been able to attend the more recent meetings is due to work/personal commitments and not in

anyway school related.

Update is as follows:

\*We have a new interim Head joining us in Sept to cover whilst Mr Robinson remains unwell. She seems very good and we're looking forward to her joining the team.

\*Pupil numbers for Sept will be 115-120. We have c13 New reception starters but have lost quite a large number of yr 6 pupils who are going to high school, plus some other children going to private school.

\*Great result for our school cricket team who won the Norfolk schools competition and came 3rd in East Region schools competition, narrowly missing out on the top spot. Excellent achievement though.

New school - the council have been unable to agree the purchase price with the 3 landowners of the proposed site off Burgess Way. As this has taken years to try and resolve and little progress has been made despite the Governors /Head applying much pressure to the County Council etc we understand the money has now been reallocated elsewhere. This is very disappointing and a shame for the children who would have clearly benefited from a new school with a playing field.

We continue to make the most of our limited space with a thriving garden area with the children producing tomatoes etc used in the school kitchen.

As you know I have stepped down along with Robbie Lightfoot as we have both served our 4 year term, we will be recruiting some replacement governors in Sept and I will arrange for a representative to attend PC meetings.

Councillors were very frustrated by the withdrawal of funding for the new school. Mr Stone had specifically stated that the funds were ringfenced and would not be allocated elsewhere. It was agreed that the Clerk would write to Mr Stone to state that the Parish Council is devastated to learn that the funds have been withdrawn and ask for an explanation as to why this has occurred particularly at a time when the school is vulnerable due to staffing issues.

Mr Tobin also felt that an explanation as to why the pre-school has closed down should be sought. It was agreed that the Clerk would write to Angela Stephenson (pre-school manager) to ask whether anything could have been done to keep it open.

## **8. Public Spaces:**

### **8.1 Overgrown hedges obstructing footways**

Mr Jinks had received a complaint from a wheelchair user about a hedge which was overhanging the footpath on High Green to such an extent that she was unable to use it. Mr Jinks suggested a small group of Councillors do a walking inspection of the village to highlight any hedges causing an obstruction and rather than send a generic letter to the householders, go and speak to them personally. It was agreed that he, Mrs Powell and Mr Sanford would get together and do this.

Mr Harrison advised that he had received several complaints about the state of the meres. He feels that trees around the meres have become overgrown and are shading the water and in some cases falling in to the water. He suggested that they are thinned. Mrs Beardsell suggested that rather than remove any, the trees could be managed to raise the canopy. Mr Jinks suggested, and it was agreed that he speaks to Mr Ash and Mr Hayman, both of whom are water experts to get their views on whether the trees are causing a problem. Thereafter if necessary, Simon Aylmer (tree surgeon) could be consulted on their management.

Mr Harrison also advised that the fishermans bench on the west mere has collapsed. It was agreed that it would be inspected at the meres working party on 14<sup>th</sup> October.

## **9. 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
£328.00	Glasdon UK	Litter bin for Norwich Rd lay-by
£30.00	S Jones	Installation of dog bin

### 9.3 Village Hall Committee grant request

Mr Harrison circulated the projections for expenditure and requested a grant of £3500.00. Based on the projections provided, Mr Jinks proposed that a grant of £3500 is awarded to be paid by online transfer. Mr Warman seconded the proposal with all present who had not declared an interest in agreement. The Clerk will transfer the funds accordingly.

## **10. Parish Council Administration:**

### 10.1 Clerk's salary review.

This item will be deferred until the next meeting. In the meantime, Mr Jinks will circulate the up to date local government payscales for consideration and the Clerk will confirm when the last pay review took place.

## **11. Correspondence:**

The Clerk had received a letter from Mrs Betty Meeks who had found two newspaper clippings about sailors from Brooke and Howe who had died in WW1. She had come across the clippings in a family bible and thought they were school friends of her mother who had lived in Brooke at that time. She wondered whether these clippings would be of any interest to anyone living in Brooke now. It was agreed that the Clerk would write back to Mrs Meeks to thank her and that the clippings would be given to Marion Folkes of The Brooke Society for inclusion in their quarterly report in the Parish magazine.

## **12. Items for Agenda of next meeting:**

Village sign area  
 Churchyard extension  
 Phone boxes  
 Defibrillator  
 School Governor report  
 Clerk's salary review  
 Finger signs  
 Posts at meres  
 Fox Lodge (use of field)  
 New school

There being no further business, the meeting closed at 9.35pm.