

## Minutes of Chedgrave Parish Council Meeting held Thursday 6 February 2020

**Present:** Cllrs C Gould (Chair), B Demain, G Lyster, J Sinfield, D Johnson (following co-option)

**Also Present:** H Goldson (Clerk) and DCllr J Rowe

Chair re-ordered the agenda. Original agenda item no's. in brackets.

1.	<b>Declarations of interest and requests for dispensations by councillors:</b> DJ - LDBA
2.	<b>To consider apologies and reasons for absence:</b> Cllr J Lurkins (illness), CCllr B Stone, Cllr F Husband (family responsibilities), Cllr J Bircham.
3.	<b>To approve the minutes of the last council meeting:</b> BD RESOLVED that the minutes be approved. All in favour.
4.	<b>To discuss matters arising from those minutes:</b> No matters arising.
5.	<b>To adjourn the meeting to allow public participation:</b> There were no MOPs present.
6.	<p><b>To receive reports from: District and County Cllrs, Police and Parish Cllrs:</b></p> <p><b>CCllr B Stone (BS)</b> – Had pre-circulated a brief update on Wherryman’s Way – he is still awaiting meeting dates from Russell Wilson.</p> <p><b>Cllr D Johnson</b> – Had pre-circulated a B-line briefing note and raised the question of any practical assistance the PC could offer the project e.g. the planting of hedges on parish land such as the Common, The Pits and possibly the allotments (using the Woodland Trust scheme). <b>Clerk to add to March agenda.</b></p> <p><b>Cllr B Demain</b> – noted that the 30mph sign at the junction of Langley Rd/Norwich Rd is tilting. <b>Clerk to raise ticket with NCC Highways.</b></p> <p><b>Cllr C Gould</b> – reported a conversation with a former tree warden who had expressed concern at the state of trees in the parish. Cllrs agreed that the parish council is responsible for trees on parish land but not for trees on private or NCC Highways land. <b>Clerk to advertise post of volunteer Tree Warden in Chet News.</b></p> <p><b>DCllr J Rowe</b> – Confirmed that his next surgery would be on 14<sup>th</sup> February. He reported on issues he had heard about re Rectory Lane traffic volume/HGV’s etc. and there was a general discussion on the issue.</p>
<b>FINANCIAL MATTERS</b>	
7.	<b>To agree new Financial Regulation to cover intra-meeting expenditure:</b> Clerk had pre-circulated a draft regulation which was discussed and cllrs opted to remove the single item limit of £100. DJ RESOLVED to adopt the new regulation with the above change. All in favour. <b>Clerk to re-draft and circulate accordingly.</b>
8.	<b>To appoint an Internal Auditor 2019/20:</b> Clerk had pre-circulated a report outlining two options. There was a general discussion on the matter and CG RESOLVED to appoint C. Moore at a cost of approx. £150 + VAT. All in favour. <b>Clerk to progress accordingly.</b>
9.	<b>To agree Clerk’s hours:</b> Clerk had pre-circulated a report on the matter. BD RESOLVED to adopt a 9 hr working week, with associated holiday with immediate effect. All in favour. <b>Clerk to progress accordingly.</b>
10.(21)	<b>To agree whether to hold an August meeting:</b> Clerk had pre-circulated a report on the matter. BD RESOLVED to cancel the August meeting. All in favour. <b>Clerk to add the formation of a planning sub-group to the March agenda.</b>
11. (10)	<b>To agree whether to proceed with all council training and Governance Review:</b> Clerk had pre-circulated a report on the matter. JS RESOLVED that the council carries out whole council training (ideally shared with Loddon PC to reduce costs) and a Governance Review, both to be delivered by Deborah Sarson. All in agreement. <b>Clerk to progress.</b>

12.(11) **To approve payments as detailed below:**

<b>Community Account</b>	
Clerk Salary & Expenses	£430.44
Ravencroft Tree Services (Jubilee Oak survey)	£270.00
Spire Solicitors (Land Registry fees)	£100.00
Allens Cadge & Gilbert (L&CPF registration legal fees)	£1,763.00
<b>Community Account Total</b>	<b>£2,563.44</b>
<b>Brian Clarke Room Account</b>	
Bookings Officer Salary & Exp	£175.04
Loddon DIY (Rock Salt for clearing paving area of ice etc.)	£13.99
SNTT League (Refund of duplicate booking fee)	£56.25
<b>Brian Clarke Room Account Total</b>	<b>£245.28</b>
<b>Footway Lighting Current Account</b>	
Cozens (UK) Ltd (Dec maintenance)	£42.00
<b>Footway Lighting Current Account Total</b>	<b>£42.00</b>
<b>Total</b>	<b>£2,850.72</b>
<b>Receipts - 3 Jan to 29 Jan 2020</b>	
<b>Community Account</b>	
Allotment Rent	£299.85
<b>Brian Clark Room Account</b>	
Room Rental	£420.00
<b>Total</b>	<b>£719.85</b>

BD RESOLVED to approve payments. All in favour.

## PLANNING MATTERS

13.(12) **To consider planning applications:**

2020/0117 – Approved, no comments. Clerk to respond to SNC accordingly.

14.(13) **Planning decisions:**

2019/1950 – Approval with conditions.

15.(14) **To consider matters relating to the GNLP consultation:** There was a general discussion on issues relating to the consultation. CG re-iterated that the council still feels that the conclusion of the Parish Plan stands i.e. small-scale development would be acceptable but large-scale sites not so. **Clerk to put up posters re the forthcoming GNLP roadshow event, 17<sup>th</sup> February, 2-8pm, Brian Clarke Room, Chedgrave to encourage as many people as possible to attend.**

16.(15) **Clerk's Report:**

1. Clerk raised the matter of an email from a Pits Lane resident regarding the development. There was a discussion on the matter and cllrs requested that Clerk write to Vello asking for details of how the conservation area will be protected and delineated from the site and details of the boundary treatment and TROD footpath, cc Chris Raine and K Mason-Billig. **Clerk to draft & circulate.**
2. Clerk reported that Cllr J Bircham had asked to raise the matter of traffic problems caused by recent Anglia Water works on Langley Rd. **Clerk to add the matter to the March agenda.**

17.(16) **To review the parish Asset Register and agree associated maintenance matters:** Deferred to March meeting.

18.(17)	<b>To discuss various Pits related matters and agree next steps:</b> Clerk had pre-circulated a letter from Rev'd Owen commenting on inconsiderate parking blocking the lychgate. Cllrs agreed to put a notice in the Chet news and suggest the church could do similar with their newsletter, commenting that the gravelled area is part of the bridleway and not technically a designated car park. Regarding the noticeboard, CPC expressed the view that a new noticeboard should be sympathetic to the surroundings, that CPC would need to agree the position and will pay for installation. <b>Clerk to respond to Rev'd Owen accordingly.</b>
19.(18)	<b>To agree new locations for SAM2 sign and any associated work required:</b> <ul style="list-style-type: none"> <li>• BD RESOLVED to adopt the new SAM2 positions as discussed at the NCC Highways meeting on 10<sup>th</sup> January 2020. All in favour. <b>Clerk to progress with NCC.</b></li> <li>• BD requested another bracket for the sign @ £50 + VAT. CG RESOLVED to purchase bracket. All in favour.</li> <li>• <b>Clerk to obtain quote from Scott Raney to trim hedge in the vicinity of the Hardley Rd. site.</b></li> </ul>
20.(19)	<b>To agree a ragwort management plan for the "Back Meadow" and "South Meadow" and associated costs:</b> CG RESOLVED to proceed with the quote from Cozens-Wiley @ £560 + VAT, splitting costs with the grazier. 3 in favour, 2 against – carried. <b>Clerk to progress.</b>
21.(20)	<b>To agree to remove the leylandii hedge behind 1 Church Close and associated costs:</b> Clerk outlined a quote from S Raney @ £585. Deferred to March. <b>Clerk to add to March agenda.</b>
22.	<b>To note that Loddon &amp; Chedgrave Playing Field has been re-registered with the Land Registry:</b> Noted – the Land Registry reference number is NK473324.
23.	<b>To consider a project to ensure adequate future burial grounds in the parish: Clerk to add to Action Plan for future consideration.</b>
24.	<b>To consider adopting more regular play area safety checks:</b> There was a general discussion on the matter. <b>Clerk to find out the requirements from NALC &amp; DJ to source information on training courses. Clerk to add to March agenda.</b>
25.	<b>To receive an update on Wherryman's Way and agree next steps:</b> DJ gave a brief update and will report again next month.
26.	<b>To receive an update on the Brian Clarke Room and matters arising:</b> Clerk and DJ gave a brief update. No matters arising.
27.	<b>To receive an update on White Horse Plain and agree next steps:</b> JB had pre-reported that the planning deadline had been extended to 31 <sup>st</sup> March 2020.
28.	<b>To discuss the Grebe Drive Play Area project and matters arising:</b> BD gave an update on various elements on behalf of Cllr E Guymner and there was a discussion regarding various aspects of site clearance and the timing of spending funding. It was agreed that quotes were needed for the March meeting. <b>BD to obtain quotes for Heras fencing and grab lorry/skip hire.</b>
29	<b>To receive items for the next meeting:</b> Asset register, leylandii hedge, Easter Egg Hunt, B-Line, GNLP, Operation London Bridge, SO Review, Risk Mgmt Plan Review, Broads Consultation, HRAA update, Langley Rd traffic.

There being no further business, the meeting closed at 10.45pm.

Signed:

Dated: