

## Minutes of Chedgrave Parish Council Meeting held Thursday 7 June 2018

Present: Chairman J Bircham, Cllrs, J Lurkins, E Guymer, B Maxted, D Johnson, F Husband, 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.	<b>Apologies</b> – Cllr Colin Gould (Saffron matter) however, attended the meeting later. Cllr C Frosdick (family matter), DCllr J Lerner (ill health)
2.	Minutes of meeting held on 3 May 2018 approved and signed. <b>Proposed RW, seconded BM</b>
3.	<b>Matters arising</b> - No matters arising.
4.	<b>Declarations of interest</b> – JB item 19, 20, 21, 24, EG item 18
5 (6).	<p><b>Reports:</b> <b>Councillors' reports:</b> <b>JL</b> – Had attended a meeting of the Jubilee Hall Committee. Things are progressing: a complaint has been made to the Charities Commission regarding the number of trustees; the football club has agreed to the wording of the contract; finances are in good shape. <b>BM</b> – Raised the matter of the Broads Local Plan (Hearing Programme) has found 2 submissions from the previous Clerk. He feels there are 4 matters which affect CPC and proposes to represent CPC at the forum. Unanimously agreed. <b>This matter to be added to the agenda of next CPC meeting and Clerk to confirm BM's attendance.</b> <b>FH</b> – May also attend the above forum as MOP. <b>RW</b> – Had received a complaint that the footpath from Big Back Lane to Langley has not been cleared. <b>Clerk to raise a ticket with NCC Highways</b> or alternatively Community Payback could do.</p>
6 (5).	<p><b>To adjourn the meeting to allow public participation.</b> There were 12 members of the public (MOP) present.</p> <ul style="list-style-type: none"> <li>- MOP1 - Speaking on behalf of Vale Cottages residents – apologised for causing a fuss over the recent installation of a bin store in The Pits and stated that they didn't want to upset anyone. Stated that they had received a letter from the clerk and had replied stating that they were seeking to improve the area but apologised for not seeking permission. Stated that they would like to reach a compromise and perhaps pay a nominal rent with a view to improving the look of the area. Ended by stating that he hoped CPC would support this.</li> <li>- MOP2 – Volunteering as a tree warden – councillors thanked the MOP and asked her to follow up with Clerk. <b>Clerk to add to July agenda.</b></li> <li>- MOP3 – Thanked CPC for advertising the temporary closure of the boatyard footpath and advised the path is now open. Re Parish Plan, stated the 1<sup>st</sup> proof is back from printers and minor amendments made. Expecting 2<sup>nd</sup> proof within 2 weeks. Clerk to circulate paper copy to Cllrs for comment. MOP requested 2 original images for the printer as images currently provided not of sufficient quality for printing <b>Clerk and Chair to provide.</b> MOP queried the footpath maps provided by Clerk – <b>Clerk to follow up and clarify.</b></li> </ul>
7.	<p><b>Clerk's Report</b> – matters arising, clerk to:</p> <ul style="list-style-type: none"> <li>• <b>proceed with GDPR actions as outlined to Cllrs via email.</b></li> <li>• <b>add Merchant Navy Day to July agenda and check costs</b></li> <li>• <b>add NCC Highways improvements to September agenda, add to Chet News for public comment</b></li> <li>• <b>obtain quotes for tree work identified in AT Coombes report</b></li> <li>• <b>add a statement to Chet News re ponies grazing on the Common from 19<sup>th</sup> June.</b></li> </ul>

8.	<p><b>Annual Accounts 2017/18 – to consider the Accounting Statements</b>          JB reviewed the Accounting Statements and proposed sign off.          Proposed: JB, 2<sup>nd</sup>: RW</p>
9.	<p><b>Annual Accounts 2017/18 – to approve the Accounting Statements by Resolution</b>          Proposed: JB, 2<sup>nd</sup>: JL</p>
10.	<p><b>Annual Accounts 2017/18 – to sign the accounting statements</b>          Proposed: JL, 2<sup>nd</sup>: BM          The accounts were duly signed by the Chair and Clerk.</p>
11.	<p><b>To discuss and agree a response to the proposed skate park in Loddon</b>          2 Cllrs and the Clerk from Loddon Parish Council were in attendance and participated in the discussion. LPC Clerk presented an updated plan following consultation. These plans have been submitted to SNC planning. Future plans to include improvements to basketball facilities. BM queried whether basketball was a priority and LPC Clerk responded that it was a ‘nice to have’. EG queried lighting, LPC Clerk advised that there would be lighting but she did not have details although it would be low level lighting, not floodlights. DJ queried the surface and LPC Clerk advised it would be concrete. JB queried who had been consulted and LPC Clerk advised Hobart High students and residents from Crossways Terrace who were broadly supportive. LPC Cllr advised that a professional skateboarder had also advised. JB queried whether a proper consultation had taken place. LPC Clerk advised that funds being used were S106 funds which must be spent on leisure. Other funds will come from LPC and an application is being made to Wren. JB commented that the residents of Loddon and Chedgrave had not been consulted, LPC Clerk replied that details had been in Contact Magazine. JB raised the matter of issues with the existing skatepark which were acknowledged by LPC Clerk. BM queried the lifespan of the park and LPC Clerk advised indefinite due to materials used. There would be no on-going maintenance costs. LPC Cllr advised that the new park would be much harder to vandalise. <b>JB to put information in Chet News for Chedgrave residents to view plans</b> in LPC office and also to refer to the planning application so residents can comment. JB queried drainage needs and commented that adequate drainage would be needed in order that the concrete would not fail. She suggested a likely lifespan of 25 yrs. LPC confirmed that local businesses would be invited to tender for work.  <b>CPC View:</b> The general view is that it will be a good facility but there was feedback to the effect that the facility would be very costly. FH was surprised that more children had not been consulted. LPC Clerk advised that Hobart High had been consulted and an MOP who works at Hobart said it was a good cross section of children consulted and they were very excited at the plans. LPC Cllr added that his son with disabilities had embraced skateboarding and he felt proud of how LPC had consulted.</p>
12. (13)	<p><b>To discuss the situation with the Vale Cottages bin store and agree next steps (NB. Vale Cottages residents participated in this discussion)</b> JB advised that Vale Cottages residents had been sent a letter and that CPC had received a reply. She explained that the bin store is on parish land and in a conservation area. DJ queried whether there was a case to licence the land to residents. BM commented on the risk of setting a precedent. RW queried how this can be enforced. JB said that bins should be stored in the yards of the cottages. MOPs queried what the objection truly was and asked if they could put things right by going through due process. JB suggested that if there is no room in yards for bins, residents need to discuss different arrangements with SNC for refuse collection. MOPs queried whether they should put bins on the Restricted Byway and JB advised that would be an NCC Highways matter. MOP asked if there was a possible compromise, JL commented that CPC was attempting to represent the broader community. FH commented that compromise was difficult due to setting a precedent. MOP commented on the potential loss of goodwill. JB re-iterated that CPC would like the bins removed and JL re-stated the suggestion to contact SNC re alternative bin arrangements. A one-month extension for the removal of the bin store was granted but</p>

	CPC re-iterated the requirement to remove it and stated that fencing was certainly not allowed due to it being in a conservation area.
13. (21)	<b>To discuss the Lychgate War Memorial Dedication Event:</b> Colin Hartley (RBL) and Clerk gave an update on progress and attendees. CH asked if RBL could also lay a wreath – this was agreed. Chedgrave PC to place a Civic Wreath. <b>Clerk to order.</b> JB will also order a time-capsule and EG has been in touch with local schools re providing content and they are keen to participate. JB gave an update on the construction project: she has received a stone sample and emailed list of materials to SNC and requested discharge of conditions. She was advised of the archaeology requirements which needed to be discharged via a separate application. JB has progressed this and believes the archaeology aspect is fine but there may be an issue with roof tiles which JB is trying to resolve. All should be finalised by 18 <sup>th</sup> July. JB aiming to speak to SNC on 8 <sup>th</sup> June and will update Cllrs subsequently.
14. (12)	<b>To discuss training courses and agree participation:</b> It was agreed that FH, DJ, EG and BM should attend “Being a Councillor” course. <b>Clerk to contact NALC re dates and advise accordingly.</b> DJ also noted that he had put himself forward for 2 conferences: - Norfolk Local Councils 2018 Conference - Broadland & South Norfolk Community Led Planning Programme
15. (14)	<b>To discuss setting up a Community Emergency Committee</b> – deferred to July meeting. <b>Clerk to add to July agenda.</b>
16. (15)	<b>To discuss the next steps involved with the possibility of Chedgrave Parish Council taking on management responsibility for the Brian Clarke Rooms</b> – to be discussed at next meeting following meeting with Saffron on 13 <sup>th</sup> June. <b>Clerk to add to July agenda.</b>
17. (16)	<b>To discuss the SNC Consultation: Draft Norfolk Access Improvement Plan (2018-2028)</b> Cllrs were asked to respond individually. <b>Clerk to contact CCllr Barry Stone re the situation with Wherryman’s Way following dredging work.</b>
18. (17)	<b>To discuss CPC’s approach to responding to consultations</b> – JB commented that consultations can be problematic due to their length and frequency. CPC will aim to split consultations between Cllrs and co-ordinate comments. All comments are to be ratified by CPC and sent via Clerk. <b>Clerk to respond “no comment” to SPD consultation.</b>
19. (18)	<b>To discuss the Grebe Drive Play Area regeneration project</b> – JL gave an update on the revised plan following the Working Group meeting. Next step: <b>FH to compile a “Top 10” list of equipment, Clerk to obtain layouts from suppliers based on this list.</b>
20. (19)	<b>To discuss registering The Pits, The Common and White Horse Plain with the Land Registry</b> – Clerk advised that she has been in touch with three solicitors and obtained quotes. JB summarised the process likely to be required to register land (as provided by Spire Solicitors). It was agreed to proceed with Allens, Cadge and Gilbert solicitors, Loddon. Proposed: CG, 2 <sup>nd</sup> : JB. <b>Clerk to progress.</b>
21. (20)	<b>To discuss Community Payback maintenance work in The Pits 4-6 July 2018</b> – JB advised that Community Payback will be visiting in July and proposed that we should proceed with painting play equipment and allotments clearance. CPC to pay for materials, Community Payback provide labour. Proposed: JB, 2 <sup>nd</sup> : JL. JB signed documentation. <b>Clerk to return.</b>
22.	<b>To consider planning applications:</b> none received.
23.	<b>To consider planning decisions:</b> none received.

24.	<p><b>To approve payments as detailed below</b></p> <table border="1"> <tr> <td>Clerk Salary (inc. phone, postage and ink)</td> <td style="text-align: right;">£324.56</td> </tr> <tr> <td>G&amp;J Bircham Ltd (lychgate foundations and prep)</td> <td style="text-align: right;">£1764.00</td> </tr> <tr> <td>G&amp;J Bircham Ltd (sleeper barrier installation, The Pits)</td> <td style="text-align: right;">£2154.00</td> </tr> <tr> <td>G&amp;J Bircham Ltd (supply of wood stain &amp; brushes for allotments)</td> <td style="text-align: right;">£72.92</td> </tr> <tr> <td>J Bircham (replacement walnut tree for The Pits)</td> <td style="text-align: right;">£40.00</td> </tr> <tr> <td>J Bircham (Planning Permission discharge of conditions, lychgate)</td> <td style="text-align: right;">£58.00</td> </tr> <tr> <td>K Walklin-Smith (Mike Page Aerial Photos Parish Plan pics)</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>Broadland Archaeology Ltd (lychgate foundations)</td> <td style="text-align: right;">£140.00</td> </tr> <tr> <td>Mark Goldsworthy (3<sup>rd</sup> stage lychgate timber payment)</td> <td style="text-align: right;">£1500.00</td> </tr> <tr> <td>HRAA (materials for gate repair)</td> <td style="text-align: right;">£14.44</td> </tr> <tr> <td>Adepta Accountants (internal audit)</td> <td style="text-align: right;">£174.00</td> </tr> <tr> <td>Chedgrave Parochial Church Council (Chet News paper)</td> <td style="text-align: right;">£278.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£6549.92</b></td> </tr> </table> <p><b>Receipts:</b>  Grazing £80.00  <b>Total: £80.00</b>  Proposed: BM, Seconded CG.</p>	Clerk Salary (inc. phone, postage and ink)	£324.56	G&J Bircham Ltd (lychgate foundations and prep)	£1764.00	G&J Bircham Ltd (sleeper barrier installation, The Pits)	£2154.00	G&J Bircham Ltd (supply of wood stain & brushes for allotments)	£72.92	J Bircham (replacement walnut tree for The Pits)	£40.00	J Bircham (Planning Permission discharge of conditions, lychgate)	£58.00	K Walklin-Smith (Mike Page Aerial Photos Parish Plan pics)	£30.00	Broadland Archaeology Ltd (lychgate foundations)	£140.00	Mark Goldsworthy (3 <sup>rd</sup> stage lychgate timber payment)	£1500.00	HRAA (materials for gate repair)	£14.44	Adepta Accountants (internal audit)	£174.00	Chedgrave Parochial Church Council (Chet News paper)	£278.00	<b>Total</b>	<b>£6549.92</b>
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21.	<b>To receive items for next agenda</b> – Election of Vice Chairman																										

There being no further business, the meeting closed at 9.47pm.

Signed:

Dated: