

Minutes of Chedgrave Parish Council Meeting held Thursday 4 June 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, G Lyster, E Guymer.

Also Present: H Goldson (Clerk), CCllr Stone, DCllrs Mason-Billig & Rowe, 3 MOPs.

1.	Declarations of interest and requests for dispensations by councillors: DJ – LDBA, EG – 22.
2.	To consider apologies and reasons for absence: N/A
3.	To approve the minutes of the last council meeting (March 2020): JB RESOLVED that the minutes be approved. All in agreement.
4.	To discuss matters arising from those minutes: Re Item 15, CG advised that there will be a virtual meeting of L&CPF Cttee on 15 th June.
5.	To approve the Clerk’s continued delegated authority in light of the coronavirus situation: CG RESOLVED that the delegated authority continue. All in agreement.
6.	To adjourn the meeting to allow public participation: MOP1 – Raised the matter of Langley School traffic. CG gave an outline of the previous consultation/discussions on the matter where it was decided that there were not really any feasible alternatives but commented that this should not prevent further investigation. JB interjected that it would be preferable for Langley School to have its own entrance. CG advised that the PC would keep MOPs updated. MOP2 – Reiterated concerns about Langley School traffic and traffic on Langley Rd more generally. Also queried the grass cutting of the Pits and requested that more of the grass be left uncut. MOP3 – referred via text to an email he had sent re grass -cutting to be considered at the meeting (audio not working).
7.	<p>To receive reports from: District and County Cllrs, Police and Parish Cllrs:</p> <p>CCllr B Stone: Updated on Boundary Commission – decisions on boundaries are delayed until 2025. Elections in 2021 will take place under existing boundaries. No impact on Chedgrave. Highways are carrying out lots of pothole filling. BS will start sending NCC Covid updates to Clerk. Reported that the Parish Partnerships scheme has re-opened and parishes are welcome to submit applications. Advised that despite additional govt. funding, NCC is likely to see a funding shortfall. Update on George Lane roundabout – this is progressing but there have been some issues with funding. BS is continuing to press for progress. BS has sent through a Wherryman’s Way presentation from R Wilson and stated that what is being proposed is non-negotiable and advised that no MOPs should undertake work independently and there is no NCC indemnity for any works carried out without NCC authorisation. Cllr Sinfield sought more detail on exactly what is being planned and BS advised that any extra work is an “aspiration”. Cllr Bircham commented on the fact that some years ago, the landowner had offered to carry out bank strengthening but the Broads Authority had advised him not to. BS advised that the bridge to the bird hide would be made good.</p> <p>DCllr J Rowe: Reported on the Coronavirus volunteer group of about 80 people who have carried out approx. 1000 errands. He is hoping to turn this into a permanent set-up with a focus on loneliness. Commented that the SNC Help Hub has been fantastic.</p> <p>DCllr K Mason-Billig: Highlighted a “Local Heroes” initiative via SNC website and invited people to nominate anyone they felt has gone the ‘extra mile’. Jubilee Oak: reported that local residents would like to know what it happening and suggested that perhaps a leaflet could be put through doors updating on the situation to keep people involved. JB gave a brief update mentioning the planning application. Advised that the marks on WHP mark the boundary between CPC and NCC owned land. Noted that the new scheme will reduce parking to only those cottages with no access to street parking. KM-B requested to be kept informed of dates.</p> <p>Cllr Guymer: Expressed support for “Local Heroes” initiative.</p> <p>Cllr Bircham: Feels that a schedule of works needs to be agreed to carry out general jobs around the village. JB will prepare this prior to the next meeting.</p> <p>Cllr Demain: Advised that the SAM2 sign is working OK and he will move it in 2 weeks’ time.</p> <p>Cllr Gould: Queried when to remove VE Day wreath from lychgate. Clerk noted RBL advise the weekend. Reported a day-burner on the junction of Hillside/Langley Rd. Clerk to report.</p>
FINANCIAL MATTERS	
Annual Governance and Accountability Return 2019/20	
8.	To appoint an internal scrutineer: CG volunteered to take this role. Clerk to follow up.

9.	To consider the findings of the review by the members meeting as a whole: CG highlighted some of the matters raised in the internal audit report. The report was duly considered. Clerk to report back on actions.
10.	To approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements: CG RESOLVED to approve the Annual Governance Statement. All in agreement.
11.	To consider the Accounting Statements by the members meeting as a whole: The Accounting Statements were duly considered.
12.	To approve the Accounting Statements by resolution: JB RESOLVED that the Accounting Statements be approved. All in agreement.
13.	To ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given: Clerk to follow up with Chairman.

Other Financial Matters

14.	To agree the increased insurance premium due to the updated Asset Register: There was some discussion on this matter over whether Zurich had calculated the premium based on new or depreciated value of assets and the impact this had on premium. Clerk to check with insurer and request a revised price as appropriate. If not, it was agreed to pay the premium for the remainder of the term and obtain quotes towards the end of the term.																																										
15.	<p>To approve payments as detailed below:</p> <table border="1"> <tr> <td colspan="2">Community Account</td> </tr> <tr> <td>Clerk Salary & Expenses</td> <td>£458.92</td> </tr> <tr> <td>Zurich Insurance (asset register premium increase)</td> <td>£204.22</td> </tr> <tr> <td>Loddon Garden & DIY (Grass Cutting)</td> <td>£120.00</td> </tr> <tr> <td colspan="2">Cheques raised post May meeting:</td> </tr> <tr> <td>Chedgrave PCC (Grass Cutting Donation)</td> <td>£500.00</td> </tr> <tr> <td>Eastern Rivers Community Gym at Loddon (Donation)</td> <td>£50.00</td> </tr> <tr> <td>Chedgrave MS Therapy Centre (Donation)</td> <td>£50.00</td> </tr> <tr> <td>NARS (Donation)</td> <td>£50.00</td> </tr> <tr> <td>Community Account Total</td> <td>£1,433.14</td> </tr> <tr> <td colspan="2">Brian Clarke Room Account</td> </tr> <tr> <td>Bookings Officer Salary & Exp</td> <td>£173.34</td> </tr> <tr> <td>Brian Clarke Room Account Total</td> <td>£173.34</td> </tr> <tr> <td colspan="2">Footway Lighting Current Account</td> </tr> <tr> <td>Cozens (UK) Ltd (Apr maintenance)</td> <td>£42.00</td> </tr> <tr> <td>Footway Lighting Current Account Total</td> <td>£42.00</td> </tr> <tr> <td>Total</td> <td>£1,648.48</td> </tr> <tr> <td colspan="2">Receipts - 30 April to 25 May 2020</td> </tr> <tr> <td colspan="2">Community Account</td> </tr> <tr> <td>Grazing Rent</td> <td>£80.00</td> </tr> <tr> <td>Total</td> <td>£80.00</td> </tr> </table> <p>JB RESOLVED that the payments be approved. All in agreement.</p>	Community Account		Clerk Salary & Expenses	£458.92	Zurich Insurance (asset register premium increase)	£204.22	Loddon Garden & DIY (Grass Cutting)	£120.00	Cheques raised post May meeting:		Chedgrave PCC (Grass Cutting Donation)	£500.00	Eastern Rivers Community Gym at Loddon (Donation)	£50.00	Chedgrave MS Therapy Centre (Donation)	£50.00	NARS (Donation)	£50.00	Community Account Total	£1,433.14	Brian Clarke Room Account		Bookings Officer Salary & Exp	£173.34	Brian Clarke Room Account Total	£173.34	Footway Lighting Current Account		Cozens (UK) Ltd (Apr maintenance)	£42.00	Footway Lighting Current Account Total	£42.00	Total	£1,648.48	Receipts - 30 April to 25 May 2020		Community Account		Grazing Rent	£80.00	Total	£80.00
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PLANNING MATTERS

16.	To consider planning applications: 2020/0506 (this matter was received too late for the agenda; an extension was refused by SNC and Coronavirus precluded a meeting of the Planning Sub-Group hence the matter was considered at the meeting in order to make a response to SNC). The matter was discussed and there was concern about the proximity of the trees to the proposed properties which in future might cause over-shadowing. It was commented that crown thinning of trees would not be practical in future since the trees do not form part of the proposed property and the owner would have no jurisdiction over the trees. Similarly, there was concern raised over the encroachment into the root protection zone and
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	mitigation required. It was noted that no change had been made to the colour of the cladding and a ‘softer’ tone would be preferable since there is no precedent for cladding in the area as stated. Clerk to draft response, circulate and respond to SNC accordingly.
17.	Planning decisions: N/A
OTHER MATTERS	
18.	To discuss any items arising from the Clerk’s report and receive updates: Clerk - <ul style="list-style-type: none"> • requested permission to attend “Charities and PCs” training, cost £45 – granted • advised that a new defibrillator cabinet may be needed due to condensation, noted. • queried transferring the 2019/20 budget surplus + VAT refund to reserves. Agreed.
19.	To consider matters relating to Coronavirus and any specific actions required: Clerk to replace signage in play areas and take photos.
20.	To consider grass cutting and associated action required: three main areas were discussed. <ol style="list-style-type: none"> 1. Langley Rd path – NCC have advised that they are responsible for this path and cutting it. Clerk to request that the cut path be no greater than 1.5m wide. 2. Pits – there was a discussion regarding reducing the cut areas around play equipment to promote wild flowers. Consideration was given to long grass becoming a possible area for dog fouling. 3. Wherryman’s Way – NCC have advised that they are responsible for cutting but it seems that BESL may have cut it recently. MOP attending offered to follow up with Clerk. Clerk to progress accordingly. Clerk to re-draft grass cutting tender document and circulate for comment prior to discussing with Andrew Carver. Clerk to add to July agenda.
21.	To consider matters relating to Chedgrave Carr: JL has spoken to his solicitor who is progressing matters with the landowner. There was some discussion over the charitable “vehicle” to hold the land/money and the existing Chedgrave Common charity was considered appropriate if feasible.
22.	To receive an update on the Grebe Drive Play Area project and consider and agree changes to the project and associated expenditure: EG reported that a new quote has been received from Action Play & Leisure which she is querying. She will circulate it once finalised. JB reported that she is still hoping to secure Community Payback to carry out demolition work and that the Lottery Grant is pending clarification of exactly what it should include. JB & EG liaising.
23.	To agree play area inspection checklist and process: No comments – approved.
24.	To consider email security and any associated actions: Clerk to investigate options for parish email addresses and report back.
25.	To agree a response to the NCC Wherryman’s Way Cycle Route consultation: CG RESOLVED to support the proposal. All in agreement. Clerk to respond accordingly.
26.	To consider any action required in relation to household bins being stored in The Pits: There was a discussion on the matter concluding that a letter should be written to relevant householders querying whether there is a reason that they cannot store their bins on their own property and reminding them that bins should not be stored in the Pits which is parish land. Clerk to follow up.
27.	To consider matters relating to the planting of c. 90 Woodland Trust saplings: DJ updated that delivery is scheduled for November. The PC needs to agree the planting location and DJ will produce a marked-up plan of suggested planting location. JB suggested that we may need to consult with relevant stakeholders e.g. BA, Norfolk Wildlife, local landowners etc.
28.	To consider any matters relating to the Easter Egg Hunt and associated costs and actions: It was agreed to donate the Easter eggs to a local foodbank. Clerk to progress.
29.	To approve the Health & Safety and Lone Worker policies: JB RESOLVED that the PC adopt the policies which need to be signed and dated. Clerk to produce risk assessments for review.
30.	To receive an update on Wherryman’s Way and consider next steps in getting it re-instated: DJ commented that the presentation from R Wilson seems to be a substitute for the previously agreed meeting and feels that the PC should continue to press for a meeting. He wishes also to query the precise plans for bridges and to request some improvements/renovations to the bird hide. CG suggested that cllrs send any comments to DJ in order that he can produce a review document in conjunction with the Working Group. DJ to progress.
31.	To receive an update on the Brian Clarke Room and matters arising: new advertising flyer and defibrillator: Clerk had circulated a draft flyer. DJ RESOLVED that the flyer be adopted ready for

	when the room re-opens. All in agreement. JB suggested that the BC Room could be eligible for govt. support due to the Coronavirus closure. Clerk to investigate.
32.	To receive an update on White Horse Plain and agree next steps: JB hopes to have a final plan ready for the July meeting. There are no major changes to the original plan of some years ago apart from the surface material which is an improvement.
33.	To receive items for the next meeting: Woodland Trust saplings Review of Action Plan, Review of allotments tenancy agreement, grass cutting, WHP.

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

Signed:

Dated: