

## **Minutes of Chedgrave Annual Parish Council Meeting held on Thursday 5<sup>th</sup> May 2022 at the Brian Clarke Room, Chedgrave**

**Present:** J Sinfield (Chair, newly elected), Cllrs C Gould (Vice Chair, newly elected), B Demain, J Lurkins, D Johnson, R Lyster

**Also Present:** H Goldson (Clerk), 1 MOP

1. **Election of Chairman:** DJ proposed Cllr Joanne Sinfield, 2<sup>nd</sup> BD. All in agreement. Joanne Sinfield was duly elected as Chair.
2. **Signing of Chairman's Declaration of Office:** JS signed the Declaration of Office.
3. **Declarations of interest and requests for dispensations by councillors:** JS – item 21.
4. **To consider apologies and reasons for absence:** None received.
5. **To approve the minutes of the last council meeting:** JS RESOLVED to approve the minutes. All in agreement.
6. **To discuss matters arising from those minutes:** No matters arising.
7. **To note the minutes from the Annual Parish Meeting:** The draft minutes had been circulated and were duly noted.
8. **Election of Vice Chairman:** DJ proposed Cllr Colin Gould as Vice Chairman, 2<sup>nd</sup> BD. All in agreement. Colin Gould was duly elected as Vice Chair.
9. **To RESOLVE to establish the Loddon & Chedgrave Playing Field Committee replacing the existing arrangements:** DJ RESOLVED to establish the Committee. All in agreement.
10. **To RESOLVE to adopt the Terms of Reference for the Loddon & Chedgrave Playing Field Committee:** DJ RESOLVED to adopt the Terms of Reference. All in agreement.
11. **To RESOLVE to establish the Chet Neighbourhood Plan Steering Group in conjunction with Loddon Parish Council:** JS RESOLVED to establish the Steering Group. All in agreement.
12. **To RESOLVE to adopt the Terms of Reference for the Chet Neighbourhood Plan Steering Group:** JS RESOLVED to adopt the Terms of Reference as circulated. All in agreement.
13. **Election of Representatives of various Working Groups and Committees e.g.**
  - a. **Jubilee Hall Management Committee (JHMC)** – Cllr Joanne Sinfield
  - b. **Loddon & Chedgrave Playing Field Committee (PFC)** - Cllrs Colin Gould & Bob Demain as voting members.
  - c. **Chet Neighbourhood Plan Steering Group (CNP)** – Cllrs Joanne Sinfield and David Johnson as main representatives. Colin Gould as substitute in case of absence.
  - d. **Brian Clarke Working Group** – Cllrs Bob Demain & David Johnson, Clerk and Bookings Officer also attend as staff members.
  - e. **Wherryman's Way Working Group (WWWG)** – Cllr David Johnson
  - f. **Loddon Parish Council Events Committee (temporary membership re Jubilee)** – Cllrs Joanne Sinfield & D Johnson.

CG RESOLVED to approve all of the above appointments. All in agreement.
14. **To adjourn the meeting to allow public participation:** There was 1 MOPs present who expressed an interest in joining the council. Clerk to add co-option to the June agenda.
15. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:**

**Police:** Clerk had circulated Police report via email.

**DCllr J Rowe:** Clerk had circulated a written report.

**DCllr K Mason Billig:** Clerk had circulated a written report.

**CCllr K Mason Billig:** Clerk had circulated a written report.

**Cllrs BD and DJ:** Had circulated written reports. Following a query from GL regarding speeding on Langley Rd, BD gave an update on the SAM2 data which is now sent to PC King on a monthly basis. GL advised that he would be willing to participate in a Community Speedwatch scheme and the MOP attending suggested this could be a joint project with LPC. **GL to do some research into setting up a scheme. Clerk to send GL local SNT email address.** In addition to his report, BD mentioned a possible trip hazard near a tree in the Pits. **Clerk to investigate and remove if possible.**

**Cllr CG:** Had prepared a report and outlined the Jubilee Hall car park issues. He had also attended a CNP meeting which DJ had reported on separately. He reported that he had attended a PFC

meeting where the ToR had been finalised and there was a separate PFC meeting where potential plans for the tennis courts were considered. He also attended a meeting with SNC and LPC in relation to the Millennium Bridge at Loddon Staithe with a view to progressing the improvements. He reported that he had called the SNC Planning Officer dealing with the Langley Road proposal which has fallen within the Natural England “Nutrient Neutrality” policy. SNC advised they are liaising with the agent regarding remedial action or withdrawal of the application. Finally, he met with Saffron Housing Trust regarding their new Charter.

**Cllr JL:** Reported that there is a forthcoming Jubilee Hall meeting which he will be attending.

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

- a. **Community Action Norfolk:** It was agreed that all cllrs should attend Charity training.
- b. **White Horse Plain: JS to chase NCC Tree Officer regarding the plans.**
- c. **Allotments:** BD offered to work with Clerk regarding establishing a new long term lease with the landowner. **Clerk to check SLCC website for precedent, BD to research with National Allotment Association. Clerk to re-advertise vacancies to Chedgrave residents prior to offering to Loddon residents.**
- d. **Common: Clerk to seek to obtain combination for old padlock, otherwise purchase a new one at approx. £70.00.**

**FINANCIAL MATTERS**

**17. To receive the Internal Scrutineer’s Report (Q4 2021/22):** Clerk had circulated the report. The Internal Scrutineer confirmed he was happy with it. DJ RESOLVED to adopt the report, all in agreement.

**18. To receive the Financial Summary (Q4 2021/22):** Clerk had circulated the report. CG queried a salary matter and Clerk responded that this was probably due to the timing of salary standing order payments but any issue with it would be flagged by the Internal Auditor who currently has the accounts. BD RESOLVED to accept the report, all in agreement.

**19. To consider grant applications:** Cllrs considered grant applications from local organisations. CG RESOLVED to award grants on the following basis. All in agreement. **Clerk to progress.**

- a. **Chedgrave PCC (Churchyard maintenance)** - £550.00 reflecting a 10% increase on last year.

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

<b>Community Account</b>	
HR Related Costs	£627.90
Clerk (additional hrs & exp.)	£234.87
HMRC (NI Contribution)	£18.35
Cozens (UK) Limited (Feb maintenance)	£42.00
MW Bookkeeping Services (Mar payroll)	£16.75
SSE Footway Lighting Electricity (DD) (Feb 2022)	£61.74
Roberts and Son (Langley Rd planning app. Plan)	£14.40
Eastern Rivers Community Gym (Grant)	£50.00
Hardley Rd Allotment Association (Grant)	£50.00
Chedgrave MS Therapy Centre (Grant)	£50.00
DC Tabor (Allotment rent)	£787.99
Community Action Norfolk (upgrade to Silver Membership)	£16.54
<b>Community Account Total</b>	<b>£1,970.54</b>
<b>Brian Clarke Room Account</b>	
HR Related Costs	£187.37
<b>Brian Clarke Room Account Total</b>	<b>£187.37</b>
<b>Receipts 31 Mar to 28 April 2022</b>	
<b>Brian Clarke Room Account</b>	
BC Room Rental	£441.38

<b>Community Account</b>	
SNC CIL	£11,563.16
<b>Footway Lighting Reserve</b>	
Interest	£7.38
<b>General Reserve</b>	
Interest	£40.94
<b>Total Receipts</b>	<b>£12,052.86</b>

CG RESOLVED to approve the payments including the additional invoice. All in agreement.

## PLANNING MATTERS

### 21. To consider planning applications:

**2022/0545** – 12 Hillcrest, Chedgrave – It was commented that the boundary treatment is out of keeping with the overall area. Otherwise, CG RESOLVED to approve the application. All in agreement. **Clerk to respond accordingly.**

### 22. Planning Decisions: None received.

**23. To consider matters in relation to the Neighbourhood Plan (NP):** No new matters arising. DJ expressed concern at the reduction in numbers attending meetings but this may have been due to ill health. **Clerk to ask Project Officer to re-circulate list of meeting dates and to send a reminder to members shortly prior to each meeting.**

## OTHER MATTERS

### 24. To consider matters relating to Chedgrave Common:

- a. **LR negotiation next steps** – Clerk updated cllrs on progress with Objector A and BA. **Clerk to draft a letter and seek NALC approval and send to Objector A** with the aim of dispensing with all of their objections. **Clerk to write to Spire Solicitor again requesting the full LR application paperwork** within 1 week on the basis that the council is reconsidering its use of their services. **Clerk also to arrange a consultancy session of 2-3hrs @ £36/hr with CAN** to develop a project plan for matters relating to Chedgrave Common. CG and DJ also to attend this meeting.

### 25. Allotments:

- a. **To agree the allotment rent** – Clerk advised that the landowner had kindly waived the increase due this year and the rent will remain £787.99 meaning that a full plot will continue to cost tenants £67.25 pa. and a half plot £33.63 pa. **Clerk to advise HRAA.**
- b. **Generator Service Kit** – HRAA had advised that a generator service kit was required to fully service the generator which has been running for 10 years. The kit will cost £75.71. CG RESOLVED to purchase, all in agreement. **Clerk to liaise with P Spinks re ordering.**

**26. To consider matters in relation to the Jubilee Event:** DJ had circulated a report following a recent meeting and requested that cllrs volunteered to help on the day. Clerk advised that the SNC £200 grant has been awarded. **Clerk to liaise with LPC re fund transfer.** JL queried the use of extension leads at the event and is concerned at their possible use. **DJ/JS to raise this matter at the next meeting.** There was a discussion regarding the gift planned for local children and it was concluded not to proceed with this idea due to issues relating to distributing the gift. Finally, there may be a tennis event on the day of the fete and the organisers of this need to liaise with the Events Committee. **JS to mention at the next meeting.**

**27. To consider a request to park a soft play ‘party bus’ in The Pits:** There was a lengthy discussion on this matter. JS RESOLVED to decline the request. 4 in favour, 2 against. Resolution PASSED. **Clerk to respond accordingly.**

**28. To consider First Aid Training for councillors and staff:** LPC had invited Chedgrave PC to join in a First Aid training session with Ikon at a cost of £37.50 per head. JS and Clerk volunteered to attend and G Buckle also to be offered the training. **Clerk to follow up accordingly.**

29. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** No further update.
30. **To receive an update on the Brian Clarke room:**
- a. **To consider quotes for window cleaning** - following the last BC Working Group, Clerk had circulated a report containing three quotes. JS RESOLVED to accept the quote from Horizon Shine at £15 per clean on an 8 week rota. All in agreement. **Clerk to progress.**
31. **To consider various tree planting options and agree next steps:** DJ had previously circulated a report and will proceed accordingly, applying for free trees/hedges. No resolution is needed at this point.
32. **To receive items for the next meeting:** AGAR, co-option.

There being no further business, the meeting closed at 9.07pm.

Signed:

Dated: