

Record of Decisions Taken by Chedgrave Parish Council
March / April 2020
DUE TO INTERRUPTIONS CAUSED BY CORONAVIRUS
Recorded by H Goldson, Parish Clerk

1. **To agree a temporary standing order granting delegated authority to the Clerk to carry out essential tasks in the absence of a meeting. Standing order as follows:**

"In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chair for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place".

Date and method of Decision: 24th March 2020, via email
FOR: CG, JB, BD, DJ, RL, JS, EG.
AGAINST: N/A
ABSTAIN: N/A
Motion: CARRIED.

1. **To approve payments as outlined below:**

Community Account	
Clerk Salary & Expenses	£437.08
Loddon Garden & DIY (Christmas trees)	£180.00
Westcotec (SAM2 bracket)	£60.00
NALC (annual fees and website maintenance)	£256.54
Chedgrave MS Therapy Centre (memorial donation)	£25.00
Community Account Total	£958.62
Brian Clarke Room Account	
Bookings Officer Salary & Exp	£173.34
Brian Clarke Room Account Total	£173.34
Footway Lighting Current Account	
Cozens (UK) Ltd (Feb maintenance)	£42.00
Footway Lighting Current Account Total	£42.00
Total	£1,173.96
Receipts - 27 Feb to 25 March 2020	
Community Account	
Grazing Rent	£80.00
Reserve Account	
Interest	£33.32
Lighting Reserve Account	

Interest	£7.72
Brian Clark Room Account	
Room Rental	£798.75
Total	£919.79

Date and method of decision: 2 April 2020, via email.

FOR: CG, JB, DJ, BD, JS, EG.

AGAINST: N/A

ABSTAIN: N/A

Motion: CARRIED

2. **To agree full refunds of paid but unused Brian Clarke room booking fees cancelled due to Coronavirus, regardless of notice period, total amount £705.00.**

Monies to be refunded or held in credit according to customers' preferences.

Date and method of decision: 2 April 2020, via email.

FOR: CG, JB, DJ, BD, JS, EG.

AGAINST: N/A

ABSTAIN: N/A

Motion: CARRIED

3. **To approve the Financial Regulations (needed for audit purposes):**

While it is anticipated that the annual external audit will be delayed until September 2020 it seems sensible to continue with audit preparations in a timely manner. One requirement is the annual review/approval of the Financial Regulations, short and long versions. The short version is unchanged from last year and the long version has had one new standing order added (Financial Regulation 3.5, agreed at the meeting of 6th February 2020). Councillors are required to read the Financial Regulations and agree their approval each financial year.

Date and method of decision: 2 April 2020, via email.

FOR: CG, JB, DJ, BD, JS, EG.

AGAINST: N/A

ABSTAIN: N/A

Motion: CARRIED

4. **Planning Matters:**

2020/0506: Applicant: Mr John Ingram, Location: Land North East of Chedgrave Manor Norwich Road Chedgrave Norfolk, Proposal: Reserved matters for appearance, landscaping, layout and scale following Outline planning permission 2019/0027 for erection of 4 dwellings. Application Type: Reserved Matters.

Date and method of decision: 2 April 2020, via email.

APPROVE (state any comments): GC – Comment - "Layout linear but OK, Scale appropriate for the site, landscaping minimal but OK, noting the root protection zone of trees adjacent to plot 4 appear to encroach on property foundations. Appearance These properties form gateway dwellings to Chedgrave. They are overly dark with the amount of black cladding to north elevation. This effect is compounded by the mix of horizontal and vertical cladding. Would have liked to see less cladding."

REFUSE (state any comments): N/A

NO COMMENT: JB, DJ, BD, JS, EG.

NB. Clerk responded accordingly to SNC outlining method of decision making.

Signed:

Dated: