

DRAFT Minutes of Chedgrave Parish Council Meeting held on Thursday 3rd November 2022 at the Brian Clarke Room, Chedgrave

Present: J Sinfield (JS, Chair), Cllrs B Demain (BD), D Drecin (DD), J Lurkins (JL), D Johnson (DJ), R Lyster (GL).

Also Present: H Goldson (Clerk), 3 MOPs, C/DCllr Kay Mason-Billig (KMB).

1. **Declarations of interest and requests for dispensations by councillors:** BD – item 18.
2. **To consider apologies and reasons for absence:** C Gould, J Rowe. JS RESOLVED to accept the apologies. All in agreement.
3. **To approve the minutes of the last council meeting:** JS 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:**

DCllr J Rowe: had circulated a written report.

Cllr BD: had circulated a written report and had no further comments.

Cllr JL: Gave a brief update on Chedgrave Carr which he hopes will be completed by the end of the month. Advised that the Bar Manager of the Jubilee Hall has resigned and there is currently nobody in place. There will be a meeting on 14th November to discuss. Also commented on the vandalism to the teen shelter, Clerk advised that a quote to remove the Perspex is being sought. An MOP suggested A Carver for this work. **Clerk to follow up.**

Cllr DJ: Had circulated a written report. DJ highlighted that the draft Neighbourhood Plan is complete, there are two weeks to make comments and requested that colleagues review the document and send any feedback to him. In particular the lists of open spaces for ‘protection’ and footpaths/permissive footpaths to be included. DJ also reported that he had attended the recent Town & Parish Council Forum and had circulated notes and slides.

Cllr GL: Commented that the SAM2 sign does not seem to be effective. **Clerk to send GL the details of the Hales & Heckingham Community Speedwatch Co-ordinator so that he can investigate setting up a scheme for Chedgrave.**

C/DCllr KMB: Commented that if speeding takes place, details can be reported to the local Beat Manager (PC King). Information needed is: registration number, date, time and location. This can be followed up by the Police. KMB also noted that SNC and NCC are offering various hardship funds to residents, details via their websites. Also, Loddon Library is functioning as a “Warm & Well” location, free of charge. **Clerk to highlight in Chet Contact.** KMB advised that she has helped fund some windbreakers at Loddon Tennis Club. KMB concluded by highlighting the Avian Flu outbreak: NCC is advising the public to keep dogs on leads, not touch dead birds and report any dead birds to Defra.

7. **To discuss any items arising from the Clerk’s report and receive updates:**
 - a. **Seasonal Pond Sign:** BD kindly offered to deal with placing the new sign.
 - b. **Asset Register:** DD is still working on this but will have an update this month.
 - c. **Grass Cutting:** Clerk noted a request to see the grass cutting contract which she is dealing with.

FINANCIAL MATTERS

8. **To note the new footway lighting electricity contract and address the budget shortfall:** Clerk reported the new 6m contract with SSE and requested ideas to make up the budget shortfall. **Council asked Clerk to look into areas where savings can be made from this year’s budget.**
9. **To consider the purchase of a new letter bin for the bottom of Pits Lane:** Clerk had circulated a report outlining options and costs. BD suggested relocating the post mounted bin from the Pits to save money and all agreed this was a good idea. **BD to investigate the practicalities.**
10. **To consider regular cleaning of the bus shelters:** Clerk had circulated a report outlining options and costs which ranged from £200-£240 per year which was deemed excessive. **DJ kindly volunteered to carry out a clean.** JS RESOLVED to proceed on this basis. All in agreement.
11. **To consider the purchase of a new bench:** Clerk had circulated a report outlining options and costs for a bench to be placed in Chedgrave and funded partly by a £500 grant from the Jubilee Fete (Events

Committee at Loddon Parish Council) and kindly topped up by a contribution from KMB's member's grant. JS RESOLVED to purchase the Glasdon bench to be placed opposite White Horse Plain. Total project cost of £810.80 ex VAT including the bench, fixings, installation and a commemorative plaque. All in agreement. **Clerk to proceed (obtain agreement from NCC Highways and send a courtesy note to residents)**. It was also noted that the mooring on Chedgrave Common is an ideal site for a bench. **Clerk to invite applications for a memorial bench to be placed there.**

12. **To consider the purchase of a new toddler 'rocker' in the Pits:** Clerk had circulated a report outlining options and costs for a new rocker to replace the vandalised one. JS RESOLVED to purchase the NGF 'farmyard duck' option this using CIL funding. Total project cost £1115.50 ex VAT including rocker, fixings, delivery and installation. All in agreement, **Clerk to proceed.**
13. **To consider bulb planting:** DD had circulated a short report suggesting bulb planting around the village. KMB kindly offered £100 from her member's fund to support this. JS RESOLVED to proceed with bulb planting in front of Chedgrave Shops, around the village sign, in the Pits and in front of the Brian Clarke Room, total budget £100. All in agreement. **DD to proceed with support from Clerk.** JS expressed the council's thanks to KMB for the funding.
14. **To consider an invoice from Waveney, Lower Yare and Lothingland Internal Drainage Board:** Clerk explained the recent rate demand to the council and there was a general discussion on the matter.
15. **To consider the 1st draft of the 2023/24 budget:** Clerk had circulated a draft budget, invited comments and requested two volunteers to review in detail. JS and DJ kindly volunteered. **Clerk to arrange.**
16. **To receive the Internal Scrutineer's Report:** BD accepted the Q2 2022/23 report.
17. **To receive the Financial Summary:** Clerk had circulated the summary and there were no comments.
18. **To approve payments as detailed below:** JL RESOLVED to approve the payments. All in agreement.

Community Account	
HR Related Costs	£627.90
Clerk (additional hrs & exp.)	£167.21
Cozens (UK) Limited (Sept maintenance)	£42.00
MW Bookkeeping Services (Octpayroll)	£16.75
SSE Footway Lighting Electricity (DD) (Sept 2022)	£318.42
Lights4Fun (new Christmas lights)	£536.40
Spire Solicitors (Chedgrave Common)	£312.00
Waveney, Lower Yare and Lothingland Internal Drainage Board (Drainage Rates - Chedgrave Common)	£106.23
Royal British Legion (Poppy Wreath)	£20.00
Loddon Garden & DIY (Grass Cutting)	£70.00
S Raney Tree Services	£525.00
Maintenance Sundries (via Cllr Demain)	£98.07
Community Account Total	£2,839.98
Brian Clarke Room Account	
HR Related Costs	£210.80
BC Officer (exp)	£10.00
Brian Clarke Room Account Total	£220.80
Total Payments	£3,060.78
Receipts 29 Sept to 26 Oct 2022	
Brian Clarke Room Account	
BC Room Rental	£438.00
Community Account	
CIL	£2,518.78
Precept Installment #2	£14,321.00
Wayleave Payment (Chedgrave Common)	£24.94
Grazing Rent (Chedgrave Common)	£15.00

Reserve Accounts	
Interest	£142.87
Total Receipts	£17,460.59

PLANNING MATTERS

19. **To consider planning applications:** None.

20. **Planning Decisions:** None.

21. **To consider matters in relation to the Neighbourhood Plan (NP):** See DJ's report, item 6 above.

OTHER MATTERS

22. **To consider the revised plan of action in relation to White Horse Plain and the Jubilee Oak:** JS and Clerk outlined suggested tweaks to the revised plan and ball park costs. Clerk to update and refer back to G Overland and contractor for revised prices. Once all agreed and within budget, planning permission will be sought. **Clerk to progress.**

23. **To consider matters relating to Christmas Lighting:** Clerk gave a brief update and outlined remaining tasks:

- a. JS offered to help with remaining householder permission.
- b. BD/DJ offered to help with the remaining sorting out of lights.
- c. KMB advised that LPC is holding some of Chedgrave PC's lights. **Clerk to check.**
- d. BD/GL offered to carry out daytime/evening checks once the lights are up.

Many thanks to all involved.

24. **To consider the annual grass cutting schedule:** DJ RESOLVED to maintain the existing schedule. All in agreement.

25. **To consider matters relating to Chedgrave Common:**

- a. **LR negotiation next steps:** DJ noted that Counsel has been appointed to prepare the initial statement to be reviewed and approved within 15 days. DJ requested authority for DJ and Clerk to review and approve. JS RESOLVED to proceed as suggested. All in agreement.

26. **To consider tree related matters:**

- a. **To consider a tree planting proposal:** DJ had circulated a report. DJ RESOLVED that his plan should be adopted. All in agreement. **DJ to proceed.**

27. **To consider matters relating to Chedgrave Courier:** BD outlined the content of the latest draft and highlighted the space issue. There was a general discussion and it was agreed to keep sections on: Chedgrave Common, WHP, Wherryman's Way and SAM2 (can be removed if needed). BD to circulate an updated draft. JS RESOLVED that BD and Clerk be authorised to sign off and go to print ready for distribution before the end of November. All in agreement. **BD to proceed.**

28. **To receive and update on the Loddon & Chedgrave Playing Field:** Nothing to report.

29. **To receive an update on the Brian Clarke room:** Nothing to report.

30. **To receive an update from the Wherryman's Way Working Group:** DJ reported that he will attend a stakeholders meeting at the end of November and will report back.

31. **To consider flooding at Chedgrave shops:** Clerk reported that she had contacted Anglian Water (AW) as per the October meeting. AW advised they had not received any reports of flooding and could only act at the request of the landowner. However, if future flooding occurs, this can be reported and they will investigate.

32. **To consider .gov.uk email addresses for the parish council:** Deferred to December meeting.

33. **To consider and agree a response to Broads Authority documents out for consultation – local plan and design guide:** There was a general discussion but the council had no comments.

34. **To receive items for the next meeting:** No new items raised.

There being no further business, the meeting closed at 8.40pm.

Signed:

Dated: