

Minutes of Chedgrave Parish Council Meeting held Thursday 3 September 2020

(virtual meeting in line with the Coronavirus Act 2020)

Present: Cllrs C Gould, J Bircham, J Lurkins, J Sinfield, D Johnson, B Demain, G Lyster, R Seel (co-opted at meeting).

Also Present: H Goldson (Clerk), 2 MOPs (one later co-opted)

1.	Declarations of interest and requests for dispensations by councillors: DJ - LDBA.
2.	To consider apologies and reasons for absence: Cllr E Guymer – holiday, CCllr B Stone – holiday.
3.	To approve the minutes of the last council meeting: DJ RESOLVED that the minutes be approved. All in agreement.
4.	To discuss matters arising from those minutes: DJ queried whether there was any update on the George Lane roundabout. JB noted that there was no information on the NCC Highways schedule (www.roadworks.org). Clerk to contact K Mason-Billig for an update.
5.	To consider co-option to fill councillor vacancy: Resident Richard Seel stood. CG RESOLVED that the council co-opt Richard Seel to Chedgrave Parish Council. All in agreement. RS duly signed the Declaration of Office and was co-opted. Clerk to follow up on any other admin.
6.	To approve the Clerk’s continued delegated authority in light of the coronavirus situation: DJ RESOLVED that the delegated authority continue. All in agreement.
7.	To adjourn the meeting to allow public participation: MOP1 – Present to query 5 matters: a. Memorial tree for Eric Wilkinson} b. Maintenance of the lychgate} Chair gave MOP permission to speak at relevant point in the c. White Horse Plain} agenda d. B-Line Leaflets – To be delivered to C Gould e. L&CPF Accounts – Querying whether Chedgrave PC had approved merging of L&CPF accounts with LPC account. Chair confirmed.
8.	To receive reports from: District and County Cllrs, Police and Parish Cllrs: No external reports had been received. Cllr DJ – Commented on the condition of the information noticeboards. Clerk to contact BA/NCC re the info map near the mooring. Cllr RS – Commented that the map near the shops is out of date. Clerk to enquire whether SNC will provide a new map. Cllr JB – Noted that she has reported gatherings in the Pits and driving issues to the Police. Cllr BD – Advised that the SAM2 is currently in its new location opposite Chedgrave shops. He will monitor this once building work starts on the adjacent property. Noted that the ivy is growing back at the Langley Rd finger post. Clerk to check NCC Highways ticket re fingerpost sign. Further commented that HRAA no longer require woodchip from Grebe Drive and that he will follow up re the foot gate and fencing. Cllr JL – Queried the for-sale sign near the shops. Clerk to contact estate agent and ask them to remove sign. CG – Reported that he attended the Victorian Evening Committee meeting re 4 th December.
FINANCIAL MATTERS	
9.	To approve the Parish Asset Register: JB commented: a. Bore hole costs would originally have included the drilling of the hole. Not a material difference in value however. b. No value for matting or fencing in the garage – needs to be added for fencing only. c. Common fencing and gates belongs to CPC – needs a value. There was a discussion regarding the above and CG RESOLVED to approve the Asset Register with the alterations above. All in agreement. Clerk to amend as necessary.
10.	To approve the 2020/21 Insurance Premium: Clerk advised that a new renewal premium had been received from Zurich Insurance based on the updated Asset Register. New premium is £1545.83. JB RESOLVED that the renewal premium be approved. All in agreement. Clerk to follow up

accordingly.

11. To approve payments as detailed below:

Community Account	
Clerk Salary & Expenses	£539.55
Loddon Garden & DIY (Grass Cutting)	£180.00
Community Account Total	£719.55
Brian Clarke Room Account	
Bookings Officer Salary & Exp	£173.34
Brian Clarke Room Account Total	£173.34
Footway Lighting Current Account	
Cozens (UK) Ltd (July maintenance)	£42.00
Footway Lighting Current Account Total	£42.00
Total	£934.89
Receipts - 31 July to 26 Aug 2020	
Community Account	
Grazing Rent	£89.67
Brian Clark Room Account	
Reserve Account	
Footway Lighting Reserve Account	
Total	£89.67

August payments/receipts (for info. only, dealt with by Clerk)

Community Account	
Clerk Salary & Expenses	£494.48
Loddon Garden & DIY (Grass Cutting)	£130.00
Chedgrave PCC (Chet News headed paper)	£284.00
RBL (VJ Day wreath)	£18.50
RoSPA Play Safety (Play area inspections)	£185.40
NALC (Training)	£54.00
Community Account Total	£1,166.38
Brian Clarke Room Account	
Bookings Officer Salary & Exp	£173.34
Brian Clarke Room Account Total	£173.34
Footway Lighting Current Account	
Cozens (UK) Ltd (June maintenance)	£42.00
Footway Lighting Current Account Total	£42.00
Total	£1,381.72
Receipts - 25 June to 30 July 2020	
Community Account	
Allotment rent	£14.01
Grazing Rent	£94.50

Brian Clark Room Account	
Reserve Account	
Footway Lighting Reserve Account	
Total	£108.51

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

PLANNING MATTERS

12. **To consider collaborating with Loddon Parish Council on a Neighbourhood Plan:** CG outlined the meetings which had been held and stated that he felt this is something the parish should do, his only reservation being the extent to which such a plan will be adhered to by SNC and would like reassurance from them on this. JB agreed and stated the need to be pro-active given that development is inevitable and feels that a specialist company is needed to co-ordinate this with strong input from the parish council and that the council may need to consider putting money into the 2021/22 budget to cover this. JL agreed with the idea but stated that the council would need help produce it. Also queried how long this is likely to take and CG estimated 2 years. DJ expressed concern at the lack of a “roadmap” and suggested an informal meeting with Loddon PC prior to a final decision being made in October. **Clerk to a. earmark funds in 2021/22 budget, b. contact LPC to arrange an informal meeting during September (ideally in person).**

13. **To consider planning applications:**
2020/1154 – Amended planning application, Erection of single storey dwelling and workshop, Land East Of The Manor Norwich Road Chedgrave Norfolk.
 Cllrs considered the above matter and made no further comments. **Clerk to respond accordingly.**
Planning Sub-Group: Chedgrave PC was required to respond to a number of planning consultations during August. In the absence of a council meeting, the Planning Sub Group convened and arrived at the following responses, delivered via the Clerk.
2020/1149 Applicant: Mr Simon Rankin, Location: 20 Langley Road Chedgrave NR14 6HD, Proposal: Erection of single storey rear extension Application Type: Householder Response: “Kindly be advised that Chedgrave Parish Council has "no comment" on this application”.
2020/1154 Applicant: Mr & Mrs Jeniec, Location: Land East Of The Manor Norwich Road Chedgrave Norfolk Proposal: Erection of single storey dwelling and workshop. Application Type: Full Planning Permission Response: The Planning Sub-Group of Chedgrave Parish Council met on site on 22nd July 2020 along with the planning agents and the applicants. Their response is given below.
 “Chedgrave Parish Council has no objection to the proposed development but wish the following comments to be noted:
 • Even though the parish council has no objections to the development, it is noted that it is outside the development boundary although precedent has already been set by this in recent planning decisions.
 • Councillors are concerned that there is no defined route for construction traffic to the site and on the site and would wish this to be conditioned.
 • Councillors feel that a carport/lodge should be provided where the cars are proposed to be parked due to potential tree damage so as to pre-empt a future application”.
2020/1270 & 2020/1271 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.
 Response: “The Planning Sub-Group of Chedgrave Parish Council met on 5th August 2020. Councillors concluded that this application be approved but commented that strict compliance should be made to any tree protection measures”.

	<p>2020/1324 Application Type: Householder, Applicant: Mr & Mrs Ball, Location: 2 Rectory Lane Chedgrave NR14 6NE, Proposal: Proposed first floor, side and rear extension including new pitched roof to rear porch.</p> <p>Response: “The Planning Sub-Group of Chedgrave Parish Council met on 5th August 2020. Councillors concluded that this application should be approved but commented that any render/paint on the new extension should match the existing building”.</p>
14.	<p>Planning decisions: 2020/1149 – Householder, 20 Langley Road Chedgrave NR14 6HD, Proposal: Erection of single storey rear extension, Decision: Approval with Condition, Delegated Date of decision: 5 August 2020.</p>
OTHER MATTERS	
15.	<p>To discuss any items arising from the Clerk’s report and receive updates: Clerk to:</p> <ol style="list-style-type: none"> a. progress with Facebook page as an information only system, links to website etc.; b. proceed with “Shop with Confidence” hand sanitisers at Langley Rd. Ind. Estate and Chedgrave shops (adjacent to ramp at Church Close end of shop area); c. follow up on various outstanding Highways tickets and d. follow up with Jane Liddle re letter to residents regarding fence on Common and to write to John Packman regarding the pigsties being used as a residence and request some action.
16.	<p>To receive an update on the Grebe Drive Play Area project and consider and agree changes to the project and associated expenditure: JB kindly offered to take on the play area project but stated that a schedule / plan is needed. JB willing to produce this with support from Clerk. CG noted that additional Clerk hours may be required and thanked JB for this offer of help. JB and Clerk to progress.</p>
17.	<p>To agree next steps in relation to bin storage in The Pits: Cllrs agreed that there is no reason for bins to be stored in The Pits rather than householders’ own property. Clerk to write to residents asking that bins be removed by the end of September 2020 as bulb planting is planned for the autumn. In addition, Clerk to chase Gary Overland regarding encroachment onto the highway of 4 Vale Cottages.</p>
18.	<p>To consider whether to place a new village sign adjacent to Loddon allotments: Cllrs agreed that the old sign posts should be removed. Possible ideas for a new sign to be discussed at the October meeting. Clerk to follow up accordingly.</p>
19.	<p>To consider Christmas lights and agree actions and cost: Clerk had pre-circulated a report outlining the tasks/costs etc. and CG outlined discussions from the Victorian Evening meeting – lights to be erected 22/29 November with switch on agreed for 4th December. CG RESOLVED to implement the report, all in agreement. Various tasks were allocated:</p> <ol style="list-style-type: none"> a. Clerk to liaise with LPC re PAT testing. b. DJ to connect lights together to minimise PAT testing costs. c. CG and RS to obtain householder permission to attach lights to properties d. Weekly inspections on a rota basis. JB volunteered to do evening inspections. <p>Clerk to update report with tasks/timings etc.</p>
20.	<p>To consider whether to have a stall at the Victorian Evening: Cllrs agreed not to have a stall, particularly in light of Covid 19 restrictions. This could be revisited if the situation changes dramatically. Clerk to inform Heather Tew.</p>
21.	<p>To agree a date and plan for the SNC Litter Pick scheme during September: Cllrs agreed to hold the litter pick on Saturday 19th September, 10-12, meet at Lychgate. Clerk to co-ordinate/send details.</p>
22.	<p>To consider a response to SNC’s Licensing Policy Review and agree a response: Cllrs agreed that in para 4.4 they would NOT like to encourage the use of single use plastic glasses. Clerk to respond accordingly.</p>
23.	<p>To approve the maintenance of parish sign, noticeboard and lychgate: Parish Sign – cllrs approved Colin Snowling to carry out this work at an approx. cost of £35. Noticeboard – JB noted that the noticeboard should not be treated. Supplier to advise. Lychgate – Clerk to obtain quote to fix hinge and check bolts and fixings.</p>

	Clerk to follow up accordingly.
24.	To agree an approach to NCC regarding a memorial tree to Eric Wilkinson on Highways Land: MOP1 outlined plans for a memorial tree on behalf of tree wardens with whom Eric had worked to be sited at the bottom of Snows Lane on the left-hand side of the junction. MOP stated that NCC Highways permission was needed and this must be obtained via the parish council. CG RESOLVED to contact NCC Highways to obtain permission for this. 6 in favour, 1 abstention (DJ), 1 against (JB). RESOLVED. Clerk to follow up accordingly.
25.	To consider and approve council training: Clerk had pre-circulated a list of training courses. Cllrs agreed to book new cllr training for RS. Clerk to liaise w. RS.
26.	To consider a programme of works for improvements to the village: JB advised that Community Payback not currently available due to Covid 19 but will hopefully be available next year. JB to draw up a list of tasks.
27.	To consider matters relating to the planting of c. 90 Woodland Trust saplings: Cllrs agreed to place the saplings along the wooden posts at the top of the bank at the Brian Clarke Room. JS requested funding for compost, possible bark chippings and wildflower seed mix to enhance the area as a wildlife area. Total cost approx. up to: £60.00. JS RESOLVED to proceed on this basis, all in agreement.
28.	To receive an update on Wherryman's Way and consider next steps in getting it re-instated: DJ updated on the current situation stating that he is not satisfied with the lack of detailed response from NCC to the parish council's letter re NCC's Powerpoint presentation. Clerk to request a detailed response by end Sept 2020, again request a meeting (albeit virtual if necessary), and advise that the matter may need to be escalated if a satisfactory response is not received. Clerk to draft response.
29.	To receive an update on the Brian Clarke Room and re-opening plans: Clerk advised that work had been done to meet Saffron's H&S Covid 19 requirements and that Clerk and Bookings Officer are happy to carry out any additional tasks to meet any further requirements. An opening date is awaited from Saffron. Some enquiries have been received from existing and potential new users. Working Group meeting scheduled for 15 th September 2020.
30.	To consider possible projects for Parish Partnership funding: BD suggested an electronic "junction hazard" sign at the entrance to BB Lane but advised these are very costly despite NCC funding 50%. JB suggested 40mph zone to be implemented from the brow of the hill just before BB Lane thus slowing traffic approaching the village. BD to investigate any cheaper options and Clerk to check with NCC Highways whether these schemes would be acceptable.
31.	To agree changes to the lease regarding South Meadow: There was a brief discussion on this matter and cllrs agreed they are happy to relinquish the lease for South Meadow. Clerk to progress. JB to investigate better livestock gates for the Common.
32.	To receive an update on White Horse Plain and agree next steps: JB hopes this will be resolved by the next meeting.
33.	To receive items for the next meeting: memorial wreaths, tree safety survey, mowing Grebe Drive, sign at village entrance, stock proof gates on Common, bulb planting in The Pits, Parish Partnership funding, agree date for allotments inspection, streetlight on Pits driveway.

There being no further business, the meeting closed at 9.37pm.

Signed:

Dated: