

Minutes of Chedgrave Parish Council Annual Parish Council Meeting held Thursday 6th May 2021

(virtual meeting in line with the Coronavirus Act 2020)

Present: Cllrs C Gould (chair), J Bircham, J Sinfield, D Johnson, B Demain, G Lyster, R Seel

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

1. **Election of Chairman:** DJ proposed that Colin Gould be elected Chairman, 2nd BD. All in agreement. Colin Gould duly elected as Chairman.
2. **Signing of Chairman's Declaration of Office:** CG stated that he would sign on receipt of the form.
3. **Declarations of interest and requests for dispensations by councillors:** DJ – Item 20, JS – Item 20.
4. **To consider apologies and reasons for absence:** CCllr Barry Stone sent his apologies and expressed his thanks for the last six years of working with the Parish Council. **Clerk to send a thank you letter to CCllr Stone.** J Bircham had pre-apologised for a late arrival.
5. **To approve the minutes of the last council meeting:** BD noted a typo in item 14. Notwithstanding, CG RESOLVED to approve the minutes. 6 in favour, 1 abstention. Resolution PASSED.
6. **To discuss matters arising from those minutes:** None.
7. **To note the minutes from the Annual Parish Meeting and adopt resolutions:** DJ noted an error in the date. **Clerk to correct.** CG RESOLVED that the parish council adopt the resolutions from the Annual Parish Meeting as follows, all in agreement.
 - To progress the development of the Pits.
 - To continue to strive for the re-opening of the Wherryman's Way.
 - To try and ensure that major developments are matched by appropriate infrastructure.
 - To improve efforts towards "community engagement".
8. **To approve the Clerk's continued delegated authority in light of the coronavirus situation:** CG RESOLVED that the delegated authority continue. All in agreement.
9. **Election of Vice Chairman:** DJ proposed that Joanne Sinfield be elected Vice Chairman, 2nd CG. All in agreement. Joanne Sinfield duly elected as Vice Chairman.
10. **Election of Representatives of various Working Groups and Committees:**
 - Jubilee Hall Management Committee: J Sinfield (reserve R Seel)
 - Loddon & Chedgrave Playing Field Committee: C Gould (reserve B Demain)
 - Loddon & Chedgrave Neighbourhood Plan Working Group: D Johnson, C Gould, J Sinfield
 - Brian Clarke Room Working Group: D Johnson, C Gould, (reserve B Demain)
 - Wherryman's Way Working Group: D Johnson, J Sinfield, (reserve R Seel)
11. **To adjourn the meeting to allow public participation:** No matters arising.
12. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:**

DCllr J Rowe: Stated that he was attending the meeting as he wished to fulfil his obligations to the parish council and congratulated Cllrs Gould and Sinfield on their appointments. Advised that Chet Chat now has a full-time professional admin person, that he has been working with the Police regarding perceived local crime and is following up on the idea of establishing a community bank in the area.

Cllr D Johnson: Reported that the new hedge at Grebe Drive seems to be looking good and that he has been looking into possible tree planting sites.

Cllr B Demain: Reported that the SAM2 sign is currently located on Langley Rd opposite the shops. BD had circulated graphs showing speed data. He has also inspected the tree plaques with a view to cleaning and repairing but is trying to find out the best way to restore the larger metal signs. **Clerk to try and find out who was the original supplier.**

Cllr J Bircham: Reported that the allotments land manager had been accosted regarding the hedge trimming work carried out and had been somewhat upset by this.

FINANCIAL MATTERS

13. **To consider the pedestrian gate at the allotments and associated costs:** Clerk had pre-circulated an updated report and quote following discussion with HRAA. CG RESOLVED to accept the

revised quote from Broadwood Fencing of £670.13 + VAT but with a 4'6" gate rather than 6' gate. All in agreement. **Clerk to progress.**

14. **To consider various costs (grass cutting, gate repair, bench) for the new Grebe Drive play area:** Clerk had obtained quotes: Grass Cutting (A Carver) will cost an extra £7.50 per cut, Pedestrian Gate (Eastern Play Services) will cost £70+VAT to repair. CG RESOLVED to accept these quotes. All in agreement. Clerk was also requested to seek further quotes for a modern style sustainable timber bench for the play area. **Clerk to progress matters accordingly.**
15. **To review and approve training courses:** Clerk had circulated training information. CG RESOLVED that R Seel attend the NALC courses on Planning (£30) and Identifying and Recruiting New Councillors (£40). All in agreement. **Clerk to liaise with R Seel and book courses.**
16. **To approve payments as detailed below:**

Community Account	
HR Related Costs	£551.09
Centrewire (Common Stock Gates)	£1,147.20
Cozens (UK) Limited (March maintenance)	£42.00
Grant - Chedgrave PCC - Grass Cutting	£500.00
Grant – Eastern Rivers Community Gym - Re-opening Costs	£50.00
Donation - NARS	£50.00
Donation - EACH	£50.00
Donation - Chedgrave MS Therapy Centre	£50.00
Community Account Total	£2,440.29
Brian Clarke Room Account	
HR Related Costs	£173.33
Brian Clarke Room Account Total	£173.34
Receipts - 25 Mar to 26 Apr 2021	
Community Account	
SNC (Community Infrastructure Levy (CIL) payment)	£1,606.58
Brian Clarke Account	
Rental income	£12.00
Total	£1,618.58

JB RESOLVED to approve the payments. All in agreement.

PLANNING MATTERS

17. **To consider planning applications:** CG RESOLVED that the council respond to the planning applications on the following basis:
 2021/0872 – Approve, no comment (all in agreement)
 2021/0870 – Approve, no comment (6 in agreement, 1 abstention)
 2021/0905 – Approve, no comment (all in agreement)
 2021/0522 – Approve, no comment (all in agreement)
Clerk to follow up with SNC accordingly.
18. **Planning Decisions:**
2021/0334 - Decision: Approval with Conditions
2021/0660 - Decision: Approval with Conditions
2021/0358 - Decision: Approval of details
2021/0372 - Decision: Refusal.
19. **To consider any matters in relation to the Neighbourhood Plan:** DJ had circulated notes following the last steering group meeting and reported various unresolved issues in relation to the agreement with Loddon Parish Council such as the Terms of Reference, MOU and financial split between Chedgrave and Loddon in case of a funding shortfall.

20. **To consider providing support for resident plans for Pits Lane conservation area:** A report from a local resident had been circulated and there was a general discussion on the matter. CG commented that this is a planning enforcement matter. JS asked whether Chedgrave Parish Council could write to SNC Conservation Officer regarding plans to reinstate the land. **Clerk to draft a letter cc DCllrs asking for their support in this matter.**

OTHER MATTERS

21. **To discuss any items arising from the Clerk's report and receive updates:**
- a. Common gate latches – Clerk advised that 2 gate latches are broken and will cost £35 each to replace (Broadwood Fencing). CG RESOLVED to proceed, all in agreement.
 - b. Leveche – Clerk advised that PC Banes had enquired on behalf of a local business owner whether a sign advertising Chedgrave shops could be installed on the grass triangle at the junction of Norwich Rd/Rectory Lane. It was noted that this is an NCC Highways matter and **Clerk to suggest the business owner contacts G Overland at NCC Highways. D Johnson to follow up on behalf of LDBA.**
 - c. Flytipping – Clerk advised that a resident had reported fly tipping of garden waste on the field behind Grebe Drive play area. The landowner has been advised and has requested details of households. **Clerk to add a note to Chet Contact.**
 - d. Picture for BC Room – Clerk advised that local resident had kindly offered a picture for the BC Room. **Clerk to accept with thanks.**
 - e. Allotments Gate Chain – JB noted that the stolen chain did in fact belong to the parish council and as such should be reported to Police by the council. Since HRAA has replaced the chain, this item is to be written off with responsibility now resting with HRAA. **Clerk to follow up accordingly.**
22. **To consider any matters relating to face to face / hybrid meetings inc. AV expenditure:** Clerk outlined the return to face-to-face meetings and likely steps in relation to the BC Room setup. R Seel had kindly offered the use of his AV equipment in case a hybrid meeting is required. The council is proceeding on the basis of an in-person meeting in June.
23. **To consider: Chedgrave, Chedgrave, C554 Norwich Road : Proposed Cycle Lane Order - PGA049 (DPS 70935):** JB reported that the junction work is scheduled to commence in June 2021. **Clerk to respond to consultation as per previous response.**
24. **To agree the Co-Option Policy and New Councillor Induction Pack:** Deferred to next meeting.
25. **To agree a new social media policy:** Clerk had circulated a draft policy and a number of comments were made. **Clerk to refine, investigate council specific emails and add to the June agenda.**
26. **To consider matters in relation to the teen shelter at Grebe Drive:** There was a general discussion following an email from a local resident expressing concern re the teen shelter which had been installed on the advice of the Community Liaison Officer. It was felt that local youths need somewhere to congregate and perhaps a greater Police presence might reduce anti-social behaviour. It was suggested that the damaged Perspex be removed. CG RESOLVED that the Perspex be removed but re-evaluated before winter. All in agreement. **Clerk to proceed accordingly and add to September agenda.**
27. **To consider a response to the govt. consultation: Local Authority Remote Meetings – Call for Evidence:** There was a discussion about virtual meetings and Clerk sought responses to the consultation questions which were agreed along the following lines: virtual meetings had enabled the council to carry out its business but are not as effective as face-to-face meetings in terms of interpersonal communication. Technical issues had arisen from time to time and could be a barrier for some. Conversely, virtual meetings could be viewed as helpful in enabling a wider range of people to attend meetings. **Clerk to respond accordingly.**
28. **To consider participating in the Great British Spring Clean, 28 May – 13 June 2021:** DJ offered to organise this.
29. **To receive an update on Wherryman's Way and consider next steps in getting it re-instated:** DJ gave an update. He will contact the Wherry Trust to see if ownership of the mast can be established. There was discussion re the gate at the bottom of Pits Lane which can be difficult to open / close. It was concluded that the council is supportive of plans to remove the gate as advised by Adam Hinchcliffe of

- BA. **Clerk to contact landowner to confirm with him that he is agreeable to the gate removal.** DJ to ask Adam Hinchcliffe to defer gate removal until landowner approval has been confirmed. DJ mentioned the refurbishment of signage and added that it is an on-going task to secure funding.
30. **To receive an update on the Brian Clarke room, re-opening and marketing plans:** Clerk had circulated a report. JB RESOLVED that 1000 flyers be ordered from Roberts and Sons at an approximate cost of £40 and that a ¼ page advert be placed in the next three issues of Chet Contact at a cost of £17.50/month. All in agreement. **Clerk to progress accordingly.**
31. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** CG advised that the CCTV is progressing although JB is awaiting a reply on a couple of queries. CG reported a conversation with Loddon PC clerk re the possibility of additional funding but it was felt this is covered by the annual precept grant. Clerk reported on a meeting with Loddon PC officers and Community Action Norfolk re the Constitution and **Clerk will update CG, JS and JB with details.**
32. **To receive an update on White Horse Plain and agree next steps: JB to compile a schedule for tender.**
33. **To receive items for the next meeting:** Accounts, Planning Policy, Co-option/Induction, Social Media Policy.

There being no further business, the meeting closed at 9.26pm.

Signed:

Dated: