

Minutes of Chedgrave Parish Council Meeting held Thursday 1 October 2020

(virtual meeting in line with the Coronavirus Act 2020)

Present: Cllrs J Bircham (chair), J Lurkins, J Sinfield, D Johnson, B Demain (technical issues prevented voting on some matters), R Seel.

Also Present: H Goldson (Clerk), CCllr B Stone, DCllr J Rowe, 1 MOP.

1.	Declarations of interest and requests for dispensations by councillors: JB – 10, 11, 19, 25, 27. DJ – LDBA & Pits Lane Resident. JS – Pits Lane Resident.
2.	To consider apologies and reasons for absence: Cllr C Gould – Holiday, Cllr E Guymer – Resignation. Cllr R Lyster did not attend and had not apologised but subsequently advised unable to join the meeting due to technical difficulties.
3.	To approve the minutes of the last council meeting: JB RESOLVED that the minutes be approved. All in agreement.
4.	To discuss matters arising from those minutes: No matters arising.
5.	To approve the Clerk’s continued delegated authority in light of the coronavirus situation: JB RESOLVED that the delegated authority continue. All in agreement.
6.	To adjourn the meeting to allow public participation: MOP1 – advised that two allotment orchard trees had been lost in recent high winds and that he would provide a report in due course.
7.	<p>To receive reports from: District and County Cllrs, Police and Parish Cllrs: No external reports had been received.</p> <p>CCllr B Stone – Had pre-circulated written report. Advised that the George Lane roundabout is on schedule for a Dec/Jan start. JB queried the lack of notice of Highways works which has a 3-month lead time and is dependent on the appointment of the contractor which is not due for a further 3 weeks. Further discussion on timescales took place with JB querying sign-off of the final design (yes) and Section Agreement (pending). BS stated that the Section Agreement was close to signature but JB pointed out that nonetheless this is needed prior to works commencing. BS advised that Wherryman’s Way step repairs are scheduled for 15/16 October with bridge repairs to follow. Other tidying of fallen trees has also taken place. DJ commented on the Wherryman’s Way meeting and BS agreed to keep the parish council updated. BS gave a brief update on probable NCC budget shortfall which is likely to result in an approx. 4% increase in council tax, dependent on govt. funding. RS queried the current NCC Highways verge cutting policy and BS replied that this had been reduced to 1 cut/year. BS advised that he is dealing with a Pits Lane resident query.</p> <p>DCllr J Rowe – Had pre-circulated written report.</p> <p>Cllr BD – Advised that he has switched the direction of the SAM2 sign on Langley Rd.</p> <p>Cllr DJ – Advised of correspondence from Pits Lane resident re forthcoming development especially the lack of clarity re road widening. Clerk to forward the email to SNC and ask them to comment and update resident accordingly.</p> <p>Cllr JL – Advised that he had attended the Jubilee Hall Cttee meeting. The 3 Rivers Community Gym has cancelled use of the hall for the foreseeable future which has a big impact on hall finances. The Jubilee Hall has received a £25k govt. grant but may experience financial difficulties after Christmas. Clerk to query the situation with LPC.</p> <p>Cllr JB – Reported that Cllr Emma Guymer has resigned from the parish council and commented that this would be a big loss to the council. Cllrs joined JB in asking the Clerk to write a letter of thanks.</p>
FINANCIAL MATTERS	
8.	To agree the purchase of two wreaths for Remembrance Sunday: JB RESOLVED to purchase 2 wreaths at a cost of approx. £37. All in agreement. Clerk to follow up accordingly.
9.	To agree to proceed with a tree safety survey: JB declared an interest as likely contractor has carried out work on her property. There was a general discussion on safety / insurance issues relating to this matter. JB RESOLVED that any immediate danger from trees to be progressed straight away. All in agreement. Clerk to take advice from NALC on recommended frequency of formal tree surveys. Clerk to obtain quotes for a tree survey and remedial works for next meeting.
10.	To agree various maintenance matter for The Pits and Grebe Drive: Deferred until November meeting.

11. **To approve maintenance of parish noticeboard and lychgate:**
 Noticeboard: JB RESOLVED to have the noticeboard treated at a cost of £50-£60. 5 in favour/1 against. Resolution PASSED.
 Lychgate (hinge & bracket): JB RESOLVED to have repairs carried out at a cost of £120. All in agreement.
 Lychgate (slabs trip hazard): JB RESOLVED to have the repairs carried out at a cost of £65. All in agreement. **Clerk to progress accordingly.**

12. **To approve payments as detailed below:**

Community Account	
Clerk Salary & Expenses	£500.54
Zurich Municipal (Annual Insurance)	£1,545.83
PKF Littlejohn (External Audit)	£360.00
Loddon Garden & DIY (Grass Cutting)	£60.00
Community Account Total	£2,466.37
Brian Clarke Room Account	
Bookings Officer Salary & Exp	£173.34
Brian Clarke Room Account Total	£173.34
Footway Lighting Current Account	
Cozens (UK) Ltd (Aug maintenance)	£42.00
Footway Lighting Current Account Total	£42.00
Total	£2,681.71
Receipts - 27 Aug to 23 Sept 2020	
Community Account	
Grazing Rent	£89.67
Brian Clark Room Account	
Reserve Account (Interest)	£13.32
Footway Lighting Reserve Account (Interest)	£1.52
Total	£104.51

JB RESOLVED that the payments be approved. All in agreement.

PLANNING MATTERS

13. **To agree to collaborate with Loddon Parish Council on a Neighbourhood Plan:** There was a general discussion on this matter including the desire to engage an external consultancy to lead this project. It was noted that parish council input would still be required even if a consultancy is engaged. JB RESOLVED to collaborate with Loddon Parish Council on a Neighbourhood Plan. 4 in favour / 1 abstention. Resolution PASSED. JB RESOLVED that this would be carried out on the stipulation that a 3rd party consultancy is engaged to lead the project. All in favour. **Clerk to update LPC accordingly.**

14. **To consider matters relating to the pigsties on Chedgrave Common:** Clerk had pre-circulated correspondence from BA on this matter. **Clerk to request further investigation from BA as local information suggests that the pigsties are being used as a dwelling.**

15. **To consider planning applications:**
 2020/1727 – For information only.
 2020/1735 – Approved, no comment. **Clerk to update SNC accordingly.**

16. **Planning decisions:**
 2020/1324 - Location: 2 Rectory Lane Chedgrave NR14 6NE, Proposal: Proposed first floor side and rear extension including new pitched roof to rear porch. Decision: Approval with Conditions
 Delegated Date of decision: 24 August 2020

 2020/1270/1271 - App Type : Householder/Listed Building, Location : 3 Norwich Road Chedgrave

NR14 6ND, Proposal : Single storey rear extension and detached 4 bay garage to rear of dwelling.
Decision: Approval with Conditions, Delegated Date of decision: 9 September 2020

OTHER MATTERS

17.	<p>To discuss any items arising from the Clerk's report and receive updates:</p> <p>a. Tree at junction of Snows Lane/Langley Rd. Cllrs agreed not to proceed with the application for a Licence to Cultivate the Verge on the basis of maintenance stipulations and a historical commitment from the parish council to a nearby resident not to take further action relating to tree planting in this location. Clerk to update applicant and nearby resident accordingly.</p> <p>b. Point of contact in relation to the Pits Lane development: JB RESOLVED that all parish contact should be via the Clerk. 4 in favour / 1 abstention. Resolution PASSED. Clerk to update Vello.</p> <p>c. Lychgate Lights: Clerk advised that replacement lights are likely to cost less than £100. Cllrs agreed to proceed on this basis. Clerk to progress.</p>
18.	<p>To receive an update on the Grebe Drive Play Area project and consider and agree changes to the project and associated expenditure: JB has drawn up a schedule to send to contractors for quotations which will hopefully be received by the November meeting. Clerk has submitted a £5k grant application to Saffron.</p>
19.	<p>To agree next steps in relation to bin storage in The Pits: JB RESOLVED that when bulb planting is carried out, the bins will be removed as per the council's letter to residents of 8th September 2020. All in agreement.</p>
20.	<p>To consider whether to place a new village sign adjacent to Loddon allotments: Deferred until more information is found.</p>
21.	<p>To consider traffic issues in the village and agree next steps: Clerk had pre-circulated an email from a resident regarding Big Back Lane / Langley School traffic issues and there was a general discussion. Clerk to contact NCC Highways re the recent A146 traffic survey & results and respond to resident that traffic issues need to be part of a wider traffic management solution.</p>
22.	<p>To consider possible projects for Parish Partnership funding: Deferred until November meeting.</p>
23.	<p>To consider Christmas lights and agree actions and cost: Clerk progressing.</p>
24.	<p>To consider the grass cutting regime at Grebe Drive: JS RESOLVED to reduce cuts to 8 x per year with the Bee Bank being cut 1 x per year. All in agreement. Clerk to notify A Carver.</p>
25.	<p>To consider bulb planting in The Pits: JS outlined plans for various appropriate bulbs and plants suitable for The Pits. JB commented that other village locations are also suitable for bulb planting e.g. BB Lane/Norwich Rd junction, Rectory Lane/Norwich Rd junction, Pits Lane and village entrances. JS RESOLVED to produce a scheme for planting up to the budgeted value of £130. All in agreement.</p>
26.	<p>To consider matters relating to the planting of c. 90 Woodland Trust saplings: DJ updated that the saplings are due to be delivered in November. DJ RESOLVED that a letter (pre-circulated to cllrs) be sent to residents in the vicinity updating them of plans. All in agreement. Clerk advised that the planting work required a risk assessment. Clerk to liaise with DJ and JS to produce.</p>
27.	<p>To consider maintenance of the streetlight in The Pits (driveway): JB reiterated her interest in this matter. JB RESOLVED that the clerk obtain quotes from Cozens to remove/fix/replace/survey the streetlight. 4 in favour / 1 abstention (JB). Resolution PASSED. Clerk to action.</p>
28.	<p>To receive an update on Wherryman's Way and consider next steps in getting it re-instated: DJ advised that notes from a recent meeting with NCC had been received and he will collate any feedback from the WW Working Group and cllrs. Any feedback should be sent to DJ who will raise with BS and report back.</p>
29.	<p>To receive an update on the Brian Clarke Room and re-opening plans: Clerk had pre-circulated minutes from a recent BC Working Group meeting. It was generally noted that the room closure is preventing local groups from providing important clubs and social opportunities to local people. Clerk to follow up on letter regarding re-opening and query Saffron's ability to prevent this.</p>
30.	<p>To agree a date for an allotments inspection: It was agreed that Clerk, JB, CG and DJ would attend. Clerk to organise.</p>

31.	To consider installing new stock proof gates on the Common: JB showed possible pedestrian/mobility access gates for the common. Cost to supply 2 x gates w. mesh £956 inc. delivery. Installation cost TBA. Clerk to query grazier whether existing gates are sufficient and confirm that her insurance covers any eventuality from escaping ponies and obtain installation quotations for gates for November meeting.
32.	To receive an update on White Horse Plain and agree next steps: Deferred to November.
33.	To agree a response to “Consultation on Coastal Adaptation Supplementary Planning Document”: DJ had reviewed the document but was of the view the council has nothing to add at this stage although the council does have an interest in further consultations. Clerk to respond accordingly.
34.	To receive items for the next meeting: Draft Budget.
35.	To resolve to close the meeting under Public Bodies (Admissions to Meetings Act) 1960 for the purposes of discussing an HR matter: JB RESOLVED to close the meeting for the purpose stated. All in agreement.
36.	To agree the correct payscale for Clerk’s salary: Clerk had pre-circulated a report on the matter. DJ RESOLVED to adopt Option 1 of the report to “Continue as now using the NALC rate in line with most other clerks and update employment contract accordingly”. All in agreement. Clerk to confirm formally.

There being no further business, the meeting closed at 9.42pm.

Signed:

Dated: