

Minutes of Chedgrave Parish Council Meeting held on Thursday 4th November 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).

1. **Declarations of interest and requests for dispensations by councillors:** DJ & JS both declared they are Pits Lane residents.
2. **To consider apologies and reasons for absence:** None.
3. **To approve the minutes of the last council meeting:** DJ noted a typo in item 2 which Clerk corrected by hand. RS 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:** MOP commented on two matters:
 - i. Suggested that if any changes to the Definitive Map (footpaths) are proposed, relevant landowners should be consulted prior to proceeding.
 - ii. Queried whether MOPs could joint 'working groups' without being members of the council. Chair advised that this would be most welcome.
6. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:**

Cllr B Demain:

- i. **SAM2:** Advised that SAM2 has been reversed on Norwich Rd and that he had circulated the traffic data from the previous month. Advised that he had queried the cost of a replacement battery with Westcotec if needed and this would be approx. £70+VAT and delivery.
- ii. **Allotments:** Reported that he had met with the allotments technician at the Hales & Heckingham composting site with a view to installing some sort of compost storage area in Chedgrave and that he will be following up with HRAA.
- iii. **Tree Plaques:** Had been in touch with MOP regarding details of a missing tree plaque and he will try and find details in previous minutes/tree records.
- iv. **Electric Car Charging Point:** Reported that he has written to Saffron and County Councillor regarding a possible installation at the Brian Clarke room and is awaiting replies.

Cllr J Lurkins: Advised that he will be attending the Jubilee Hall Management Cttee meeting on 8th November 2021. Noted that he had successfully used the new gates on the Common with his mobility scooter/Radar key and suggested a sign explaining the keys be added. **Clerk to investigate possible signage.**

Cllr J Sinfield: Reported that she had cleared nettles along the Langley Rd/Church Close alleyway. Also suggested that in addition to compost storage, some sort of manure storage on the allotments site would also be useful. **Clerk to investigate any stipulations regarding compost/manure storage in allotments lease.**

Cllr D Johnson:

- i. **Seminars:** reported that he had attended seminars on coastal flooding and biodiversity both of which were relevant and interesting. Materials had been circulated.
- ii. **Million Trees for Norfolk:** advised that the next phase for applications opens in November and he will follow up.
- iii. **Litter Pick:** noted that the litter pick on 24th October had been successful in terms of litter collected and that it had attracted 1 MOP to help.

Cllr C Gould:

- i. **Police matters:** reported that he had attended a recent Police forum and queried the lack of Police attendance at council meetings or specific reporting on local crime matters. CG gave a brief update on the structure of the Norfolk Constabulary and advised that it had been noted that one of the biggest issues is ASB in the Loddon area and the Police are planning additional patrols to tackle this. **Clerk to contact Beat Manager to query reporting/attendance.**
- ii. **Neighbourhood Plan:** reported that he had attended various meetings and would update later in the meeting.

FINANCIAL MATTERS

7. **To receive the Financial Summary:** Clerk had worked with RS to correct errors in the previous

version. RS requested that the month number be added to each report. Cllrs requested that the report be circulated monthly but added to the agenda quarterly. **Clerk to follow up.**

8. **To receive the Internal Scrutineer's Report (Q2 2021/22):** Clerk had sent the report to BD who confirmed that he was satisfied.
9. **To consider and agree costs for teen shelter repairs:** JS RESOLVED to accept the EPS quote of £290+VAT replace the Perspex. All in agreement. It was noted that the Perspex is being reinstated on the basis that further vandalism might result in the Perspex and/or teen shelter being removed altogether. **Clerk to progress.**
10. **To consider the draft budget for 2022/23:** Clerk had circulated a 1st draft of the budget and various comments were made. **Clerk to incorporate comments into 2nd draft for December meeting.**
11. **To approve payments as detailed below:**

Community Account	
HR Related Costs	£766.28
Cozens (UK) Limited (Sept maintenance)	£42.00
MW Bookkeeping Services (Sept payroll)	£16.75
SSE Footway Lighting Electricity (May - Oct 2021)	£287.12
GS Computers (2 x NOD anti virus s/w)	£28.00
Loddon Garden & DIY (Grass cutting + sundries)	£132.95
Roberts & Son (Common signs)	£80.00*
Eastern Play Services (Repairs at Grebe Drive)	£300.00
Community Account Total	£1,653.10
Brian Clarke Room Account	
HR Related Costs	£173.33
Brian Clarke Room Account Total	£173.33
Receipts - 30 Sept 2021 to 27 Oct 2021	
Brian Clarke Room Account	
BC Room Rental	£337.50
Community Account	
SNC - Precept 2nd Installment	£12,865.50
UKPN Wayleave	£24.94
SNC - CIL	£6,460.07
Allotment Rent	£8.41
Total	£19,696.42

CG RESOLVED to approve the payments. All in agreement. Clerk advised of intention to set up a monthly Direct Debit for SSE electricity charges as previously agreed.

*NB This amount is Ex VAT, the full amount due is £96.00. Clerk error.

PLANNING MATTERS

12. To consider planning applications:

2021/2041 - Applicant: Miss Megan O'Gorman-Mowse, 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. Application Type: Householder.

CG RESOLVED to approve this application with no comments. All in agreement. **Clerk to follow up accordingly.**

13. Planning Decisions:

BA/2021/0217/TCAA - Location: Loddon Marina And Adjoining Land To Pyes Mill, 12 Bridge Street,

Loddon, NR14 6EZ. Proposal: G1: White Willow x 10 - fell. T1: Silver Birch - fell. T2: White Willow (dead) - fell. T3: White Willow - pollard at 2m. T4: White Willow - pollard at 2m. BA Decision: No objection.

2021/1143 - App Type: Works to trees in Conservation Area, Location: 28 Church Close Chedgrave NR14 6NH, Proposal : Spruce - reduce spread from 8m to 6m. Decision : No objections (Delegated) Date of decision : 20 October 2021.

14. **To consider matters in relation to the Neighbourhood Plan:** CG gave a detailed update on various activities of the Chet Neighbourhood Plan Steering Group and meetings he had attended. The main focus has been on the selection of an external consultant to guide the project and a formal process had been followed to select a candidate: "Collective Community Planning" (consultant is Louise Cornell assisted by Mark Thompson). CG advised that Collective Community Planning had accepted the brief and agreed to proceed with the early application phase despite no funding being in place yet nor ratification from the parish councils. CG noted that the appointment of an external secretary for the project was likely and this is being progressed. Clerk noted that ratification of the appointment of a consultant without either a Memorandum of Understanding (MOU) between Loddon and Chedgrave Parish Councils or a Terms of Reference (TOR) for the steering group exposed the council to risk. **Clerk to request final versions of the MOU and TOR with a view to ratifying them and the appointment of the consultant at the December meeting.**
15. **To consider the management of CIL funds:** Clerk to add the recently received CIL funds of £6,460.07 to allocated reserves. Clerk to check whether transfer of funds from Unity Trust Bank to Barclays is needed to adhere to FSCS limit.

OTHER MATTERS

16. **To discuss any items arising from the Clerk's report and receive updates:**
- Training – Clerk requested approval for NALC planning training for BD @ £30+VAT and for Clerk and Bookings Officer for NALC Facebook training @ £38+VAT (x2). JS RESOLVED to approve this. All in agreement.
 - Covid 19 Commemorative Token: Clerk to advertise event on 8th November via Facebook.
 - Website Changes: Clerk had circulated suggested website changes to remove pages (but retain content on file) which are not accessed nor required as part of transparency obligations. JS RESOLVED to go ahead with this. 6 in favour, 1 against. RESOLUTION PASSED.
 - Full Fibre Broadband: Clerk raised MOP query on whether the council might support a community installation of full fibre broadband. Councillors queried whether the resident would kindly follow up and gain an indicative cost of infrastructure which the council would be required to fund.
 - Memorial Bench: Clerk updated on discussions with MOP regarding a bench in the Pits. Council agreed that the bench must be installed by a council approved contractor such as EPS.
 - Parish Noticeboard: Clerk noted that this had been kindly renovated by local resident Gordon Jackson. Clerk to note thanks in Chet Contact.
 - Footway Lighting Stickers: Clerk to check whether the phone number correction has been made.

Clerk to follow up on all of the above.

17. **To adopt a new protocol relating to the investigation and implementation of council proposals:** Clerk had circulated a draft policy. JS RESOLVED to adopt the policy. All in agreement.
18. **To review grass cutting arrangements:** Clerk had circulated feedback on current grass cutting arrangements. A Carver has quoted an extra £10 per cut in the Pits to make equipment matting more visible prior to mowing. JS RESOLVED to continue with the current 4 cuts per year regime for play areas with an extra £10 per cut for the Pits. All in agreement. **Clerk to follow up with A Carver.**
19. **To ratify the Tree Charter Branch commitment:** Deferred to December.
20. **To consider any matters in relation to Remembrance Sunday (14th November 2021):** It was noted that DJ will attend the service on behalf of Chedgrave Parish Council and lay a wreath. CG

will lay a wreath on behalf of the Loddon Branch of the Royal British Legion. Wreath laying will take place at approximately 12noon.

21. **To consider Christmas lights:** Clerk requested help from RS and CG in following up household permission if needed. **Clerk to check whether Parkinson's shop already has lights in place.**
22. **To consider and agree a response to the Greater Norwich Playing Pitch Strategy:** Councillors agreed no comment. **Clerk to follow up.**
23. **To consider council outreach and recruitment of new councillors:** RS had circulated a short paper following an informal 'working group' meeting involving RS, DJ, JS and Clerk. The paper outlined various engagement activities. A comment was made that increased council profile could lead to personal safety concerns. CG RESOLVED that these activities progress. All in agreement. **Clerk to add £200 to the draft 2022/23 budget to cover possible costs.**
24. **To consider matters in relation to the Jubilee Beacon:** DJ had followed up with J Bircham regarding the beacon and gave a brief description. **Clerk to place invitation in Chet Contact inviting members of the public to volunteer to help with a potential event and give their ideas.**
25. **To consider air pollution on Langley Road:** RS reported that he had followed up with SNC who advised they do not have any emissions measuring equipment for loan but that they are in the process of applying for funding for this. SNC suggested the possibility of hiring equipment from the manufacturer. **RS to follow up on this possibility.**
26. **To consider local footpaths and their status on the Definitive Map:** RS had circulated an informal map showing existing footpaths/restricted byways which are on the Definitive Map and other paths which are in use in the village but not on the Definitive Map. There was a general discussion and RS asked that cllrs think about possible paths to consider. **Clerk to check the status of the Langley Rd path with NCC.**
27. **To consider the ecological impacts of LED streetlights:** JS raised concerns which have been widely reported about the impact of LED streetlights on insects and wildlife. **JS to follow up further and report back.**

STANDING ITEMS

28. **To consider matters relating to Chedgrave Common (mooring, Land Registration):** Clerk gave a brief update from solicitor regarding Land Registry application. **DJ to develop suggestions for footpath clearance at the far end of the Common.**
29. **To receive an update on Wherryman's Way and consider next steps in getting it re-instated:** DJ gave a brief update; barges are in position ready for dredging. Reported further deterioration of the mast which BA have provisionally agreed to remove pending funding. **DJ to escalate the matter of the mast with BA on safety grounds.**
30. **To receive an update on the Brian Clarke room:** Clerk reported that there is a new regular Monday booking and that actions from the Working Group meeting are being followed up. DJ reported that the solar panels are working.
31. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** Deferred until December.
32. **To receive an update on White Horse Plain and agree next steps:** There was a lengthy discussion and JL kindly volunteered to take the project forward. Regarding budget, it was suggested that Clerk should add 50% of the parish council cost (approx. £12k) to the precept spread over 2 years with the remaining 50% coming from CIL funds. **Clerk to update draft 2022/23 budget accordingly.**
33. **To receive items for the next meeting:** 2nd draft budget and precept preview, allotments rent, 2022 meeting dates, tree charter, LED lights, L&CPF update.

There being no further business, the meeting closed at 10.05pm.

Signed:

Dated: