

Minutes of Chedgrave Parish Council Meeting held Thursday 6th June 2021

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

Also Present: H Goldson (Clerk)

1. **Declarations of interest and requests for dispensations by councillors:** None.
2. **To consider apologies and reasons for absence:** Cllr J Lurkins (health issues). CG also noted the resignation of Jacqueline Bircham describing it as a huge loss to the council and community. **Clerk to write a formal letter to JB thanking her for her service and also place a note of thanks in Chet Contact.** CG RESOLVED to accept apologies. All in agreement.
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 MOPs present.
6. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:**
DCllr K Mason-Billig: CG referred to a report from KM-B which mentioned the A146 roundabout at George Lane, the reduction in Covid cases in South Norfolk, the new SNC/Broadland website, the village clusters consultation, SNC's new 'empty homes' policy and SNC finances. **Clerk to circulate report to cllrs.**
Cllr B Demain: Reported that the SAM2 sign has been moved and gave a brief summary of the recorded traffic speeds over the last month; he will circulate this information to cllrs. Also advised that he had been in touch with Thurton Foundries regarding repairs to tree plaques. The council authorised BD to purchase suitable paint e.g. Hammerite.
Cllr R Seel: Raised the matter of the Tree Charter. There was a brief discussion and **RS offered to obtain more information for the next meeting.** Reported that he had contacted KM-B regarding the NCC mowing of verges on Hillside and Langley Rd. **Clerk to contact KM-B to find out more about designating 'no cut' areas.** Also commented on parking along Langley Rd particularly when Funky Feet is open. **Clerk to write to Funky Feet asking them to encourage parents to park in the main car park and not along Langley Rd.**
Cllr D Johnson: Noted the damaged Wherryman's Way sign on WHP. **Clerk to report to NCC Highways.** Also queried the skip on WHP and asked when it would be removed. Council expressed the view that the skip needs to be removed within 2 weeks i.e. by 15th June 2021 otherwise NCC would be informed. **Clerk to notify KM-B accordingly.** DJ further reported that he has been following up on the Million Trees for Norfolk campaign but has no details yet. He would like the parish council to consider further shrub planting on The Common if Woodland Trust is still offering shrubs. Advised that the litter pick event will be on 12th June 2021 from 8am. Convene in The Pits.
Cllr J Sinfield: Commented on the state of the mast near the moorings. This matter to be discussed under item 25.

FINANCIAL MATTERS

Annual Governance and Accountability Return (AGAR) 2020/21

7. **To consider the findings of the review by the members of the meeting as a whole:** Cllrs considered the findings of the Governance Review.
8. **To approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements:** CG RESOLVED to approve the Annual Governance Statement. All in agreement.
9. **To consider the Accounting Statements by the members of the meeting as a whole:** Cllrs considered the accounting statements.
10. **To approve the Accounting Statements by resolution:** CG RESOLVED to approve the Accounting Statements. All in agreement.
11. **To ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given:** The AGAR was duly signed.

Other Financial Matters

12. **To consider the installation of a new bench at the Grebe Drive play area:** Clerk had circulated a report outlining costs and options. CG RESOLVED to purchase the Action Play & Leisure option at

a cost of £750+VAT. All in agreement. **Clerk to progress** (and seek further discount if possible).

13. **To agree repairs to the Lychgate War Memorial (gate):** Clerk had circulated a report outlining options and costs. RS RESOLVED to proceed with AK Woodgate at a cost of £508+VAT. **Clerk to progress.**

14. **To approve training courses:** No courses required at this time.

15. **To approve payments as detailed below:**

Community Account	
HR Related Costs	£575.07
NALC (Training)	£36.00
Cozens (UK) Limited (Apr maintenance)	£42.00
Loddon DIY (Grass cutting & sundries)	£122.26
Eastern Play Services Ltd. (Grebe Drive - gate/teen shelter)	£168.00
DC Tabor (Allotment rent)	£787.99
Spire Solicitors (Common - Land Registry)	£900.00
C Moore (Internal audit)	£150.00
Community Account Total	£2,781.32
Brian Clarke Room Account	
HR Related Costs	£173.33
Brian Clarke Room Account Total	£173.33
Receipts - 27 Apr to 26 May 2021	
Community Account	
SNC (Precept installment #1)	£12,865.50
Saffron Housing Trust (Garage rent refund)	£20.00
Total	£12,885.50

CG RESOLVED to withhold part of the Eastern Play Services Ltd. payment until work to the teen shelter had been carried out with payment being made when the work is done. All in agreement. CG RESOLVED to approve all other payments. All in agreement.

PLANNING MATTERS

16. **To consider planning applications:** CG RESOLVED that the council respond to the planning application on the following basis, all in agreement:

2021/0969 – 8 Beauchamp Close - Approve, no comments.

Clerk to follow up with SNC accordingly.

17. **Planning Decisions:**

BA/2021/0097/FUL – Boat shed, River Bank, 21C Church Close – approval with conditions.

2021/0622 - Works to TPO trees, 9 Rectory Lane Chedgrave NR14 6NE – approval with conditions.

2021/0522 – Extension & alterations, 28 Proctor Road – approval with conditions.

18. **To adopt a new planning protocol:** Clerk had circulated an updated planning protocol for months where a meeting will not be held in time to respond to a planning application. CG RESOLVED to adopt the planning protocol. All in agreement.

19. **To consider any matters in relation to the Neighbourhood Plan:** DJ gave an update on the latest Neighbourhood Plan Steering Group meeting and advised that the Terms of Reference and financial details remain TBC but that matters are progressing and a key next step will be the appointment of a consultant/project manager. **CG to suggest that John Overton (Poringland DCllr) attends the next steering group meeting.**

OTHER MATTERS

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

a. Footpath Langley Rd to church – Clerk to raise NCC Highways ticket requesting the path is cleared of weeds.

b. Footpath around church – Clerk to notify Church Warden of resident complaint of weeds

encroaching on the footpath.

- c. Church hardship fund – R Seel commented that the church has a hardship fund for parishioner and the Clerk may refer individuals to Rev Owen.
21. **To consider matters in relation to The Common:** There was a discussion regarding efforts to register The Common with Land Registry. **Clerk to obtain a quote to remove the fences (without causing any damage). Clerk to send plan of The Common to Cllrs.**
22. **To agree the Co-Option Policy and New Councillor Induction Pack:** RS RESOLVED to adopt the new policy and pack. All in agreement. DJ expressed the view that the term Chairman should be replaced by Chair. **Clerk to check with NALC in case of any ramifications.**
23. **To agree the updated Social Media policy:** JS RESOLVED to adopt the updated policy. All in agreement.
24. **To adopt “No Mow May” as council policy:** JS RESOLVED to adopt this policy. All in agreement.
25. **To receive an update on Wherryman’s Way and consider next steps in getting it re-instated:** DJ stated that he will check the protruding nails at the mast and take remedial action. He is still trying to establish who is responsible for the mast and will try and arrange removal with the relevant party. The Pits Lane gate is still in situ but should be removed in due course.
26. **To receive an update on the Brian Clarke room, re-opening and marketing plans:** Clerk outlined some upcoming bookings. **Clerk to proceed with the Chet Contact advert as drafted.**
27. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** There was a discussion regarding the use of the football pitches by non-LUFC groups.
28. **To receive an update on White Horse Plain and agree next steps:** Clerk to check status of this project with JB.
29. **To receive items for the next meeting:** No items raised at the meeting.

There being no further business, the meeting closed at 9.25pm.

Signed:

Dated: