

Minutes of Chedgrave Parish Council Meeting held Thursday 1st July 2021

Present: Cllrs J Sinfield (Chaired the meeting), D Johnson, B Demain, R Lyster, R Seel

Also Present: H Goldson (Clerk), DCllr Rowe, Amber Slater (Brown & Co), Andrew Woolterton (ESCO Development), 1 Member of the Public (MOP).

1. **Declarations of interest and requests for dispensations by councillors:** None.
2. **To consider apologies and reasons for absence:** Cllr C Gould (family matter), DCllr K Mason-Billig (away). JS RESOLVED to accept apologies. All in agreement.
3. **To approve the minutes of the last council meeting:** JS RESOLVED to approve the minutes. All in agreement.
4. **To discuss matters arising from those minutes:** None.
5. **To adjourn the meeting to allow public participation:**
 - a. MOP1 queried the production of the new map (for the shops noticeboard). **Clerk to confirm the route of the Wherryman's Way (WW)/footpaths prior to approving the map.** MOP1 also queried the plans for White Horse Plain (WHP). Clerk advised that the proposed porous surface should mean no reduction in parking as per earlier versions of the plan.
 - b. Amber Slater (AS) and Andrew Woolterton (AW) presented updated draft plans for the development of the Langley Rd/Snows Lane site. The current plan shows 76 new houses of which 25 (33%) will be affordable (a combination of shared ownership and social housing depending on local needs). There was a wide-ranging discussion on the plans. It was noted that the plan shows a Public Open Space (POS) and Sustainable Drainage System (SUDS) with management of these to be decided. There are currently no firm assumptions regarding traffic access to the site from the wider area e.g. via Big Back Lane or via the village centre. Public transport access has not yet been planned out and there will be more details on these aspects in the planning documents. Other transport matters discussed include: the possible extension of the current 30mph zone towards Langley School, the possibility of a 'village gateway' with the aim of slowing traffic into the village and pedestrian access to the site. Ecological studies are underway which will include mitigation measures. The views of the parish council were invited and AW queried whether the parish council has a local 'wishlist'. AS/AW are also planning a public consultation to take place locally as well as possibly online.
6. **To meet and introduce a potential new councillor:** Candidate did not attend the meeting.
7. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:**

DCllr J Rowe: Advised that there will be a fundraising sponsored walk on 5th September 2021 to Hardley Mill with funds raised being split between Hardley Mill, Chet Chat and Freeway charity. J Rowe stated that he is very pleased with the progress made with Chet Chat and the support it has given. **Clerk to publicise where possible e.g. Chet Contact and Facebook.** Advised that it is unlikely that the community bank idea will progress due to lack of interest from the banks. Surgeries will recommence in September. Advised that he was pleased with the election results and congratulated K Mason-Billig on her election. Chairman of the meeting thanked J Rowe for the update and his efforts.

Cllr B Demain: Reported that the SAM2 sign has been moved to the Langley Rd/Snows Lane junction and gave a brief summary of the recorded traffic speeds. Reported that he and C Gould had carried out a brief training session with the tree surgeon to better understand what to look out for when checking trees. Update on tree plaque restoration – BD is trying to establish what the plaque near the Brian Clarke room commemorated; efforts to be made to find out. Attended the Playing Field Committee (PFC) meeting and became the Health & Safety rep. on the Committee. Kindly offered to spray paint over the graffiti on the teen shelter with black paint. Cllrs thanked BD for this offer and asked him to proceed with this (including the purchase of suitable paint).

Cllr R Seel: Reported that he was annoyed by the grass cutting on Hillside/Langley Rd. Reported that he had attended a good training course re the recruitment of new councillors and promotion of the council. It was agreed that the matter should be further discussed in a Working Group meeting over the summer. **RS to organise. Clerk to add the matter to the September agenda.**

Cllr D Johnson: Advised that he is still waiting for details of "A Million Trees for Norfolk" from

Norfolk County Council (NCC). Advised that he and JS will be meeting with an MOP to discuss tree matters. Clerk to send previous tree survey to DJ/JS. Updated that the litter pick had taken place and various items disposed of. There was no progress on the Neighbourhood Plan as the meeting had been postponed to w/b 5th July.

Cllr R Lyster: Suggested that Langley School should contribute to the costs of road and speeding improvements. Also commented that traffic at the Norwich Rd/Langley Rd junction is very problematic. There was a general discussion on traffic. **Clerk to contact K Mason-Billig to enquire about Langley Rd/school traffic and the possibility of a ‘rumble strip’ somewhere between the Rectory Lane junction and the 30mph sign on Langley Rd towards the school.**

Cllr J Sinfield: Reported that she had participated in the litter pick and noted the BBQ use on one of the WW footbridges. JS suggested an informal Working Group meeting to review the Action Plan. **Clerk to liaise with JS re organising.**

FINANCIAL MATTERS

8. **To receive the Financial Summary:** it was noted that the Financial Summary was useful. Various formatting issues were highlighted and that it would be useful to see an overall figure for reserves. **Clerk to action.**
9. **To receive the Internal Scrutineer’s Report (Q4 2020/21):** Clerk had circulated the report and BD confirmed that it was satisfactory. All in agreement.
10. **To agree the purchase of an external hard-drive for the parish council laptop:** Clerk had costed external hard drives. JS RESOLVED to purchase an external hard-drive at an approximate cost of £50. All in agreement. **Clerk to progress.**
11. **To authorise the Clerk to make August payments:** JS RESOLVED to delegate authority to the Clerk in relation to the August payments with all payments made being stated on the September agenda. All in agreement.
12. **To approve payments as detailed below:**

Community Account	
HR Related Costs	£481.46
Cozens (UK) Limited (May maintenance)	£42.00
Loddon DIY (Grass cutting & sundries)	£205.89
MW Bookkeeping Services (Payroll April/May 2021)	£33.50
MW Bookkeeping Services (Payroll June 2021)	£16.75
Community Account Total	£779.60
Brian Clarke Room Account	
HR Related Costs	£195.95
Roberts & Son (BC Room Flyer)	£40.00
Chet Contact (3 month BC Room Advert)	£52.50
Brian Clarke Room Account Total	£288.45
Receipts - 27 May to 23 June 2021	
Community Account	
SNC (Sept 2020 Litter Pick Prize)	£220.00
HMRC (VAT Claim)	£12,541.04
Brian Clarke Room Account	
BC Room Rental	£56.25
Total	£12,817.29

Clerk also recommended the payment of an invoice from S Raney Tree Services for £650.00 in relation to tree work carried out in the Grebe Drive area. This item to be included in the next payments list. JS RESOLVED to approve all payments. All in agreement.

PLANNING MATTERS

13. **To consider planning applications:** JS RESOLVED that the council respond to the planning application on the following basis, all in agreement:
2021/1201 – 20 Rectory Lane – No objections.
2021/1311 - Land South Of Norwich Road – No objections.
Clerk to follow up with SNC accordingly.
14. **Planning Decisions:**
2021/0870 - 12 Hillcrest Chedgrave - 1. Single storey rear extension 2. Alterations to garage and raising roof 3. Detached carport with shed/store. Decision: Approval with Conditions. Date of decision: 28 May 2021.
Clerk also noted **2021/0905** had been approved with conditions. To be added to September agenda for formal acknowledgement.

OTHER MATTERS

15. **To discuss any items arising from the Clerk’s report and receive updates:**
- Allotments** – Clerk advised that P Spinks, Chairman of HRAA has kindly offered to become the volunteer ‘Allotment Technician’, keeping an eye on the site, reporting any maintenance issues and carrying out basic maintenance of the bore hole. JS RESOLVED to accept this kind offer. All in agreement. **Clerk to follow up with Mr Spinks.**
 - Grass Cutting** – It was agreed to await further updates from NCC via K Mason-Billig before taking any further action.
 - Dropbox** – There was a general discussion on the use of Dropbox. It was agreed to revert to email for now, but try and send the Dropbox link in another way to see if this helps with usability issues. **Clerk to follow up.**
16. **To consider becoming a Woodland Trust “Tree Charter – Charter Branch”:** R Seel had prepared a short report on the matter. JS RESOLVED that Chedgrave Parish Council should become a Charter Branch. **Clerk to follow up.**
17. **To consider participating in The Queen’s Platinum Jubilee Beacons:** Deferred to September meeting.
18. **To review and adopt GDPR policy documents:** JS RESOLVED to adopt the new documents. All in agreement. **Clerk to follow up.**
19. **To review and adopt the Lone/Home Worker and Health & Safety policies:** DJ noted that these documents should also refer to councillors. **Clerk to check and amend where needed.** Notwithstanding, JS RESOLVED to approve the documents. All in agreement.
20. **To consider matters in relation to The Common: A number of matters were discussed.**
- Clerk advised that it was not currently possible to obtain a quote for fence removal due to vegetation and the cost would vary depending on how the removal is carried out. Legal advice may be needed.
 - DJ requested that the broken sign on the gate be removed.
 - It was agreed to place a Chedgrave PC sign at the new gate near the mast and to obtain a quote to place posts at the Loke entrance for another sign.
 - A risk assessment is needed for the pony grazing
 - The ragwort outside the fenced area is extensive and may cost more than originally thought to treat.
- Clerk to follow up on all of the above.**
21. **To receive an update on Wherryman’s Way and consider next steps in getting it re-instated:** DJ advised that he had dealt with a protruding nail on the mast and advised that while ownership is still unclear, the Broads Authority (BA) have indicated they may be willing to remove it. DJ also advised that BA may be willing to carry out bird hide repairs. DJ is still chasing NCC regarding a contact for bridge work.
22. **To receive an update on the Brian Clarke room, re-opening and marketing plans:** Clerk advised that the room is open according to govt. guidance and bookings are starting to come in. Clerk suggested

a Working Group meeting as it is some time since the last one. BD to be invited to attend. **Clerk to arrange.**

23. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** Loddon PC has circulated a draft Terms of Reference document for the Committee. **Clerk to arrange a meeting with C Gould and B Demain to discuss and respond.** Clerk requested authority to attend SLCC webinar on Committees at a cost of £15.00. JS RESOLVED that the Clerk should attend. All in agreement.
24. **To receive an update on White Horse Plain and agree next steps:** Clerk advised that J Bircham has been in touch and will be providing a brief for this work. Hopefully there will be an update by the September meeting.
25. **To receive items for the next meeting:** Cllr recruitment/council promotion, Action Plan, Neighbourhood Plan.

There being no further business, the meeting closed at 9.44pm.

Signed:

Dated: