

Minutes of Chedgrave Parish Council Meeting held on Thursday 14th July 2022 at the Brian Clarke Room, Chedgrave

Present: J Sinfield (JS, Chair), Cllrs C Gould (CG), B Demain (BD), J Lurkins (JL).

Also Present: H Goldson (Clerk), 3 MOPs

1. **Declarations of interest and requests for dispensations by councillors:** None.
2. **To consider apologies and reasons for absence:** D Johnson, D Scott, R Lyster, K Mason-Billig. JS RESOLVED to accept the reasons for absence. 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:** There were 3 MOPs present.
 - a. MOP1 expressed an interest in standing for the council and noted several signage issues in the village – lack of village entry signs on Hardley Rd, Langley Rd and the sign near the allotments being obscured. Also commented that there is no direction sign to Chedgrave at the junction of George Lane/High Street. Finally, he suggested a refuse bin at the bottom of Pits Lane. **Clerk to check signage issues with NCC and raise tickets as needed. Clerk to add matter of refuse bin to Sept agenda.**
 - b. MOP2 offered his views in relation to the management of nettles along the Wherryman’s Way from the bottom of Pits Lane to Chedgrave Common. He advised that the current method of cutting and leaving nettles provides an ideal environment for them to become more established and spread increasing the problem of nettles encroaching on the path. He recommended cutting the nettles before they set seed and removing the waste thus minimising their ability to reproduce. He advised that spraying is not an option partly because nettles are highly resistant to most herbicides and partly due to proximity to the river. **Clerk to seek further advice and quotes and add to September agenda.**
 - c. MOP3 did not have any specific comments but expressed an interest in standing for the council. **Clerk to add co-option to the September agenda.**
6. **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.

Cllr GL: Noted the “driveway” which had been installed from the rear of a property onto Langley Rd. Clerk advised that this matter has been reported to NCC Highways.

Cllr BD: Had circulated a written report which had highlighted various matters, specifically:

 - a. **SAM2:** the batteries need to be replaced at a total cost of replacement for both batteries is £168 + vat & £7.50 +vat delivery. CG RESOLVED to purchase new batteries using the £100 allocated budget + Financial Regulation 3.5 enabling the clerk to spend up to £200 on matters which need to be resolved before the next meeting. **All in agreement. Clerk and BD to progress.**
 - b. **Allotments:** HRAA had advised that the orchard tree guards will need replacing at some point.
 - c. **Highways:** BD reiterated the poor visibility of the BBL junction sign on Norwich Rd. Clerk advised this matter has been re-raised with NCC but no response yet. BD has also reported a Hardley Rd pavement trip hazard to NCC Highways.

Cllr JL: Commented on the rumours of the possible sale of Langley Rd. industrial estate.

Cllr CG: Advised that he had attended a recent PFC meeting and would circulate a report in due course.

Cllr JS: Had circulated a written report. Volunteered to attend the planned ‘Community Larder’ meeting on 26th July for information gathering purposes.

Cllr DJ: Had circulated a written report.

7. **To discuss any items arising from the Clerk’s report and receive updates:**
 - a. **Hardley Rd Hedge adjacent to The Pits:** Churchwarden had reported visibility problems with the hedge at the exit to the Pits. **Clerk to seek quotes for trimming and check when this would normally be due and add to September agenda.**

- b. **Village Map:** the map is nearing completion. Clerk had obtained quotes of £15-£50 for printing depending on size. **Clerk to proceed over summer once map is signed off via email.**
- c. **FiLCA Training:** Clerk had been advised by NALC that FiLCA training would not be particularly useful and sought agreement to spend part of this budget on 1-1 finance training with NALC. **Council agreed, clerk to proceed.**
- d. **Facebook Training:** Clerk and Bookings Officer had attended a webinar on 14th July and found it useful.
- e. Defibrillator at BC Room: A small discount had been agreed on the 2nd new cabinet. **Clerk to proceed as previously agreed.**
- f. Village Sign: Clerk reported a request from a resident that a small plaque be added to the village sign noting that Jack Barwick had made and maintained the sign himself, **clerk to obtain quotes for this and minor repairs and repainting.**
- g. **Noise from White Horse Public House:** Clerk reported a complaint from a resident that bands playing at the White Horse at 10.45pm were causing a disturbance. Clerk noted that this was likely within the terms of any licensing for such events and that it was a matter for SNC licensing if the resident is concerned. No further action.
- h. **Allotments:** Queried the repairs needed to the water butts near the bore hole shed. **BD kindly offered to follow up. Clerk to arrange allotment inspection for mid-September.**

FINANCIAL MATTERS

- 8. **To delegate authority to the Clerk to approve and process August payments in the absence of a council meeting. All other normal practices will apply:** CG RESOLVED to delegate this authority to the Clerk. All in agreement.
- 9. **To approve payments as detailed below:**

Community Account	
HR Related Costs	£627.90
Clerk (additional hrs & exp.)	£24.72
Cozens (UK) Limited (May maintenance)	£42.00
MW Bookkeeping Services (June payroll)	£16.75
SSE Footway Lighting Electricity (DD) (May 2022)	£58.35
RoSPA Play Safety (Annual playground inspections)	£197.40
NBB Recycled Furniture (Memorial bench) (already paid in June)	£427.20
Community Account Total	£1,394.32
Brian Clarke Room Account	
HR Related Costs	£197.37
Brian Clarke Room Account Total	£197.37
Total Payments	£1,591.69

JS RESOLVED to approve the payments. All in agreement.

PLANNING MATTERS

- 10. **To consider planning applications:** None.
- 11. **Planning Decisions:**
2022/0971 - Decision: Approval with Conditions (Delegated). Date of decision: 27 June 2022
- 12. **To consider matters in relation to the Neighbourhood Plan (NP):** JS reported that approx. 50 people had attended the consultation day and that there may be a separate consultation in Chedgrave. The next meeting will be on 10th August to be followed by various focus group meetings.

OTHER MATTERS

- 13. **To consider matters relating to Chedgrave Common:**

- a. **LR negotiation next steps** – Clerk reported that she and DJ had been working on this and had sought advice from CAN. Clerk and DJ recommend the following course:
 - i. Continue with existing solicitor
 - ii. Ask the solicitor to outline likely tribunal and other costs and likely timescales.
 - iii. Ask the solicitor to contact LR for their view on the status of the case.

CG RESOLVED to proceed on this basis. All in agreement. **Clerk to follow up.**

14. **To consider a revised plan of action in relation to White Horse Plain and the Jubilee Oak:** JS gave an update on a possible scaled back plan for WHP to help protect the Jubilee Oak. A meeting is planned with SNC Tree Officer for 18th July. Council agreed that JS and Clerk should progress this idea, find out more about costs etc. **Clerk to work with JS and add to Sept agenda.**
15. **To agree to play area repairs following the RoSPA inspection:** Clerk had obtained quotes from EPS which council considered. The Pits @ £525+VAT and Grebe Drive @ £490 + VAT. Clerk to ensure that the mat near the toddler swing in The Pits is also repaired. CG RESOLVED to accept the quotes. All in agreement. **Clerk to progress.**
16. **To consider footway lighting costs and agree any action:** Clerk had reported a significant increase in electricity costs which had been anticipated and budgeted for. Clerk reported new contracts from existing supplier for either 12 or 24 months would be significantly higher than the old contract but less than the current variable rate and in line with the budget. DS is also seeking quotes from other companies. Clerk suggested that if she and DS can secure a contract of 12 or 24 months which is better than the current rate, Clerk should proceed. JL RESOLVED to approve this course of action. All in agreement. **Clerk to progress with DS.**
17. **After consideration to approve the council risk assessments:** The council is obliged to review its risk assessments annually and Clerk had circulated these to council. Clerk noted a few minor changes needed to reflect current practice. JS RESOLVED to adopt the changes suggested by Clerk. All in agreement. **Clerk to update and circulate accordingly.**
18. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** BD gave a brief update following the PFC AGM which he had attended with CG and there was some discussion of the draft minutes and changes to the ToR suggested by the PFC. In relation to the ToR changes, the council concluded:
 - a. **Section 2.1:** to agree to change the quoracy requirement to a minimum of three members provided that there is at least one representative from each council present.
 - b. **Section 2.1:** to suggest to the PFC that each council may nominate a permanent reserve member in case the official members are unavailable as it is not feasible to nominate ad hoc replacements at short notice.
 - c. **Section 7.1:** to decline the proposed change regarding delegated authority.
 JS RESOLVED to proceed on the above basis, all in agreement. **Clerk to advise PFC Clerk.**
19. **To receive an update from the Emergency Planning Group:** CG had attended a meeting on 23rd June and gave an update which was followed by a general discussion with no conclusion on whether to formally join the LPC Working Party. **Clerk to update LPC Clerk and add to September agenda.**
20. **To receive an update on the Jubilee Hall Management Committee:** JL advised that the gym will be relocating to the Library Annexe which would result in a loss of rental income. Clerk noted that possible improvements to the car park are currently being investigated.
21. **To receive an update on the Brian Clarke room:** Clerk had circulated the notes from the Working Group held on 30th June 2022 and it was agreed that Clerk would proceed on the basis of those notes although four matters were given particular consideration:
 - a. **Increase in Booking Officer hours:** Clerk recommended a 2hr / month increase due to play area inspections, Saffron H&S checks and minor overtime already being incurred. CG RESOLVED to approve this. All in agreement. **Clerk to proceed accordingly.**
 - b. **Transfer of “Chedgrave Resident Association” Funds:** Clerk reported that Saffron had presented a cheque for £6527.49 at the meeting of 30th June 2022, that this cheque had been paid into the nominated BC Room bank account and that it would be used in accordance with the existing management agreement between Saffron Housing Trust and Chedgrave Parish Council.
 - c. **Small increase to booking fee:** The Working Group had agreed that a small increase to the booking fee was needed as it had been fixed for some time and costs are increasing. An increase

of 50p p/h to £8.00 per hour was suggested effective 1st January 2023. BD RESOLVED to adopt this increase. All in agreement. **Clerk and Bookings Officer to work together to notify room users.**

d. Purchase of new fridge: Bookings Officer had notified the Clerk that the fridge was faulty. Various options were considered including repair. The Working Group concluded that a new fridge was needed as soon as possible and agreed to purchase a replacement at a cost of £135+VAT. Clerk had progressed this via Financial Regulation 3.5 and in consultation with councillors. BD RESOLVED to ratify this decision. All in agreement.

22. **To consider a possible response to: Broads Authority: Draft Broads Plan 2022-27:** The council considered this matter and had no comments.

23. **To receive items for the next meeting:** LPC Events Cttee – future events and use of funds, co-option, Jubilee Oak/WHP, Wherryman’s Way Working Group update, Nettles along Wherryman’s Way, Refuse bin at the bottom of Pits Lane, Emergency Planning Group, Hardley Rd hedge, village sign.

There being no further business, the meeting closed at 9.30pm.

Signed:

Dated: