

Minutes of Chedgrave Parish Council Meeting held Thursday 5 November 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, R Lyster,

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

1.	Declarations of interest and requests for dispensations by councillors: JB – 12, 13, 15. DJ – LDBA & Pits Lane Resident. JS – Pits Lane Resident.
2.	To consider apologies and reasons for absence: CCllr B Stone – another meeting.
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: DJ raised the matter of correspondence with SNC re Pits Lane development. Clerk advised no response yet. DCllr Rowe offered to help facilitate. Clerk to forward correspondence to DCllr Rowe.
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: JB RESOLVED that the delegated authority continue. All in agreement.
7.	To adjourn the meeting to allow public participation: MOP1 – spoke regarding the situation regarding a memorial tree to Eric Wilkinson and requested to know who has suggested the proposed location in The Pits. JB outlined why that location had been selected. MOP1 expressed great disappointment at the situation.
8.	To receive reports from: District and County Cllrs, Police and Parish Cllrs: No external reports had been received. DCllr J Rowe – Reported that his main focus has been on “Chet Chat” a phone service to help those in need due to Coronavirus (07876 050110). He also requested nominations for Christmas hampers for individuals who had played a role in helping others during the pandemic. He advised that some routine SNC work has been cancelled due to lockdown although he had raised the issue of SNC helping with free school lunches but had no success with this. Cllr D Johnson: Reported that he had distributed approx. 100 letters to homes near the new shrub planting site, that site preparations had been done ready to plant when the shrubs arrive in November. He gave thanks to A Milner of the B-Line project for his help and advice. Cllr J Sinfield: Added that the “bee bank” near the Brian Clarke room has been scarified and wild flower seeds planted. Noted that bulbs have been selected and will be ordered soon and confirmed that she is happy to plant. Cllr B Demain – Advised that he has moved the SAM2 sign to the Snows Lane/Langley Rd junction, facing Langley. CG queried what data is available. BD to look into the data and consider how it could be presented. GL suggested lines on the road. Cllr C Gould – Reported that he had attended the L&CPF Cttee meeting where the proposed defibrillator was discussed, noted that staff/admin costs have been high in 2020/21 and that the Chedgrave PC contribution will go up significantly in 2021/22. The key issue has been staff time spent on booking/access to the tennis courts but a new system may be deployed to reduce this. The football club would like to annexe part of the ground near their lock-up to store goal posts and quotes are being obtained to remove self-sown trees in the vicinity. The football club suggested converting the tennis courts to a MUGA enabling football training, tennis and other activities. L&CPF Cttee has asked the football club to produce a business plan for this. CCTV was also suggested for crime prevention, bollards have been installed near the bins to prevent car access to the field and there is an on-going discussion with Saffron re bollards at the other end. JB commented that the tennis courts should not be locked and should be open public access at all times and noted that litter picker costs look high although CG commented that the tennis courts have been added to the list of duties.
FINANCIAL MATTERS	
9.	To note the Conclusion of Audit for 2019/20: Duly noted.
10.	To review the draft budget for 2021/22: Clerk had pre-circulated a draft budget and commented on likely large items for 2021/22 (L&CPF and Christmas lights). RS raised a query regarding the production of management accounts. Clerk and RS to look into producing a quarterly summary.

11.	To consider finance training for the council: RS RESOLVED to take up the NPTS training @ £300 for 12 attendees. All in agreement. Clerk to organise and any spare places to be offered to Loddon PC on a per person basis.																								
12.	To agree to proceed with a tree safety survey and/or tree maintenance work: Clerk had pre-circulated a report outlining options and costs and there was a general discussion with the following outcomes: 1. BD and CG volunteered to carry out monthly visual checks and record (with guidance from a tree surgeon/other sources). 2. RS RESOLVED to proceed with the quote from Scott Raney for annual tree maintenance @ £1370 + VAT. 7 in favour, 1 abstention. APPROVED. 3. CG RESOLVED to proceed with a 5 yearly H&S inspection @ approx. £275 + VAT. The next survey will be due in 2023 and up to date quotes will be sought at that time. Clerk to progress accordingly.																								
13.	To agree various maintenance matters for the Pits and Grebe Drive: Deferred – no quotes rec'd.																								
14.	To agree to install new stock proof gates on the Common: Clerk had pre-circulated a report outlining options and costs and there was a general discussion. CG RESOLVED to proceed with the quote from K Dowe, Option 3 (2 x Centrewire gates, fitted with type 1 hardcore and fence repair) @ £1390 + VAT. All in agreement. Clerk to progress accordingly.																								
15.	To agree to maintenance of the streetlight in the Pits (driveway): Clerk had obtained quotes from Cozens to remove, repair or do nothing. CG RESOLVED that the light be repaired at a cost of £350+VAT but with a timer to switch it off late at night. 7 in favour, 1 abstention. APPROVED. Clerk to progress.																								
16.	To review and update the bank mandate: Clerk advised that due to councillor changes, there are currently non-councillor signatories on the bank account and too few councillor signatories which represents a financial risk to the council. It was agreed to remove ex-councillors and add Jo Sinfield and David Johnson to the bank mandate. Clerk to progress.																								
17.	To agree to the purchase of a memorial tree plaque: Clerk had pre-circulated a report outlining options and costs and there was a general discussion. CG RESOLVED to proceed with the quote from Brunel @ £228.18 (inc VAT + delivery), costs to be shared with Loddon & District Society. All in favour. It was noted that the motif should ideally be a field maple or nothing but oak was acceptable if no alternative is possible. Clerk to progress.																								
18.	To appoint a ragwort/bracken contractor for the Common: Clerk had pre-circulated a report outlining options and costs and there was a general discussion. JB RESOLVED to proceed with the quote from Loddon Garden & DIY. All in favour. Clerk to progress and confirm that any pulled ragwort will be removed from site and disposed of appropriately.																								
19.	To agree membership of SLCC: Clerk requested membership at a cost of £117. CG RESOLVED to proceed. All in favour. Clerk to progress.																								
20.	To approve payments as detailed below: <table border="1" data-bbox="347 1518 1305 2098"> <tr> <td colspan="2">Community Account</td> </tr> <tr> <td>Clerk Salary & Expenses</td> <td>£470.03</td> </tr> <tr> <td>Royal British Legion (Wreaths)</td> <td>£37.00</td> </tr> <tr> <td>Deborah McNeill (Training)</td> <td>£71.40</td> </tr> <tr> <td>Saffron Housing Trust (Garage Rental)</td> <td>£52.00</td> </tr> <tr> <td>Loddon Garden & DIY (Grass Cutting)</td> <td>£180.00</td> </tr> <tr> <td>Community Account Total</td> <td>£810.43</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 (Sept maintenance)</td> <td>£42.00</td> </tr> </table>	Community Account		Clerk Salary & Expenses	£470.03	Royal British Legion (Wreaths)	£37.00	Deborah McNeill (Training)	£71.40	Saffron Housing Trust (Garage Rental)	£52.00	Loddon Garden & DIY (Grass Cutting)	£180.00	Community Account Total	£810.43	Brian Clarke Room Account		Bookings Officer Salary & Exp	£173.34	Brian Clarke Room Account Total	£173.34	Footway Lighting Current Account		Cozens (UK) Ltd (Sept maintenance)	£42.00
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Footway Lighting Current Account Total	£42.00
Total	£1,025.77
Receipts - 24 Sept to 28 Oct 2020	
Community Account	
Grazing Rent	£89.67
UKPN (Wayleave Payment)	£24.94
SNC (2nd Precept Installment)	£12,865.76
Brian Clark Room Account	
Reserve Account (Interest)	
Footway Lighting Reserve Account (Interest)	
Total	£12,980.37

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

PLANNING MATTERS

21. **To consider further support for planning application: 2020/1154 - Erection of single storey dwelling and workshop. Land East of The Manor, Norwich Road, Chedgrave:** CG referred to a letter he had received from the applicants requesting further support in their appeal against the recent planning decision. CG spoke in favour of support on the grounds of inconsistency for the rejection namely that the proposed site is outside the development boundary. Others spoke against further support. CG RESOLVED to provide further support. 2 in favour, 6 against. Resolution FAILED.
22. **To consider planning applications:**
2020/1858 – Cllrs expressed concern that the work should be properly supervised by an accredited tree surgeon in light of previous tree work carried out at this property.
2020/1912 – No comment.
Clerk to respond accordingly.
23. **Planning decisions:**
2020/1154 - App Type: Full, Location: Land East Of The Manor Norwich Road Chedgrave Norfolk, Proposal: Erection of single storey dwelling and workshop. Decision: Refusal, Delegated Date of decision: 28 September 2020
2020/1788 - App Type: Approval of Condition, Location: 3 Norwich Road Chedgrave NR14 6ND, Proposal: Details for condition 5 of 2020/1270 - (5) Arboricultural Method Statement and Tree Protection Plan, Decision: Approval of details – Approved, Delegated Date of decision: 1 Oct 2020.
2020/1727 - App Type Approval of Condition, Location: Land North East Of Chedgrave Manor Norwich Road Chedgrave Norfolk, Proposal: Details for condition 8 of 2019/0027 - (8) Off-site highways Part A, Decision: Approval of details – Approved, Delegated Date of decision: 7 Oct 2020.

OTHER MATTERS

24. **To discuss any items arising from the Clerk's report and receive updates:**
a. Hand sanitiser at shops: Clerk to enquire whether this can be repaired, otherwise it should be removed.
b. Clerk referred to a letter from a Pits Lane resident requesting permission for a turning mirror on a lighting column. Cllrs agreed that permission should be granted.
c. Clerk expressed thanks to Richard Ball for his efforts to move/tidy the gravel on the Pits driveway.
d. Clerk highlighted the potential for additional hours needed to complete some tasks: footway lighting electricity, risk assessments and website accessibility.
e. Clerk noted that repairs to the lychgate (gate) had been carried out.
Clerk to progress accordingly.
25. **To consider Christmas lights and agree actions and costs:** Clerk had pre-circulated a report outlining options and costs relating to appointing a contractor to erect/remove lights and there was a general discussion. RS RESOLVED to proceed with the quotation from Loddon Garden & DIY @ £395.10 inc. VAT. All in favour. **Clerk to progress.** Clerk advised that obtaining permission from

	householders is on-going.
26.	To receive an update on the Grebe Drive Play Area project and consider and agree changes to the project and associated expenditure: JB has been in touch with Action Play re an up to date quote and is planning for completion end-March ready for Easter 2021. She is finalising the finances and is hopeful that “Awards for All” will provide the final finance needed. Clerk to provide JB with up to date financial information. JB to present plan at December meeting.
27.	To consider possible projects for Parish Partnership funding: BD outlined options and costs for electronic signs at the BB Lane junction and there was a general discussion. Cllrs agreed not to proceed with a Parish Partnership bid on cost grounds. Clerk to write to NCC re possible 40mph TRO querying whether it would be likely to be successful and if not, why not.
28.	To receive an update on Wherryman’s Way and consider next steps in getting it re-instated: DJ updated that queries regarding the presentation had been submitted but no response yet received. DJ is continuing to press for the opening of the path to the bridge and seeking repairs to the bird hide access ramp. NCC has suggested that DJ contact BA to progress. DJ is persevering but noted that much of this is dependent on funding.
29.	To receive an update on the Brian Clarke Room and re-opening plans: Clerk gave a short update that the room had briefly re-opened but was closed again in line with government guidance and commented that Saffron has advised that when regulations change, Chedgrave PC can act in accordance with govt. guidance without having to refer to the Kingfisher Cttee before re-opening.
30.	To receive an update on White Horse Plain and agree next steps: JB has submitted an updated plan to G Overland for approval before re-submitting to Ravenscroft to have it finally re-drawn and submitted to planning. Clerk to check status of Parish Partnership funding and CCllr B Stone members funding contribution.
31.	To adopt updated Standing Orders and Financial Regulations: CG RESOLVED to adopt the new documents. All in favour.
32.	To agree a response to the BA Consultations: <ul style="list-style-type: none"> - Draft Guide to Residential Moorings - Draft Guide to understanding and addressing the impact of new development There was a general discussion but cllrs concluded they had nothing further to add to previous comments.
33.	To receive items for the next meeting: 2020/21 meeting dates, draft budget, precept scenarios.

There being no further business, the meeting closed at 9.39pm.

Signed:

Dated: