

Minutes of Chedgrave Parish Council Meeting held Thursday 14th January 2021

(virtual meeting in line with the Coronavirus Act 2020)

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

Also Present: H Goldson (Clerk), DCllr K Mason-Billig, 1 MOP.

1. **Declarations of interest and requests for dispensations by councillors:** None
2. **To consider apologies and reasons for absence:** Cllr C Gould – family occasion, CCllr B Stone – another meeting.
3. **To approve the minutes of the last council meeting:** JB RESOLVED to approve the minutes. All in agreement.
4. **To discuss matters arising from those minutes:** None.
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:** No MOP comments.
8. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:** Reports from B Stone and J Rowe had been pre-circulated.

DCllr KM-B: Reported that SNC is in the Top 10 councils in UK for delivery of housing resulting in extra funding from government which helps keep council tax down. Advised that the Help Hub will be further stepped up in support of Covid 19 efforts and advised that there are various grants available via the SNC website. Referred to recent flooding and advised that SNC will be looking into how communities can be better prepared in future. JB advised that sandbags are stored at White Horse PH. Kay M-B further reported that Covid 19 appears to be slowing in Norfolk although cases are still rising. Mentioned the possibility of working more closely with Loddon PC in relation to Christmas lights. RS and JS queried George Lane roundabout and Kay M-B advised that the start date is now March 2021 although Anglian Water should be starting work at the end of January. JB referred to the dumping of spoil from the Halsbury Home development on nearby land. KM-B to investigate.

Cllr DJ: Referred to a recent Broads Authority (BA) report and advised that he will represent Chedgrave PC at a forthcoming meeting being convened by Thorpe St Andrew PC to discuss BA related issues. He has also been in touch with the Broads Society and is hoping to forge closer links and mentioned the possibility of membership. DJ will attend the BA Parish Forum. Regarding B-Line, DJ feels this is something we should support where possible and invited ideas.

Cllr JL: Mentioned the lack of awareness of sandbags at White Horse PH. **Clerk to check situation and mention in Chet News.** Expressed concern at the state of the pumping station and suggested this is considered as part of the Neighbourhood Plan as an on-going issue. There was a further discussion on ditch and river maintenance in general contributing to flooding.

Cllr JS: Queried the situation with the pedestrian gate at the bottom of Pits Lane leading to Wherryman's Way as this can be difficult to open. **Clerk to raise a ticket with NCC Highways on grounds of accessibility.**

Cllr RS: Suggested that the parish council could encourage residents to set aside part of their gardens for wildlife as part of the effort to support the B-Line. **Clerk to mention in Chet News and other outlets.**

Cllr BD: Has moved SAM2 to Rectory Lane. Has also distributed most recent traffic data which shows traffic to be consistently over the speed limit. Mentioned Christmas lights at the industrial estate and Clerk gave a brief update. **Clerk to contact Steve Crisp re lights.**

Cllr JB: Reported damage to lychgate. **Clerk to contact Mark Goldworthy regarding repairs possibly using Chemfix.** Referred to recent leakage of sewage from a property on Hardley Rd which she reported to Anglian Water who repaired the problem promptly. JB reported that she would be standing down from the council from April 2021.

FINANCIAL MATTERS

9. **To set the 2021/22 Precept:** Clerk had pre-circulated various scenarios which JB outlined. JB suggested that in the current economic climate, now is the time for the PC to use reserves rather than increase the precept. There was general agreement to this although it was noted that this could make it harder to catch up in future. JB RESOLVED that the council adopt precept scenario A which

would be no change to the overall precept from 2020/21 at **£25,731.53**. All in agreement. **Clerk to submit precept request to SNC and explain in Chet News, outlining the small increase on a per household basis and also the likely need for future increases.**

10. **To approve lamp-post hedge trim (Hardley Rd):** JB RESOLVED that the council accept the quote of £15 from A Carver to trim the hedge. All in agreement. **Clerk to progress.**
11. **To approve the renewal of Community Action Norfolk (CAN) membership:** JB RESOLVED to renew the membership at a cost of £20. All in agreement. **Clerk to progress.**
12. **To approve the purchase of a keyboard for the Clerk:** JB RESOLVED to approve the purchase of a keyboard at a cost of £22. All in agreement. **Clerk to progress.**
13. **To approve the appointment of a play area maintenance firm:** Clerk had pre-circulated a report outlining this matter and associated costs. JB RESOLVED to approve EPS for playground maintenance at a total cost of £1465.00 ex VAT. JB also RESOLVED to retain RoSPA Play Safety Ltd. for playground inspections at a likely cost of £154.50. All in agreement. **Clerk to progress.**
14. **To approve payments as detailed below:**

Community Account	
Clerk Salary & Expenses	£647.35
Saffron Housing Trust (Garage Rental)	£52.00
Loddon Garden & DIY (Christmas tree erection + sundries)	£322.18
Simons Landscaping Ltd (Grebe Drive clearance)	£8,244.00
Ladywell Accountancy Services (Payroll)	£96.00
Community Action Norfolk (Subscription)	£20.00
ICO Annual Fee (approved Dec 2020)	£35.00
Christmas Lights Power (goodwill payments to providers)	£125.00
Community Account Total	£9,541.53
Brian Clarke Room Account	
Bookings Officer Salary & Exp (pre approved Dec 2020)	
Brian Clarke Room Account Total	£0.00
Footway Lighting Current Account	
Cozens (UK) Ltd (pre-approved Dec 2020)	
Footway Lighting Current Account Total	£0.00
Total	£9,541.53
Receipts - 26 Nov 2020 to 6 Dec 2021	
Community Account	
Groundwork Grant (Tesco Bags for Life)	£1,000.00
Allotment Rent	£235.39
Grazing Rent	£89.67
Reserve Account	
Interest	£2.49
Footway Lighting Reserve	
Interest	£0.28
Total	£1,327.83

JB RESOLVED to approve the payments. All in agreement.

PLANNING MATTERS

15. To consider planning applications:

2020/2401: There was some discussion on this matter and cllrs agreed to ‘no comment’ on this application. **Clerk to respond accordingly.**

16. Planning decisions:

2020/1912: Approved with conditions, delegated date of decision 10 December 2020.

2020/2101: Approved, with conditions, delegated date of decision 14 December 2020.

17. **To consider any issues in relation to the Neighbourhood Plan:** JS welcomed Richard Ball who had expressed an interest in helping with the project. There was a general discussion on the matter and Kay M-B updated that Loddon PC is still formulating its committee and had 2 MOPs expressing interest. It was concluded that Chedgrave cllrs would like to proceed with TORs and definition of the boundary of the plan but possibly defer further significant progress until it is possible to meet in person. **Clerk to report back to Loddon PC.**

OTHER MATTERS

18. **To discuss any items arising from the Clerk's report and receive updates:**
- Internal scrutineer – this function has not been fulfilled to date. BD offered to take up this role.
 - Allotments - One vacancy has been filled and clerk hopes the second will soon be filled.
 - Payroll - Clerk advised that the current payroll provider will cease at the end of the financial year.
 - Banking - Clerk suggested investigating online banking. Cllrs agreed this should be considered.
 - Bin Collection Calendars - Clerk updated on the situation re printed bin calendars and K M-B reported that they should be provided in future by SNC once the collection rota had been updated.
- Clerk to progress matters accordingly.**
19. **To consider Christmas lights and agree actions and costs:** JB RESOLVED to approve the purchase of storage boxes at a cost of £30.00. **Clerk to proceed accordingly.**
20. **To approve the parish council Risk Assessments:** Clerk had pre-circulated various Risk Assessments which had been compiled with input from cllrs. JB RESOLVED to approve the Risk Assessments. All in agreement.
21. **To consider possible Community Payback projects for 2021:** Deferred to February meeting due to Community Payback projects being restricted as a result of Covid 19. **Clerk to add to February agenda.**
22. **To receive an update on the Grebe Drive Play Area project and associated expenditure:** JB updated that all equipment had been removed, topsoil laid and HERAS fencing installed. The turf will hopefully be laid in January with the equipment to be delivered in March. JB had submitted an application to National Lottery Awards for All.
23. **To receive an update on Wherryman's Way and consider next steps in getting it re-instated:** DJ reported that he had been following up with CCllr B Stone/NCC regarding the closure from the second bridge and access to funds to carry out repairs. There has been very limited progress but DJ continues to pursue.
24. **To receive an update on the Brian Clarke room:** Currently closed but Clerk is monitoring the situation as circumstances change.
25. **To receive an update on White Horse Plain, approve Ravenscroft design work and agree next steps:** JB reported on discussions with NCC and Ravenscroft and outlined the new suggestion to raise the level of permeable asphalt thus removing the need for bollards and minimising the impact on parking if any. JB progressing plans with Ravenscroft and will report back. This surface will mean that salt must not be applied to the surface in future.
26. **To receive items for the next meeting:** Easter Egg Hunt, garage rental, Chet News, online banking, community payback.

There being no further business, the meeting closed at 20.54pm.

Signed:

Dated: