

## Minutes of Chedgrave Parish Council Meeting held on

Thursday 3<sup>rd</sup> February 2022

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

**Also Present:** H Goldson (Clerk), 1 Member of the Public (MOP), D/Cllr Kay Mason-Billig

1. **Declarations of interest and requests for dispensations by councillors:** DJ item 27.
2. **To consider apologies and reasons for absence:** None.
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 approve the minutes of the Extraordinary Meeting (27<sup>th</sup> January 2022):** CG RESOLVED to approve the minutes. All in agreement.
6. **To discuss matters arising from those minutes:** None.
7. **To adjourn the meeting to allow public participation:** No MOP comments.
8. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:**

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

- i. **EV Charging:** Reported that NCC may be offering grants for EV charging. BD gave a brief update on his investigations into the matter followed by a brief discussion on the topic.
- ii. **Norwich Rd/A146 Junction:** KMB had met with Martin Wilby and two NCC Highways' engineers from NCC at the junction to discuss possible schemes. She has asked that they wait until the George Lane roundabout is open before carrying out a proper traffic survey once normal traffic flows have been established. She noted NCC acknowledgement that there is sufficient space at the junction to accommodate a roundabout.
- iii. **Jubilee Event:** Advised that SNC will be offering £200 grants towards jubilee events and that information would be sent to the Clerk direct by SNC.
- iv. **Staithe Bridge:** Noted that SNC has accepted responsibility for the bridge and KMB is planning a capital bid for refurbishment with a view to it being a Platinum Jubilee legacy project.
- v. **Loddon High Street:** JS queried where residents are parking while the bollards are in place (Church Plain) and noted that the current situation is an improvement. KMB reported that she has received complaints about speeding.

**Cllr J Lurkins:**

- i. **Jubilee Hall Mgmt Cttee:** Advised that he would be attending next week's meeting and queried whether the council wished to raise any matters. None arising.

**Cllr B Demain:**

- i. **SAM2:** Advised that SAM2 is currently recording traffic entering Chedgrave from Langley and sought permission to circulate the data graph to local Police. Permission granted.
- ii. **Tree Plaques:** Reported that he had carried out visual checks on trees and noted ivy growing to the top of three trees in the Pits.
- iii. **Fingerpost Sign:** Noted that the sign at the Rectory Lane/Norwich Rd junction had been damaged. **Clerk to raise NCC ticket.**
- iv. **Allotments:** Presented a plan of the proposed compost scheme at the allotments and outlined the details. Advised that the scheme should be minimal cost as the pallets will be free of charge and labour will be voluntary. Confirmed that the roof of the bore hole shed has been repaired. Noted that HRAA has still no date for its AGM where various projects will be discussed.

**Cllr C Gould**

- i. **Loddon & Chedgrave Emergency Group:** Reported that he had attended an inaugural meeting which may entail nominating neighbourhood "wardens" who would have an awareness of vulnerable residents in particular neighbourhoods. Queried whether council had any comments and JL raised particular concerns for disabled people particularly in relation to power cuts.

**Cllr D Johnson**

- i. **Tree Planting:** Reported that he had met with an MOP to discuss the possibility of

extending the allotment orchard but the main concern is the remaining term on the lease. Feels we should consult the landlord regarding negotiating a longer lease. Suggested that the area near the BC Room is also a possible tree planting area.

## FINANCIAL MATTERS

9. **To receive the Q3 2021/22 Financial Scrutineer's Report:** Clerk had circulated a report detailing the three transactions selected by the Internal Scrutineer. BD confirmed that the Scrutineer's Report had been completed to his satisfaction.
10. **To received the Financial Summary:** Clerk had circulated the Financial Summary up to 31 Dec 2021 and there was a brief discussion.
11. **To consider various Brian Clarke Room maintenance matters:** Clerk outlined various maintenance matters which had been identified by the Brian Clarke Room Working Group and explained that Saffron proposed that repairs be paid for out of a fund they currently hold for the room. Saffron have also proposed passing this fund to Chedgrave PC to manage and this matter is on-going. Clerk had circulated a report outlining quotes for repairs as follows.
  - i. **New Noticeboard:** RS RESOLVED to purchase the XL Displays board (1524mm x 1016mm) at £191 + VAT. All in agreement. BD and CG volunteered to fix the board to the room. **Clerk to progress.**
  - ii. **Window Latches:** Clerk awaiting one further quote. Clerk to add to March agenda.
  - iii. **Defibrillator:** Clerk awaiting one further quote. Clerk to add to March agenda.
  - iv. **PIR Light:** No quotes had been forthcoming. Clerk to add to March agenda.
12. **To consider setting up standing orders for routine payments:** Clerk sought permission to set up SO's for certain routine fixed payments, currently Cozens UK Ltd, MW Bookkeeping Services and staff salaries. DJ RESOLVED to proceed with this. All in agreement. **Clerk to set up.**
13. **To approve payments as detailed below:**

<b>Community Account</b>	
HR Related Costs	£638.53
Cozens (UK) Limited (Dec maintenance)	£42.00
MW Bookkeeping Services (Jan payroll)	£16.75
SSE Footway Lighting Electricity (DD) (Dec 2021)	£66.92
Loddon Garden & DIY (Christmas trees, sundries, placing & removal)	£349.39
Christmas Lighting Electricity Donations (5 x £25)	£125.00
HRAA Fee (rectifying error)	£13.00
<b>Community Account Total</b>	<b>£1,251.59</b>
<b>Brian Clarke Room Account</b>	
HR Related Costs	£173.33
<b>Brian Clarke Room Account Total</b>	<b>£173.33</b>
<b>Receipts - 6 Jan to 26 Jan 2022</b>	
BC Room Rental	£615.00
Allotment Rent	£437.14
HRAA Fee (paid in error)	£13.00
<b>Total Receipts</b>	<b>£1,065.14</b>

CG RESOLVED to approve the payments. All in agreement.

## PLANNING MATTERS

14. **To consider planning applications:**

**2022/0047** – There was a general discussion on the application. CG RESOLVED that the council respond as follows: “Comments were made in relation to the overall reduction in the amount of holiday accommodation the new scheme offers. The council is concerned that any holiday let stipulations are adhered to and requested a condition that no change of use would be allowed without formal planning

permission. The council also seeks clarification on the CIL status of this property as the CIL form has been left blank in the application. Otherwise, the council has no comment on the merits of the plans”.

All in agreement. **Clerk to respond accordingly.**

15. **Planning Decisions:** None received.

16. **To consider matters in relation to the Neighbourhood Plan (NP):** JS and DJ had attended the last NP meeting where the main focus was publicising a survey. The “Locality” grant application has been submitted. There was a discussion regarding the formation of an NP “Working Group” rather than a formal Committee with the consensus being that a Working Group is preferable. It was noted that Carla Peterson has been appointed as the NP Project Officer, employed by LPC.

## OTHER MATTERS

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

- i. Defibrillator – RS volunteered to carry out the fortnightly checks. **Clerk to liaise with RS.**
- ii. Clerk Conferences – Clerk requested funding to attend two upcoming conferences, (SLCC @ £39 and NPTS @ £60). DJ RESOLVED that the clerk attends both. All in agreement.

**Clerk to progress.**

18. **To consider the installation of a memorial bench in the Pits:** Clerk had previously suggested a way of helping the applicant defray the installation cost of the bench but on further investigation concluded that this idea did not represent value for money to the council. CG RESOLVED to ask the applicant to pay the costs in full. **Clerk to follow up.** BD also noted some further trip hazards in the Pits, **Clerk to check and obtain quotes for removal.**

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

- i. **“Chedgrave Courier”:** RS had circulated an updated draft which was discussed. JL queried whether the Neighbourhood Plan should be given more prominence. The print run was discussed and CG RESOLVED an initial print run of 600 copies subject to copy sign-off by the Chair and Clerk. All in agreement. RS advised that he would fund the print costs.

## STANDING ITEMS

20. **To receive an update on White Horse Plain and agree next steps:** There was a general discussion regarding the recent formal tendering process and Clerk advised that only one tender had been submitted which made it difficult to establish value for money. Clerk suggested carrying out the detailed discussion regarding the quote during a closed session of the meeting so as not to impact a possible future tender process by disclosing the value of the quote received in a public forum.

- i. **To consider quotes for works:** CG RESOLVED to defer this item to the closed part of the meeting. All in agreement. See item 27(ii) below.

21. **To consider matters relating to Chedgrave Common (mooring, Land Registration):**

- i. **Bench (mooring)** – Clerk reported that BA have proposed installing a bench at the mooring to replace the mast which may be a memorial bench. The bench would be supplied, installed and maintained by BA. BA are seeking council support for this idea and council agreed on the basis that if it is a memorial bench, it will be for someone with a close association with the parish. **Clerk to respond accordingly.**

- ii. **Land Registry (LR)** – Further to the Extraordinary Meeting of 27<sup>th</sup> January where it was agreed that the LR application would proceed on the basis of negotiating with the objectors, CG RESOLVED to update the solicitor accordingly. All in agreement. **Clerk to progress.**

22. **To receive an update on Wherryman’s Way and consider next steps in getting it re-instated:** DJ reported that the grant application had not yet been approved. Reported an MOP query about the footpath near Hardley Dyke which he will follow up via the Working Group.

23. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** CG gave a brief update, the ToR work is ongoing.

24. **To receive an update on the Brian Clarke room:** No matters arising other than item 11 above.

25. **To consider matters in relation to the Jubilee Event:** DJ was unable to make the last meeting due to short notice. KMB updated that this will be a fortnightly meeting of a Working Group which falls under LPC Events Committee. Clerk reported that the church has invited the council to participate in their

event on Sunday 5<sup>th</sup> June in the churchyard and council requested more information about the event, what is needed from the council and what the council can do to support. **Clerk to follow up.**

26. **To receive items for the next meeting:** Easter Egg Hunt.

27. **To close the meeting under Public Bodies (Admissions to Meetings Act)1960 for the purposes of discussing an HR matter:** CG RESOLVED to close the meeting to discuss the HR matter and also item 20(i) above. All in agreement. MOP and D/CCllr departed.

- i. **HR Matter** – Clerk had circulated a report recommending that the Brian Clarke Bookings Officer be moved to the NALC pay scale SCP 7, effective 1<sup>st</sup> April 2022. DJ RESOLVED to accept the recommendation in the Clerk’s report. All in agreement. **Clerk to progress.**
- ii. **20(i) To consider quotes for [WHP] works:** Clerk had received one quote which was considered. Clerk could not confirm any view on value for money based on just one quote. CG RESOLVED not to proceed on the basis of this quote. All in agreement. **Clerk to respond to contractor that the council would not proceed with this quote but may wish to invite the firm to re-tender as part of a future re-tendering process. Clerk to add to March agenda.**

There being no further business, the meeting closed at 9.39pm.

Signed:

Dated: