

Minutes of Chedgrave Parish Council Meeting held Thursday 3 December 2020

(virtual meeting in line with the Coronavirus Act 2020)

Present: Cllrs C Gould (chair), J Bircham, J Lurkins, J Sinfield, D Johnson, B Demain, R Seel,

Also Present: H Goldson (Clerk), DCllr J Rowe, DCllr K Mason-Billig, 1 MOP.

1. **Declarations of interest and requests for dispensations by councillors:** JB – 12, 13, 15, 16. DJ – LDBA
2. **To consider apologies and reasons for absence:** Cllr G Lyster – no reason given.
3. **To approve the minutes of the last council meeting:** It was noted that the figure of £350+VAT given for item 15 (To agree to maintenance of the streetlight in the Pits) was corrected by the clerk as actually being £385+VAT. Further, there is an additional cost of £40+VAT for the required timer. The difference being immaterial to the original decision JB RESOLVED to approve the minutes. All in agreement.
4. **To discuss matters arising from those minutes:** DJ queried the matter of widening Pits Lane and J Rowe agreed to contact Chris Raine (SNC) for an update. K M-B advised she has been in touch with SNC and reported that NCC Highways are currently insisting on a 4.5m road width and suggested organising measurement of road in the hope of dispensing with this requirement. JB pointed out the Vale Cottages encroachment on the highway. **Clerk to follow up with Highways.**
5. **To co-opt a new councillor:** No applications received.
6. **To approve the Clerk's continued delegated authority in light of the coronavirus situation:** CG RESOLVED that the delegated authority continue. All in agreement.
7. **To adjourn the meeting to allow public participation:** No MOP comments.
8. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:** Reports from B Stone and J Rowe had been pre-circulated.

DCllr KM-B: SNC continuing with Covid support and encouraging residents to contact the Help Hub if in need. Reported a new mobile phone mast has been approved in Loddon (opposite vet). George Lane roundabout is progressing with Halsbury Homes putting out tenders for works. Planned start date for works is January 2021 although noted there will be road closures. Suggested future Christmas lighting for Millennium Gardens.

DCllr JR: Reported that he is starting to receive non-Covid emails/calls including some correspondence re firework usage. His main focus remains Chet Chat which is coming along nicely and will be distributing hampers in December.

Cllr BD: Suggested that Beauchamp House/Saxon House could be potential recipients of Panel Graphics face visors, **Clerk to enquire.** Reported that he had arranged the Langley Rd speed check with PC Banes and had also pre-circulated recent SAM2 data which shows an average speed along Langley Rd of approx. 33-35mph. The SAM2 has been turned round and is currently monitoring traffic travelling towards Langley.

Cllr DJ: Reported that shrubs and wildflower seeds have been planted at Grebe Drive and thanked those who had helped with the project. Noted Census day on 21st March 2020.

Cllr CG: PFC - Reported on potential MUGA project at the tennis courts which is awaiting a proposal from the football club. It has been advised that there may be approx. 10yrs life left in the current tennis court surface and that the new MUGA surface would have a lifespan of approx. 7yrs. CCTV has also been discussed with initial costings of approx. £4,000 to be split between various groups. JL raised the matter of maintenance costs and JB commented that any system needs to be calibrated for Police use. LPC is in the process of obtaining quotes including from the company used at Loddon Staithe.

FINANCIAL MATTERS

9. **To note quarterly YTD income/expenditure against budget:** Noted.
10. **To review/approve the draft budget for 2021/22:** There was a general discussion on the budget, in particular the L&CPF annual fee. JB & JL queried whether tennis courts should be free and open to all. JS RESOLVED that the budget be approved. All in agreement.
11. **To consider 2021/22 Precept Scenarios:** Clerk had pre-circulated scenarios but the final decision was deferred until January.
12. **To give retrospective approval for "flail" work carried out in the Pits:** JL RESOLVED to give retrospective approval at a cost of £120. 6 in favour, 1 abstention. Resolution PASSED.

13. **To agree various maintenance matters for the Pits and Grebe Drive:** JS would like to see wild-areas reviewed on an on-going basis. BD commented on hedge along Hardley Rd obstructing potential SAM2 site. **Clerk to: a. request quote from A Carver to trim hedge around SAM2 site, b. consult with Martin Fraser of NCC Highways re hedge along Hardley Rd and c. seek quotes for specialist play equipment maintenance.**
14. **To consider whether Clerk should attend PFC meetings (approx. 3h/yr):** JB RESOLVED that the Clerk should attend. All in agreement.
15. **To approve payments as detailed below:**

Community Account	
Clerk Salary & Expenses	£494.59
Mark Goldsworthy (Lychgate Repairs)	£100.00
NALC (Charities Training)	£54.00
Saffron Housing Trust (Garage Rental)	£52.00
Loddon Garden & DIY (Materials for Hedge Planting & Grass Cutting)	£180.00
GS Computers (Anti Virus s/w)	£28.00
South Norfolk Council (Dog Bin Servicing)	£1,050.24
Wayne Bartram (Christmas Lights PAT Testing)	£35.00
SLCC (Annual Membership)	£117.00
ICO (Annual Fee)	£40.00
S. Raney Tree Services (Pits tree work and flail)	£520.00
Community Account Total	£2,670.83
Brian Clarke Room Account	
Bookings Officer Salary & Exp	£173.34
Bookings Officer Salary & Exp (pre-approval of Dec. salary)	£173.34
Brian Clarke Room Account Total	£173.34
Footway Lighting Current Account	
Cozens (UK) Ltd (Oct maintenance)	£42.00
Cozens (UK) Ltd (pre-approval of Nov maintenance)	£42.00
Footway Lighting Current Account Total	£42.00
Total	£2,886.17
Receipts - 29 Oct to 25 Nov 2020	
Community Account	
Grazing Rent	£89.67
Total	£89.67

A number of queries were raised in relation to payments. CG RESOLVED to approve the payments. All in agreement.

PLANNING MATTERS

16. To consider planning applications:

2020/2042: CG noted a letter of objection from a local resident and there was a general discussion. CG RESOLVED to approve the application. All in agreement.

2020/2101: No comment.

Clerk to respond to planning accordingly.

17. Planning decisions:

2020/1979: Approved, delegated date of decision 13 November 2020.

2020/1858: Approved, with conditions, delegated date of decision 16 November 2020.

18. To consider any issues in relation to the Neighbourhood Plan:

Clerk noted the upcoming

meeting on 16th December 2020 and there was a general discussion about objectives and public consultation. **Clerk to attend meeting.**

OTHER MATTERS

19. **To discuss any items arising from the Clerk's report and receive updates:** Clerk had pre-circulated draft correspondence to local resident and sought cllr approval to send, granted. **Clerk to send.** DJ queried status of Chedgrave Carr, JL updated that the purchase is going ahead but taking longer than anticipated.
20. **To consider Christmas lights and agree actions and costs:** Clerk queried a number of points –
 - a. purchase of storage boxes up to approx. £75, proceed.
 - b. lights to be loaned to “The Willows” for their holly tree, agreed.
 - c. Millennium Gardens – **Clerk to contact residents for their input.**
 - d. Loddon Mill – Clerk suggested the most practical approach is for LPC to continue to light the Mill rather than Chedgrave PC install such a short stretch, agreed. **Clerk to liaise with LPC.**
 - e. Lights at industrial estate – **Clerk to offer to Steve Crisp.**
21. **To receive an update on the Grebe Drive Play Area project including decisions to place orders for the Play Equipment Supply & Installation; Groundworks & Preparation; Installation of Fencing; Turfing. and consider and agree changes to the project and associated expenditure:** JB had pre-circulated a report including details of quotes and possible grant applications. Total Cost: (£55,948.55) minus funds raised to date: £40,181.85, deficit (15,766.70). JB recommended that the project proceeds on this basis with any shortfall being made up from parish council reserves, CIL and precept. DJ queried VAT in terms of cashflow and availability of fencing. CG RESOLVED to proceed with JB's figures. All in favour. JB to liaise with Clerk to progress.
22. **To receive an update on Wherryman's Way and consider next steps in getting it re-instated:** DJ updated cllrs on the current situation, that the BA grant application for funding had been rejected although BA still think they can carry out dredging during winter 2021 and 2022. DJ expressed concern at the closure of the path from the second bridge and is seeking further clarification. Access to the bird hide is still under discussion.
23. **To receive an update on the Brian Clarke room:** Currently closed but Clerk monitoring situation. Booking received for May 2021 elections.
24. **To receive an update on White Horse Plain, approve Ravenscroft design work and agree next steps:** JB had pre-circulated quotes for changes to the scheme from Ravenscroft whereby the existing asphalt will be replaced with porous asphalt. Bollards will restrict parking around the Jubilee Oak. This will impact parking spaces but there should still be sufficient for those properties without street parking. The cost for revised drawings is £120. JB RESOLVED to instruct Ravenscroft to produce new drawings and method statement. All in agreement. KM-B declared an interest and explained disquiet among local residents regarding parking issues and suggested engaging with local residents and White Horse PH re plans.
25. **To agree a response to the Anglian (Eastern) Regional Flood and Coastal Committee (RFCC) survey:** Noted but no response.
26. **To agree a response to the Consultation for Public Space Protection Order - dog fouling / exclusion from enclosed play spaces:** CG RESOLVED to support. All in agreement. **Clerk to respond accordingly.**
27. **To agree 2021 meeting dates:** Clerk had pre-circulated a list of dates which were noted.
28. **To receive items for the next meeting:** Precept.
29. **To resolve to close the meeting under Public Bodies (Admissions to Meetings Act) 1960 for the purposes of discussing an HR matter:** CG RESOLVED to close the meeting. All in agreement.
30. **To note changes to the Clerk's T&Cs:** Clerk had pre-circulated a report to clarify changes to T&Cs for the purposes of transparency and to ensure T&Cs are up to date. CG summarised the changes and RESOLVED to adopt the recommendations of the report. All in agreement.

There being no further business, the meeting closed at 9.06pm.

Signed:

Dated: