

Minutes of Chedgrave Parish Council Meeting held on Thursday 2nd December 2021

Present: Cllrs C Gould(Chair), J Sinfield, J Lurkins, B Demain, R Lyster, D Johnson, R Seel.

Also Present: H Goldson (Clerk), 1 Member of the Public (MOP), D/CCllr Kay Mason-Billig

1. **Declarations of interest and requests for dispensations by councillors:** None.
2. **To consider apologies and reasons for absence:** None.
3. **To approve the minutes of the last council meeting:** CG 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:** No MOP comments.
6. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:**

Cllr R Lyster:

- i. **Rumble Strips:** Advised that he had chased up KMB re rumble strips but no response yet.
- ii. **Langley Rd Junction:** Highlighted that parking in the vicinity of Funky Feet is becoming dangerous again and it was noted that large parts of the industrial estate car park are being used as retail space resulting in increased traffic along the road. **Clerk to raise with Police.**

Cllr B Demain:

- i. **Training:** Advised that he had attended planning training which was useful.
- ii. **SAM2:** Advised that SAM2 had been relocated to Hardley Rd, capturing incoming traffic speeds and that he had circulated the traffic data from the previous month.
- iii. **Electric Car Charging Point:** Reported that he has received some information from SNC on this matter and is investigating further.
- iv. **Allotments:** Reported that he has done further investigations into various allotment ideas such as a compost storage facility. He is hoping to progress these ideas in conjunction with HRAA members. He will attend the HRAA AGM on 14th December 2021 and will discuss the matter of weeds in the parking area.
- v. **Tree Plaques:** Investigations are continuing.
- vi. **Trees:** Reported that he had carried out brief checks on trees on parish land following recent bad weather and trees look to be in good condition.
- vii. **Fingerpost Sign (Langley Rd/Snows Lane):** Will attempt to clear this of encroaching vegetation.

Cllr C Gould:

- i. **PFC:** Reported that he had attended a meeting re PFC ToR on 30th November 2021 and this matter is progressing.
- i. **Resilience Forum:** Reported that he will attend an online forum with a focus on flooding.

Cllr D Johnson:

- i. **Seminars:** Reported that he had attended a seminar on trusteeship and would circulate materials.
- ii. **FP5:** Following up on the obstruction of FP5 which has been reported to SNC as a fly-tipping matter.
- iii. **Platinum Jubilee:** Attended a meeting with members of Loddon PC to discuss a possible joint event. **Clerk to add to January agenda.**

Cllr J Lurkins:

- i. **JHMC:** Advised that he had attended a JHMC meeting and reported the possibility of a request to parish councils to contribute to funding of car park maintenance.
- ii. **Chedgrave Carr:** Reported that this matter is progressing.

D/CCllr K Mason-Billig (later in the meeting):

- i. **George Lane Roundabout:** Reported that George Lane would temporarily re-open on 10th December until 6th January when it will be restricted again while works continue. Final completion date is 18th March 2022.
- ii. **Norwich Rd/A146 Junction:** Reported that NCC has decided NOT to proceed with proposed junction changes but are considering alternative changes to the junction. KMB awaiting further updates from NCC.

- iii. **Langley Rd Rumble Strips:** Reported that NCC have told her that rumble strips are contrary to govt. policy. She is going to follow up with the Secretary of State for Transport to confirm this advice. There was a further general discussion regarding traffic/parking on Langley Rd.
- iv. **Platinum Jubilee:** Mentioned the possibility of a joint event with Loddon.
- v. **SNC “Townscapes”:** Invited feedback from Chedgrave PC in relation to possible SNC expenditure to make cosmetic improvements to towns and villages.
- vi. **Full Fibre Broadband:** Confirmed that she had been told by NCC that full fibre would be available via the Loddon Exchange from 2023.

FINANCIAL MATTERS

7. To consider 2022/23 council finances

- i. **2nd draft budget for 2022/23:** Clerk had circulated an updated draft and there was some discussion and suggestions. Clerk to update and circulate for comment prior to January meeting.
 - ii. **Precept preview:** Clerk had circulated various precept scenarios based on draft budget. Cllrs agreed that suggested increases looked too high and that projects such as WHP and Neighbourhood Plan could be funded by allocating earmarked reserves and further savings on day to day spending would be needed to reduce the proposed precept. **Clerk to update calculations accordingly and circulate prior to January meeting.**
8. **To consider and adopt a council Reserve Building Policy:** Deferred until January meeting pending final budget and precept decision. **Clerk to add to January agenda.**
9. **To confirm the allotments rent for 2022:** CG RESOLVED that the rent should remain as per 2021 at £67.25 for a full plot and £33.63 for a half plot. All in agreement. **Clerk to issue rent demands.**
10. **To consider and agree costs for teen shelter repairs:** Clerk advised that EPS had stated that the previous quote was inaccurate as it included insufficient Perspex for repairs. JS RESOLVED to accept the revised EPS quote of £470+VAT replace the Perspex. All in agreement. It was noted that the Perspex is being reinstated on the basis that further vandalism would result in the Perspex and/or teen shelter being removed altogether. All in agreement. **Clerk to progress.**
11. **To consider and agree costs for allotment repairs:** Clerk had obtained two quotes for possible repairs:
- i. **Bore hole shed:** CG RESOLVED to accept the quote of £502.10+VAT from A Carver to repair the roof. All in agreement. **Clerk to progress.**
 - ii. **Plot marker posts:** It was agreed to defer a decision on this until B Demain has spoken to HRAA with a view to HRAA possibly providing labour if the council provides materials. **Clerk to add to January agenda.**
12. **To consider any feedback to the NCC 2022/23 Budget Consultation:** No comments. **Clerk to post information on Facebook in case residents wish to comment.**
13. **To approve payments as detailed below:**

Community Account	
HR Related Costs	£622.13
Cozens (UK) Limited (Sept maintenance)	£42.00
MW Bookkeeping Services (Sept payroll)	£16.75
SSE Footway Lighting Electricity (DD) (Nov 2021)	£61.74
Loddon Garden & DIY (Grass cutting)	£197.50
NALC (Training)	£36.00
Information Commissioner's Office (DD) (Annual fee)	£35.00
Lights4Fun (via Derrick Johnson) (Beauchamp Hse Christmas lights)	£24.99
Broadwood Conservation Mgmt (Installation of Common gates)	£1,096.80
Broadwood Conservation Mgmt (Allotments - rabbit wire repairs)	£120.00
Broadwood Conservation Mgmt (Allotments - pedestrian gate)	£768.15
Community Account Total	£3,021.06

Brian Clarke Room Account	
HR Related Costs	£173.33
Brian Clarke Room Account Total	£173.33
Receipts - 28 Oct 2021 to 24 Nov 2021	
Brian Clarke Room Account	
BC Room Rental	£375.00
Community Account	
Total	£375.00

JL RESOLVED to approve the payments. All in agreement.

PLANNING MATTERS

14. **To consider planning applications:** None had been received.

15. **Planning Decisions:**

2021/2041 - App Type: Householder, Location: 19 Church Close, Chedgrave, NR14 6NH, Proposal: Erection of single storey front and rear extension. Change of roof on, existing extension from flat to shallow pitch. Decision: Approval with Conditions, (Delegated), Date of decision: 17 November 2021.

16. **To consider matters in relation to the Neighbourhood Plan:** Clerk had circulated the Memorandum of Understanding (MOU), Terms of Reference (ToR) and Contractor Terms in relation to the Neighbourhood plan which had been provided by Loddon PC. The following was agreed:

- i. **MOU:** some minor changes are needed to ensure consistency with the ToR and clarity.
- ii. **ToR:** this needs to be reworked as appropriate for a Committee rather than a Steering Group in line with normal council protocol and that this should be carried out by a small group of representatives from each council.
- iii. **Contractor Terms:** This should be ratified after a. and b. above are agreed.

Clerk to progress with relevant councillors and Loddon PC with a view to these documents being agreed in January.

OTHER MATTERS

17. **To discuss any items arising from the Clerk's report and receive updates:**

- i. Gravel in Pits – Clerk had been advised that the gravel at the top of the bridleway needs raking to cover bare patches. **Clerk to set a date to carry out and invite volunteers.**
- ii. Engagement/Comms – Clerk had received one response so far from a parishioner in relation to ideas about improving communications. **Clerk to add to January agenda.**
- iii. Broads Society Resolution – Clerk highlighted letter from Broads Society re climate emergency resolution. **Clerk to circulate to cllrs for consideration.**
- iv. Full Fibre Broadband – **Clerk to confirm with KMB regarding her report about full fibre in Chet Contact.**
- v. RADAR Key Signs - Clerk had obtained quotes from Roberts and Sons for some simple signs for the Common stock gates. It was agreed to purchase 5 signs at a cost of £30+VAT. **Clerk to progress.**
- vi. Eric Wilkinson Plaque – Clerk advised that the Loddon & Chedgrave Society will be placing the plaque on 22nd February 2022. CG volunteered to represent Chedgrave Parish Council. **Clerk to advise Loddon & Chedgrave Society.**

18. **To receive an update on White Horse Plain and agree next steps:** Clerk now has a list of local contractors to invite to tender. The work must also be advertised on the govt. "Contracts Finder". CG reported that he had made some investigations into funding opportunities but with no success so far. **Clerk to progress with JL and CG.**

19. **To ratify the Tree Charter Branch commitment:** DJ had circulated some proposed wording for this. JS RESOLVED to adopt the charter commitment. All in agreement. **DJ to proceed.**

20. **To consider Christmas lights:** Clerk gave a brief update and requested funding approval as follows: £24.99 for replacement fence lights at Beauchamp House, approx. £100 for replacement tree lights at Beauchamp House (A Carver to be asked to hang), approx. £80 for lights for Millennium Gardens. CG RESOLVED to approve this expenditure. All in agreement. It was also agreed to switch the lights on prior to Victorian evening and for the lights to be switched off at 11pm each evening. **Clerk to progress.**
21. **To agree 2022 meeting dates:** Clerk had circulated a list of proposed dates. CG RESOLVED to accept the dates. All in agreement. **Clerk to update website and noticeboards.**

STANDING ITEMS

22. **To consider matters relating to Chedgrave Common (mooring, Land Registration):** Clerk awaiting response from Land Registry.
23. **To receive an update on Wherryman's Way and consider next steps in getting it re-instated:** DJ had circulated an update regarding dredging which is ongoing.
24. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** CG, BD and Clerk had attended a meeting with Loddon PC reps to further refine the ToR. This work is ongoing but nearing completion.
25. **To receive an update on the Brian Clarke room:** Clerk reported that all is running smoothly.
26. **To receive items for the next meeting:** Budget, Precept, Reserve Policy, PFC ToR, Neighbourhood Plan (protocols), LED lighting/insects.

There being no further business, the meeting closed at 9.21pm.

Signed:

Dated: