

## **Minutes of Chedgrave Parish Council Meeting held on Thursday 2<sup>nd</sup> September 2021**

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

**Also Present:** H Goldson (Clerk), DCllr Rowe, 23 Members of the Public (MOPs).

1. **Declarations of interest and requests for dispensations by councillors:** DJ – LDBA.
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:** 23 MOPs were present, most to express views in relation to the proposed “ESCO” development on the site at Langley Rd/Snows Lane. 9 MOPs spoke on the matter and the views expressed are summarised. The general view was against the proposed development not least on the basis that it is contrary to the last two parish plans and the MOPs wish the council to take that into consideration when deliberating on any proposals. The key areas of concern raised were:
  - a. Traffic/Transport – there was concern about the likely increase in traffic particularly along Langley Rd/Big Back Lane but also into and out of the village generally and from traffic going to Loddon to access amenities. The location of the new site is some way from the main centres of Chedgrave and Loddon which will necessitate transport of some kind and it was queried what this would be. It was noted that ESCO themselves had acknowledged a likely increase in traffic on Big Back Lane.
  - b. Site Location/Density – it was queried why the Big Back Lane site is not the preferred site and concern that the GNLP does not appear to be being upheld. Another query was raised in relation to more efficient use of existing sites such as the Norwich Rd site. Several MOPs felt that the proposed development is too large.
  - c. Amenities – there was concern about access to the amenities such as doctor and dentist which are already over-subscribed.
  - d. Wildflower Area/Public Open Space – one resident wanted to understand the status of this area, who will maintain it and will it remain in perpetuity.
  - e. Emissions – a query was raised in relation to an increase in emissions due to increased traffic and how this would be addressed.
  - f. Timescales – it was queried when the planning application would be considered.

A number of MOPs expressed the view that they are not against development per se but feel that this development is not appropriate for Chedgrave. Other concerns raised were loss of privacy and the possibility of car lights flashing past the windows of an existing home. A query was raised about how much influence the parish council has in planning matters and the Chair explained the Planning Committee process. An allegation was made about a possible conflict of interest with a parish councillor being a member of South Norfolk Council and on the Planning Committee. This is not the case and this was stated at the meeting.

On separate matters, an MOP expressed concern at the length of time taken to resolve a recent streetlighting outage. Clerk explained the service levels with the council’s contractor. MOP noted that the stickers with contact details are wrong. **Clerk to check and remedy.** The MOP also expressed concern at parking on pavements. **Clerk to notify SNT.** Finally, the resident complained about grass and weeds on the footpaths around the church and leading from Langley Rd to the church. **Clerk to follow up with NCC.**

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:** Highlighted the fundraising sponsored walk on 5<sup>th</sup> September 2021 starting at Chedgrave church at 1pm and ending at Hardley Mill with funds raised being split between Hardley Mill, Chet Chat and Freeway charity.

**Cllr D Johnson:** Gave a brief update on “A Million Trees for Norfolk” and advised that this is a paid scheme. Consideration needs to be given to possible planting sites, type and suitability of trees.

Requested authorisation to attend an SLCC seminar: "Levelling up the environment through biodiversity" at a cost of £30. All in agreement that he should attend. **Clerk to organise booking.**  
**Cllr R Seel:** Expressed frustration at the time taken for Anglian Water to repair leaks. **Clerk to follow up.**

**Cllr J Lurkins:** Also concerned about water leaks particularly in light of the proposed development on Langley Road and likely impact on utilities.

**Cllr B Demain:** Circulated the latest SAM2 graph and explained some of the technicalities of the sensitivity of the camera. Noted that some of the trees he has been surveying are missing ID tags which may need to be replaced. Advised that the Loddon & Chedgrave Society may have funds to help with the renovation of the tree plaques. **Clerk to contact Langley School estates re the tree plaque refurbishment at the school.**

**Cllr R Lyster:** Again raised the matter of a rumble strip on Langley Rd. **Clerk to chase up K Mason-Billig regarding previous enquiry.** Also expressed concern about nettles on Wherryman's Way and safety issues with the teen shelter.

## FINANCIAL MATTERS

8. **To receive the Financial Summary:** The Financial Summary was considered. DJ requested the breakdown of allocated v non allocated reserves. **Clerk to update accordingly.**
9. **To receive the Internal Scrutineer's Report (Q1 2021/22):** BD RESOLVED that the report be accepted. All in agreement.
10. **To agree the insurance premium for 2021/22:** RS RESOLVED to accept the quotation of £1160.10 pa. for a 3-year Long Term Agreement from BHIB. All in agreement. **Clerk to follow up accordingly.**
11. **To agree an internal auditor for 2021/22:** CG RESOLVED to accept the quotation of £150.00 from C Moore. All in agreement. **Clerk to notify Ms Moore.**
12. **To consider and agree costs for play area repairs as per RoSPA inspections:** Quotes had not been received but clerk sought approval for repairs for the toddler tower in the Pits at a cost of £150+VAT (Eastern Play Services). RS RESOLVED to proceed with this repair. **Clerk to follow up and temporarily close the affected section of apparatus pending repair.** Quotes for other repairs to be added to the October agenda.
13. **To approve payments as detailed below:**
  - a. August payments/receipts authorised by the Clerk using delegated authority, for the record.

|                                                 |                  |
|-------------------------------------------------|------------------|
| <b>Community Account</b>                        |                  |
| HR Related Costs                                | £617.44          |
| Cozens (UK) Limited (June maintenance)          | £42.00           |
| Loddon DIY (Grass cutting)                      | £159.98          |
| MW Bookkeeping Services (June payroll)          | £16.75           |
| NALC Training                                   | £48.00           |
| SLCC Training                                   | £18.00           |
| RoSPA (Play Equipment Inspections)              | £193.80          |
| GS Computers (Portable Harddrive)               | £50.00           |
| Interest                                        | £0.25            |
| S.Raney Tree Services (for info - paid in July) | £650.00          |
| <b>Community Account Total</b>                  | <b>£1,796.22</b> |
|                                                 |                  |
| <b>Brian Clarke Room Account</b>                |                  |
| HR Related Costs                                | £173.33          |
| <b>Brian Clarke Room Account Total</b>          | <b>£173.33</b>   |
|                                                 |                  |
| <b>Receipts - 24 June to 23 July 2021</b>       |                  |
| <b>Community Account</b>                        |                  |

|                                  |                |
|----------------------------------|----------------|
| Allotment receipt                | £33.63         |
| HRAA Donation                    | £162.00        |
| <b>Brian Clarke Room Account</b> |                |
| BC Room Rental                   | £185.00        |
| <b>Total</b>                     | <b>£380.63</b> |

b. September payments/receipts

|                                          |                  |
|------------------------------------------|------------------|
| <b>Community Account</b>                 |                  |
| HR Related Costs                         | £502.08          |
| Cozens (UK) Limited (July maintenance)   | £42.00           |
| Loddon DIY (Grass cutting)               | £255.00          |
| MW Bookkeeping Services (Aug payroll)    | £16.75           |
| A&K Woodgate Ltd. (Lychgate repairs)     | £609.60          |
| <b>Community Account Total</b>           | <b>£1,425.43</b> |
|                                          |                  |
| <b>Brian Clarke Room Account</b>         |                  |
| HR Related Costs                         | £173.33          |
| <b>Brian Clarke Room Account Total</b>   | <b>£173.33</b>   |
|                                          |                  |
| <b>Receipts - 24 July to 25 Aug 2021</b> |                  |
| <b>Brian Clarke Room Account</b>         |                  |
| BC Room Rental                           | £105.00          |
| <b>Total</b>                             | <b>£105.00</b>   |

## PLANNING MATTERS

### 14. To consider planning applications:

**DEALT WITH UNDER PLANNING PROTOCOL: 2021/1333** - Proposal: Variation of condition 2 of planning permission 2019/2405 to allow for an amended design. Location: Land At Junction Of Rectory Lane And Norwich Road Chedgrave Norfolk Applicant: Mr and Mrs W Frost Application Type: Removal/Variation of Condition (S73 / S19). Chedgrave PC Response: **NO OBJECTION. Clerk followed up with SNC accordingly.**

### 15. Planning Decisions:

**2021/0905** - 79 Langley Road Chedgrave NR14 6HF, Proposal - Single storey front and rear extensions, Approval with Conditions, Tue 22 Jun 2021 (notification received too late for July agenda).

16. **To consider matters in relation to the Neighbourhood Plan:** CG gave a brief update following the last Neighbourhood Plan Steering Group meeting and advised that arrangements had been made regarding the process to recruit a consultant.

### 17. To consider any matters in relation to the proposed Snows Lane/Langley Rd development:

There was a general discussion about the MOP comments made earlier in the meeting. The limited role of the parish council in planning deliberations was also discussed. It was agreed that as and when a planning application is considered, key areas to focus on will be traffic & transport, amenities & utilities, housing density and environmental impact. It was agreed that when a planning application is received a public meeting will be held and approach will be made to South Norfolk Council for an appropriate officer to attend.

## OTHER MATTERS

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

- Memorial Bench – Clerk has received a request to place a memorial bench in the Pits. Councillors agreed that this could potentially be placed near the top of the slide either in place of a sleeper bench or over the empty tree plot.
- Allotment Vacancy – A vacancy has arisen and it was agreed to advertise it to Chedgrave

residents for two weeks prior to offering it to the first non-resident on the waiting list.

- c. Allotment Polyunnel – There has been a request to site a polyunnel on one of the allotment plots. This was agreed as long as it is kept in good order.
- d. Defibrillator – Clerk reported on recent issues with the defibrillator and was requested to investigate the possibility of a new cabinet.
- e. Noticeboard – The council agreed to accept the kind offer from a local resident to sand and treat the parish council noticeboard.

**Clerk to follow up on all of the above.**

**19. To consider matters relating to Chedgrave Common (mooring, grazing, Land Registration)**

- a. Mooring – a meeting had been held with the Broads Authority regarding the renewal of the lease to maintain the mooring. CG noted that the ends of the quay heading need to be properly enforced. JL RESOLVED to proceed with the Heads of Terms, all in agreement.
- b. Grazing – Clerk had circulated a report, risk assessment and sign for approval. RS RESOLVED to adopt the risk assessment and approve the sign (pending minor edit) at a cost of £80+VAT for five signs (Roberts & Son). All in agreement.
- c. Land Registry – Clerk gave an update following recent correspondence and discussion with the solicitor. Clerk was asked to find out what the solicitor has already submitted as part of the application and to sort out the boxes of paperwork ready for submission to the solicitor.

**Clerk to follow up on the above accordingly.**

**20. To consider matters relating to the Pits (parking, bug hotels):**

- a. Parking – Clerk had received an email from the Churchwarden regarding parking issues. Councillors suggested that the church obtains a temporary sign (“A-board” or similar) to be placed during church events where disabled access to the church is required.
- b. Bug hotels – CVBL had approached the council regarding the discreet placement of bug hotels in the Pits. Councillors agreed to accept the kind offer on the basis that CVBL remove the bug hotels prior to any plastic degeneration.

**Clerk to follow up.**

**21. To consider the teen shelter and any further works:** JS RESOLVED that the Perspex in the teen shelter be replaced at a cost of approx. £300-350+VAT. It was noted that any further vandalism may result in the removal of the teen shelter. **Clerk to confirm prices and proceed.**

**22. To consider Christmas lights including LDBA funding offer:** CG RESOLVED to accept the kind offer from LDBA to provide funding of £2443.78 for the funding of lighting strings, all in agreement. Clerk sought approval for a replication of last year’s arrangements. **All in agreement. Clerk to proceed with plans.**

**23. To consider whether to host a “Big South Norfolk Litter Pick” and set a date:** It was agreed to hold a litter pick on 24<sup>th</sup> October, 10am in the Pits. **Clerk to make arrangements.**

**24. To consider council promotion and recruitment of new councillors:** RS to agree a date for an informal meeting on the matter.

**25. To ratify the Tree Charter Branch commitment:** Deferred to October.

**26. To consider participating in Queen’s Platinum Jubilee celebrations (e.g. Beacons, trees, other):** CG RESOLVED that the council would participate in The Queen’s Jubilee Beacons. **Clerk to follow up with J Bircham re beacon.**

**27. To consider and agree a response to the BA consultation: Marketing and Viability Guide:** The council had no comments.

**28. To receive an update on Wherryman’s Way and consider next steps in getting it re-instated:** No specific update.

**29. To receive an update on the Brian Clarke room:** Clerk advised that bookings are increasing and look set to improve throughout September. There will be a Working Group meeting with Saffron on 16<sup>th</sup> September.

**30. To receive an update on the Loddon & Chedgrave Playing Field Committee:** CG gave a brief update on the installation of CCTV. It was agreed to send the Terms of Reference comments to Loddon PC prior to a meeting on the matter. **Clerk to follow up.**

**31. To receive an update on White Horse Plain and agree next steps:** J Bircham had kindly provided an outline brief for works. **Clerk to follow up with G Overland at NCC regarding next steps.**

32. **To receive items for the next meeting:** Chedgrave Common, RoSPA repairs, Tree Charter Branch.
33. **To resolve to close the meeting under Public Bodies (Admissions to Meetings Act)1960 for the purposes of discussing an HR matter:** CG RESOLVED to close the meeting. All in agreement.
34. **To discuss an HR matter:** Clerk had circulated a report (“Report requesting uplift to Clerk’s payscale, 10<sup>th</sup> August 2021). Clerk left the room for the duration of the discussion during which CG RESOLVED to adopt all recommendations in the report, all in agreement. **Clerk to follow up.**

There being no further business, the meeting closed at 9.53pm.

Signed:

Dated: