

## **Minutes of Chedgrave Parish Council Meeting held on Thursday 13<sup>th</sup> January 2022**

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

**Also Present:** H Goldson (Clerk), 2 Members of the Public (MOP), DCllr Jeremy Rowe, D/CCllr Kay Mason-Billig

1. **Declarations of interest and requests for dispensations by councillors:** JS item 10.
2. **To consider apologies and reasons for absence:** Cllr D Johnson (prior engagement). CG RESOLVED to accept apologies. All in agreement.
3. **To approve the minutes of the last council meeting:** JL 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:**

- i. **Commemorative Plaque:** Thanked the council for inviting him to receive the Covid Commemorative Plaque on behalf of the Community and Chet Chat.
- ii. **Chet Chat:** Distributed 101 Christmas hampers with about 30% going to Chedgrave residents.
- iii. **SNC Matters:** Explained that he is hoping to restart surgeries soon, Covid permitting. Noted that there are plans for SNC offices to be relocated to Broadland Council offices.
- iv. **Traffic in Loddon:** JS queried the current traffic congestion in Loddon due to roundabout works. KMB explained that she has been in touch with NCC who will look into this again. **Clerk to email NCC Community & Environment Services dept. to express concerns and seek action.**

**D/CCllr K Mason-Billig:**

- i. **Norwich Rd/A146 Junction:** KMB still awaiting further updates from NCC.
- ii. **Langley Rd Rumble Strips:** Reported that the Secretary of State for Transport has suggested that rumble strips may be a possibility to confirm this advice and she is following up on this matter.
- iii. **Loddon PC Parish Warden:** Advised that Loddon PC has appointed a new Parish Warden (handyman) and that Chedgrave PC may be able to “borrow” him for ad hoc maintenance tasks.
- iv. **Emergency Planning:** Advised that Loddon PC is considering this and wondered if this could be a joint initiative with Chedgrave PC also joining the Working Group. **J Rowe to update Clerk re upcoming meeting.**

**Cllr J Lurkins:**

- i. **Victorian Evening:** Expressed his disappointment in the event. It was generally agreed that this may have been due to Covid.

**Cllr B Demain:**

- i. **SAM2:** Gave a brief update about the latest information.
- ii. **Allotments:** Reported that he had met HRAA members to discuss the compost scheme and plot marker posts. HRAA members have kindly volunteered to help place the marker posts to save the parish council paying for labour. BD and Clerk to progress.
- iii. **Christmas Lights:** Reported that he had been carrying out weekly checks and found the BC tree lights to be faulty.
- iv. **Tree Plaques:** No further action this month.
- v. **Electric Car Charging Point:** Had followed up with company recommended by Saffron, awaiting response and has been looking into grant funding for installation costs but this is not looking hopeful.
- vi. **No Cold Calling Zone:** Reported that he has been in touch with NCC regarding new stickers to replace old faded ones (new stickers supplied). Suggested that other Chedgrave neighbourhoods may wish to participate. **Clerk to put note in Chet Contact.**

## FINANCIAL MATTERS

7. **To set the 2022/23 budget:** Clerk had circulated 3<sup>rd</sup> draft of the budget prior to Christmas reflecting discussions at the December meeting. BD RESOLVED to adopt this budget with a total expenditure of £42,179.51. All in agreement.
8. **To set the 2022/23 precept:** Clerk had circulated various precept scenarios prior to Christmas reflecting discussions at the December meeting. JS RESOLVED to adopt Scenario B with a total precept of £28,641.95 (rounded to £28,642.00). All in agreement. **Clerk to make submission to SNC.**
9. **To consider and adopt a council Reserve Building Policy:** Clerk had circulated a draft policy. JS RESOLVED to adopt the policy. All in agreement. **Clerk to follow up accordingly.**
10. **To consider and agree costs for allotment maintenance tasks:**
  - i. **Plot marker posts:** Following BD's report that HRAA would help with labour for this task, CG RESOLVED to source 64 posts from Loddon DIY @ £3.13+VAT each. All in agreement. The installation tool to be sourced by BD. **BD and Clerk to progress this.**
  - ii. **Hedge trimming:** Clerk had obtained 3 quotes to reduce the height of the lower hedge on the site. Clerk also sought retrospective approval for some hedge cutting carried out on the site and vicinity without prior formal approval at a cost of £90+VAT. CG RESOLVED to accept A Carver's quote of £90+VAT for the new work and approve £90+VAT for the work already done. **All in agreement. Clerk to progress.**
11. **To agree renewal to Community Action Norfolk subscription:** JL RESOLVED to renew the annual subscription at a cost of £20. All in agreement. **Clerk to progress.**
12. **To approve payments as detailed below:**

<b>Community Account</b>	
HR Related Costs	£674.27
Cozens (UK) Limited (Sept maintenance)	£42.00
MW Bookkeeping Services (Dec payroll)	£16.75
SSE Footway Lighting Electricity (DD) (Nov 2021)	£59.94
Loddon Garden & DIY (Hedge cutting & Christmas light erection)	£187.99
Lights4Fun (via Derrick Johnson, replacement lights - Beauchamp)	£96.00
Community Action Norfolk (Subscription)	£20.00
Spire Solicitors (Land Registry/Common)	£1,154.40
Unity Trust Bank (Bank Fees)	£18.00
<b>Community Account Total</b>	<b>£2,269.35</b>
<b>Brian Clarke Room Account</b>	
HR Related Costs	£173.33
Unity Trust Bank (Bank Fees)	£18.00
<b>Brian Clarke Room Account Total</b>	<b>£173.33</b>
<b>Receipts - 25 Nov 2021 to 5 Jan 2022</b>	
<b>Brian Clarke Room Account</b>	
BC Room Rental	£446.25
<b>Community Account</b>	
Allotment Fees	£369.90
<b>Footway Lighting Reserve</b>	
Interest	£0.84
<b>General Reserve</b>	
Interest	£4.82
<b>Total Receipts</b>	<b>£821.81</b>

RS RESOLVED to approve the payments. All in agreement.

## PLANNING MATTERS

### 13. To consider planning applications:

**2021/2633:** CG RESOLVED to approve this application with no comments. All in agreement.

**2021/2657:** CG RESOLVED to approve this application with no comments. All in agreement.

**2021/2658:** CG RESOLVED to approve this application with no comments. All in agreement.

**2021/2799:** CG RESOLVED to approve this application with no comments. All in agreement.

**Clerk to follow up with SNC Planning.**

### 14. Planning Decisions: None received.

### 15. To consider matters in relation to the Neighbourhood Plan: JS gave a brief update and reported that interviews for the Admin Officer would take place on 14<sup>th</sup> January. Noted that the Clerk will be meeting Loddon RFO on Monday to discuss the ToR and MOU. Next meeting to take place on 26<sup>th</sup> January.

## OTHER MATTERS

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

i. Christmas Lights – Clerk thanked various cllrs for their help with the Christmas lights.

ii. Langley Rd Development - Clerk noted that communication from Brown & Co suggested that the planning application may be submitted at the end of January but nothing has been received from SNC so far.

iii. Allotment – One vacancy has arisen which Clerk is seeking to fill via the waiting list.

iv. Common – Clerk noted that a parishioner has reported that the section of Common annexed by local residents has now undergone some sort of development. **Clerk to report to BA Planning.**

v. Historical Minutes – It was agreed that historical minutes could be uploaded onto the website once they have been converted into pdf format.

### 17. To consider the installation of a memorial bench in the Pits: Clerk had circulated a report on this matter and councillors agreed that it was acceptable in principle, however, **Clerk to obtain two further quotes for the removal of the trip hazard/slabs.**

### 18. To consider the use of the Pits for Air Ambulance event, May 2022: the council had no objection to the Air Ambulance placing a gazebo in the Pits for their event. **Clerk to confirm.**

### 19. To consider improvements to Community Engagement:

i. **“Chedgrave Courier”:** RS had circulated a draft newsletter. Cllrs agreed it was a good idea and made some comments. **RS to circulate an updated draft.**

ii. **Email Communication:** Following a request for feedback in Chet Contact, a resident had suggested communicating with residents via email and kindly offered to help set up some sort of system. There was a general discussion around the ramifications of the idea and while it was agreed that it was a good idea, cllrs felt that it is not a practical option for the council at the moment. **Clerk to respond to resident accordingly.**

### 20. To consider possible Platinum Jubilee event ideas and confirm budget: Clerk reported that ideas were sought from residents via Chet Contact but no feedback had been received. Loddon PC has decided to hold an event on 4<sup>th</sup> June 2021 on the Loddon & Chedgrave Playing Field and has invited Chedgrave PC to join in with this event. JS RESOLVED to participate with Loddon PC with a notional budget of £500 and DJ as the Chedgrave PC rep. on the Working Group. All in agreement. **Clerk to follow up with Loddon PC.**

### 21. To consider the Broads Society Resolution on Climate Change: the council expressed its support of the Broads Society resolution and will endeavour to mitigate climate impacts where possible.

## STANDING ITEMS

22. **To receive an update on White Horse Plain and agree next steps:** Clerk gave a brief update and is expecting quotes at the end of January.
23. **To consider matters relating to Chedgrave Common (mooring, Land Registration):** see item 16iv. Still awaiting response from Land Registry.
24. **To receive an update on Wherryman's Way and consider next steps in getting it re-instated:** Clerk noted that BA have offered to remove the mast. Cllrs agreed that they should dispose of the timber. **Clerk to respond to BA accordingly.**
25. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** The ToR work is ongoing but nearing completion.
26. **To receive an update on the Brian Clarke room:** Clerk has been working on various matters and keeping the Working Group updated.
27. **To receive items for the next meeting:** HR Matter, WHP contractor, PC phone arrangements.

There being no further business, the meeting closed at 9.27pm.

Signed:

Dated: