

**MINUTES OF BROOKE PARISH COUNCIL MEETING HELD AT BROOKE VILLAGE HALL ON MONDAY
21ST JUNE 2021 AT 7.30PM**

Present: Mr Harrison, Mr Spinks, Mrs Beardsell, Mr Barmby, Mr Pitelen, Mr Tobin, Mrs Hannah and Mrs Jones.

In attendance: The Clerk and 2 members of the public.

Absent: Mr Fuller (District Councillor) and Mrs Mason-Billig (County Councillor)

1. Apologies for absence:

Apologies were received from Mr Gibson.

2. Declarations of interest:

There were no declarations of interest.

3. Minutes of Annual Meeting of the Parish Council on 17th May 2021:

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.

4. Matters arising from Annual Meeting of the Parish Council on 17th May 2021:

4.1 Flashing speed signs

Mr Tobin reported that he had no update.

4.2 Adrian Gunson memorial noticeboard

The new notice board has been made and installed. It was agreed that a notice would be put in the next Parish magazine to let people know it is there. Mr Harrison suggested that a plaque should be fixed to the noticeboard reading 'In memory of Adrian Gunson'. All present agreed. Mr Pitelen will check with Mrs Gunson that she is in agreement.

4.3 Village map board

This item was deferred.

4.4 Benches

Four of the reclaimed benches are currently with The Mens Shed for refurbishment. Once these are finished, they will refurbish the remaining two.

Mr Harrison had researched picnic benches – 2 to be sited at St Peters Road play area and one on the Brecon Road amenity area. They are constructed of recycled plastic and are available in brown or black at the cost of £1050 for 3. All present voted in favour of ordering them in brown.

4.5 Land registration

Mr Harrison reported that Fosters Solicitors now need to reconstitute the title deeds to the squash club. Mr Warman (present) is one of the only 2 remaining trustees and impressed upon all present the importance of transferring the title to the Parish Council while he and the other remaining trustee are still present in the village. Once the Parish Council have signed the agreement with the solicitors, the trust will be wound up. Mrs Hannah reported that her husband had inspected the squash court and there was a lot of work to be done which could be costly. All present agreed that at this stage, the Parish Council should take over the ownership as it is an asset to the village. Grants may well be available for the renovation works. Mr Spinks

confirmed that the cricket club are prepared to help with the running of the club regarding membership and handling of subscriptions etc as the squash club does not have a bank account. Mr Harrison proposed that the Parish Council signs the agreement with the Solicitors, Mr Pitelen seconded the proposal with all present in favour.

4.6 Trees

The Clerk has submitted an application to South Norfolk District Council for the tree works described in Simon Aylmer's report. Mr Barmby had checked the condition of the jubilee tree with Mr Aylmer following the last meeting and Mr Aylmer had confirmed that the tree was dying from the inside, had no future and needed felling. Mr Tobin will speak to the WI to advise.

4.7 Asset of Community Value

This item was deferred.

5. Planning:

5.1 New and amended planning applications

2021/0908 – Erection of tree house (retrospective) at 59, High Green

Councillors carried out a site visit on Saturday 19th June 2021. The owner of the neighbouring property invited Councillors to view the already constructed tree house from his garden. Councillors felt that this matter was a neighbourly dispute and did not have any comments to make about the application itself. It was agreed that the response to South Norfolk Council should be that the PC have no comments to make on the application and are happy for SNDC to make a decision based on their planning policy.

5.2 Local Development Plan

The consultation is now open for comments. Mr Gibson attended a zoom seminar and reported the following by email:

The representatives from South Norfolk were:- Paul Harris, Simon Marjoram and Richard Squires

I have put a few points below that I made note of during the meeting.

Please do not take these comments as official, it was just my understanding from the meeting.

- One of the main drivers for preferred housing allocation is proximity to village primary schools.
- The allocation of 1200 houses across the villages is a minimum.
- With the currently preferred site allocation the number is approximately 1250.
- During the current consultation more sites could be put forward.
- For most of the current preferred sites a site visit was carried out.
- When the plan is eventually finalised any site that is allocated as a preferred site will almost certainly be granted planning permission.
- Highways were consulted in the decision process.
- If going forward South Norfolk cannot fulfil the 3 year rolling/ 5 year land supply then other sites may well be allocated as suitable for housing.

It was agreed that Councillors would study the consultation documents ready for the next Parish Council meeting on 19th July 2021.

6. Public spaces:

6.1 Trees and hedges

The Clerk reported that she had been contacted by Mrs Folkes who apologised for her overgrown hedge but assured the PC that a contractor will cut it back as soon as the birds have finished nesting.

Mr Spinks reported that he had spoken to the parents of the children who had built the den on the meres who confirmed that they still play in it and do not intend to take it down.

Mr Pitelen stated that St Peters Road play area needs a good tidy up. There are areas that need levelling, trees trimming back etc. He had obtained a quote from Marcus Carpenter to do the necessary work at the cost of £700. Once the area is cleared, the new picnic benches can be installed.

Mr Carpenter has also quoted to remove the Pyracantha from the Church wall, level the ground be installed. Mr Harrison proposed that both quotes are accepted. Mr Pitelen seconded the proposal with all present in favour. The works can be paid for from the CIL fund.

7. County and District Councillor reports

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

8. Finance:

8.1 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.

8.2 Brooke Play Park Committee grant request

The Secretary of the Play Park Committee presented a grant request of £1250.00 for funding a piece of new equipment. Funding for a specific piece of equipment could be paid for from the CIL fund. She will go back to the Committee to check they are happy with this.

8.3 Cheques to be authorised

The following cheques were approved for signature:

£285.00	M Carpenter	Grass cutting
£50.00	J Andrews	Petty cash
£291.55	The Mens Shed	Noticeboard materials and contribution

9. Parish Council administration:

9.1 Annual audit

The Clerk reported that Maurice Land had carried out the internal audit, was satisfied that the Parish Council had followed all accounting procedures correctly and had completed the Annual

Internal Audit Report section of the Annual Governance and Accountability Return (AGAR) accordingly. The Clerk completed the Certificate of Exemption on the AGAR which is completed by smaller authorities with gross income or expenditure not exceeding £25000. The Clerk and the Chairman signed the certificate accordingly. The Clerk had also completed the Accounting Statements on the AGAR which she and the Chairman signed. The Clerk read out the Annual Governance Statement from the AGAR. All Councillors agreed that the statements were correct and the Clerk and Chairman signed it accordingly.

The Clerk had published the notice of the period for the exercise of public rights on the website and noticeboards in accordance with regulations.

The Clerk noted that the Risk Assessment has not been updated recently. This will be considered at the next meeting.

10. Correspondence:

The Clerk had received an email from Mr and Mrs Orland asking the Parish Council to consider what can be done to replace the Post Office which is closing imminently. It was agreed that the Clerk would contact Post Office Services following receipt of their notice which stated that the closure is temporary and ask how temporary the closure is and what they are planning to replace it with. The Clerk will return Mr and Mrs Orland to advise.

An email had been received from Beryl Moore stating that the link to the Local Development Plan documents did not work. Mr Tobin explained that the link includes the incorrect spelling of Kirstead which needs to be spelt as per the link and not correctly. He pointed this out in the flyer which went to every household giving members of the public information regarding the LDP and advising householders to make comments. The Clerk will advise Mrs Moore.

11. Open forum

Councillors had distributed a flyer to all households with information regarding the LDP on one side and information regarding the Post Office closure on the other. Villagers were invited to make donations by way of a thank you to Robin and Leigh Stamp who have served Brooke Post Office for twenty years.

12. Items for agenda of next meeting:

- Flashing speed signs
- Plaque for noticeboard
- Village map board
- Benches
- Land registration
- Squash club
- Trees
- Asset of Community value
- Local Development Plan
- Post Office

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

