

Minutes of Chedgrave Parish Council Meeting held Thursday 5 April 2018

Present: Chairman J Bircham, Cllrs, J Lurkins, C Gould, E Guymer & R Wood
NB. Chairman altered the running order of agenda items to accommodate visitors.
 Items are given in the order they occurred but with their original agenda position given in brackets () below.

1.	Apologies –Cllr F Husband, Cllr C Frosdick
2.	Minutes of meeting held on 1 March 2018 approved and signed. Proposed RW, seconded EG Minutes of special meeting held on 15 March 2018 approved and signed. Proposed JL, seconded RW
3.	Matters arising - No matters arising.
4.	Declarations of interest – JB item 11 & 20, JL item 20.
5.	To adjourn the meeting to allow public participation. There were 10 members of the public (MOP) present. <ul style="list-style-type: none"> - 3 MOPs representing building firm Vello attended to give an initial presentation of potential development on the Pits Lane/Hardley Rd site. They advised that they are a small local housebuilder and have teamed up with the landowner to develop the site with 7 dwellings: 5 bungalows and 2 semi-detached affordable houses. They stated that the site has been deemed suitable as part of the GNLP although Cllr C Gould advised that this has not yet been confirmed. They are planning to submit plans within a few months. Cllr J Lurkins queried whether flats had been considered instead of affordable houses and Vello said they are in discussion with the housing association re specific need for the area. Vello are planning to letter drop neighbours to keep them apprised of plans. - One representative from Loddon Royal British Legion (RBL) attended to show an example of the type of hand crafted wreath planned for 2018. They offered CPC wreaths for the lychgate with CPC gratefully accepted. A second RBL representative advised of possible errors in the regiment information of fallen soldiers as well as the possibility of a fourth soldier not already mentioned on the church war memorial (more detail on these matters under item 11 (prev.17)). - An MOP attended the meeting to discuss the possibility of taking on the role of tree warden for Chedgrave. He is already acting in this capacity for Loddon PC and updated councillors on plans for skate park tree planting. JB advised that plans are not yet finalised for the skate park. MOP asked if he could see any existing plans of trees held and also queried insurance. Clerk to investigate any existing tree plans held. MOP and Clerk to liaise re next steps.
6.	Reports: Councillors' reports: DCllr Larnar – Had pre-circulated his annual report. Cllr J Bircham requested some pressure on NCC regarding Wherryman's Way. Cllr C Gould commented there was a forthcoming river inspection trip planned. Cllr J Lurkins – raised the matter of flooding at the bottom of Rectory Lane but commented that NCC Highways are planning major works to resolve. Cllr R Wood – congratulated Chair on the impact of the recent bulb planting in front of Beauchamp House commenting that it looks very nice.
7.	Clerk's Report – no matters arising.
8. (14)	To discuss "Duke of Edinburgh" litter pick volunteering Two students from Hobart High School are to take on the roles of litter pickers for the village over the next 6 months. CPC to provide the following: Litter grabbers (kindly provided by DCllr Larnar, but requested back after 6 months)

	<p>for others to use) Hi-vis vests and gloves JB to organise Bags (Clerk has these). Cllr J Bircham to advertise the presence of the litter pickers in Chet News/parish website.</p>
9. (11)	<p>To discuss plans for Loddon Skate Park No formal plans have yet been received nor public consultation taken place but the plan is up in LPC office. Cllrs C Gould and J Bircham feel this needs to be progressed formally. Clerk to request official details from LPC, Cllr C Gould to progress this in his role as DCllr.</p>
10. (13)	<p>To discuss quotes for tree inspection work: Clerk has received one quote to date and will proceed with two further quotes. Clerk to progress and add this and tree warden post to next month's agenda.</p>
11.(17)	<p>To discuss the Lych Gate Memorial dedication: Cllr C Gould advised that we need to decide what will happen e.g. formal ceremony and the possible village social event. Cllr J Bircham suggested a meeting between RBL, PCC and CPC to discuss in detail. Clerk to co-ordinate. Cllr J Bircham advised that the PCC have stated that the dedication should take place on a Sunday therefore a new date of 30th September 2018 was proposed and agreed. There was discussion on whether there was a fourth soldier from Chedgrave but no information has been found. There was further discussion re possible differences in regiment registered i.e. in some cases the joining regiment differs from the regiment of the soldier at the time of death. Cllr C Gould suggested continuing to use the joining regiment for the purposes of continuity. Cllr J Bircham to check files for information on possible fourth soldier and complete form for SNC Community Funding for the event. Cllr J Bircham also suggested adding a time capsule as part of the event. Cllr C Gould added that there is an RBL protocol for dedication ceremonies which he will review. Cllr J Bircham also gave a brief update on the building work for the lychgate and advised that the archaeologist is on holiday but will attend site on Monday 23rd April for the digging of the foundations. Clerk to follow up with carpenter and stonemason re meeting with Cllr J Bircham.</p>
12.(8)	<p>To discuss co-opting two new parish councillors to fill the current vacancies: Deferred until next meeting.</p>
13. (9)	<p>To discuss and agree the protocol for posting meeting minutes In order to fulfil current regulations it was agreed that the Clerk would send draft minutes to Chair for review before posting on the website marked "draft". Prior to the next meeting, the draft minutes will be circulated to councillors and then signed off and published in the usual way. Clerk to progress.</p>
14.(10)	<p>To discuss matters arising and protocols following Data Protection Training Clerk outlined some of the issues likely to affect CPC and the following was agreed/discussed:</p> <ul style="list-style-type: none"> - Clerk appointed Data Protection Officer (DPO) - Clerk to check whether data protection matters are covered under our insurance, progress information audit, review templates and tailor for Chedgrave accordingly, check the protocol of forwarding emails with the training company - Clerk advised that there is a lockable filing cabinet in the parish office - It was agreed that Cllrs would not adopt parish specific emails and advised that all Cllrs already have anti-virus on their computers. <p>Clerk to progress and update accordingly</p>

15. (12)	To discuss and agree donation requests It was agreed to provide a donation of £50 each to the following local organisations:- NARS, Eastern Rivers Community Gym, Chet Carnival & Community Group, Chedgrave MS Therapy Centre, Loddon 1 st Responders. Unanimously agreed. Clerk to raise payments at May meeting.																
16. (15)	To discuss works carried out on the restricted byway in the vicinity of Vale Cottages and the bin store located in the Pits. The response from NCC Highways states that although permission should have been sought, this is very difficult to enforce. However, the response did re-iterate the need for a 4m access gap on restricted byways for the general public and emergency vehicles etc. The discussion moved on to the bin store queried why permission had not been sought. Clerk to draft letter accordingly from CPC to residents of all three Vale Cottages.																
17. (16)	To discuss the Brian Clarke rooms: Members of CPC attended the stakeholder meeting with Saffron on 29 th March. There was a general discussion on the management of the room and the additional time required. Discussion suggested that this should be taken on for a trial period. Clerk to respond to Saffron re follow up meeting to take place on 17th April, AM.																
18.	To consider planning applications – 2018/0507, 5 Turkeys Home, single storey rear extension.: consultation closed 30 th March. CPC responded with no comments 2018/0505, 3 Vale Cottages, Pits Lane, conservatory/shed development: no comments. 2018/0628, 58-60 Langley Rd, replacement shop fronts: no comments.																
19.	Planning Decisions BA/2017/0474/FUL, 2 new dwellings and associated hard & soft landscaping Land At 21A Church Close Chedgrave Norfolk NR14 6NH: Approve Subject to Conditions BA/2018/0052/FUL, Replacement outbuilding, Walklin Cruisers, Pits Lane, Chedgrave, Norfolk: Approve Subject to Conditions																
20.	<p>To approve payments as detailed below</p> <table border="1"> <tr> <td>Clerk Salary (inc. phone and stationery expenses)</td> <td>£264.67</td> </tr> <tr> <td>BC Room Bookings (Special PC Meeting + Grebe Drive Meeting)</td> <td>£22.50</td> </tr> <tr> <td>Derrick Johnson (ref Website Hosting fee)</td> <td>£17.98</td> </tr> <tr> <td>Mark Goldsworthy Lychgate Timber Work, payment 1</td> <td>£1500</td> </tr> <tr> <td>John Lurkins (ref Easter Egg Hunt)</td> <td>£207.43</td> </tr> <tr> <td>Agellus Projects (ref map extract for parish plan)</td> <td>£26.50</td> </tr> <tr> <td>G&J Bircham Ltd (ref Pits Driveway works)</td> <td>£3000.00</td> </tr> <tr> <td>Total</td> <td>£5039.08</td> </tr> </table> <p>Receipts: Discretionary Member Payment from DCllr Jaan Larner (re Pits improvements) £500 Grazing £80.00 Total: £580 Proposed: CG, Seconded RW.</p>	Clerk Salary (inc. phone and stationery expenses)	£264.67	BC Room Bookings (Special PC Meeting + Grebe Drive Meeting)	£22.50	Derrick Johnson (ref Website Hosting fee)	£17.98	Mark Goldsworthy Lychgate Timber Work, payment 1	£1500	John Lurkins (ref Easter Egg Hunt)	£207.43	Agellus Projects (ref map extract for parish plan)	£26.50	G&J Bircham Ltd (ref Pits Driveway works)	£3000.00	Total	£5039.08
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21.	To receive items for next agenda – the Common, allotments inspection follow up, Loddon Skate Park, Registration of parish land, emergency procedures/planning tree inspection quotes, tree warden.																

There being no further business, the meeting closed at 9.45pm.

Signed:

Dated: