

## Minutes of Chedgrave Parish Council Meeting held on Thursday 3<sup>rd</sup> March 2022

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

**Also Present:** H Goldson (Clerk), 1 Member of the Public (MOP).

1. **Declarations of interest and requests for dispensations by councillors:** JS item 14.
2. **To consider apologies and reasons for absence:** DCllr J Rowe.
3. **To note the resignation of Cllr R Seel:** R Seel's resignation was noted and it was agreed that he had made a positive contribution to the council. **Clerk to write thanking him for his efforts,** ongoing help with the defibrillator and advising that should he wish to return he will be most welcome.
4. **To approve the minutes of the last council meeting:** JL RESOLVED to approve the minutes. All in agreement.
5. **To discuss matters arising from those minutes:** None.
6. **To adjourn the meeting to allow public participation:** There was one MOP present querying the forthcoming public meeting in relation to the Langley Road development. There was a general discussion on the matter and the MOP kindly agreed to help disseminate meeting information.
7. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:**  
**Police:** No report had been received. **Clerk to chase.**  
**DCllr J Rowe:** had circulated a short written report.

**Cllr J Lurkins:**

- a. **Chedgrave Carr:** JL queried the possibility of linking the Carr with the pond via a pipe or ditch. **Clerk to query with BA.**
- b. **WHP:** Queried the extent to which the asphalt needed to be removed/replaced and whether this could be reduced to cut project cost. **Clerk to double check plans.**

**Cllr B Demain:** had circulated a written report and raised the following points

- a. **Fingerpost Sign:** Noted that the sign at the Rectory Lane/Norwich Rd junction has not yet been fixed.
- b. **EV Charging:** Continues to chase up on this matter with a view to obtaining a clearer understanding of costs in case of possible NCC support of this project.

**Cllr D Johnson:** had circulated a written report, nothing further to add.

**Cllr C Gould**

- a. **E Wilkinson Dedication:** noted that he had attended the tree plaque dedication on 22<sup>nd</sup> February and that it had been a touching and well attended event.
  - b. **Emergency Planning Group:** had circulated a brief report on this matter which is progressing.
  - c. **Written Reports:** Requested that members submit brief written reports prior to future meetings please. **Clerk to circulate list of dates by when reports are needed.**
8. **To discuss any items arising from the Clerk's report and receive updates:**
- a. **Langley Rd Development Public Meeting** – Clerk outlined plans for the meeting which will take place on 24<sup>th</sup> March, 7pm, Brian Clarke Room. Room capacity may be limited. Meeting to be advertised via the parish website, noticeboards, Facebook and door-drop to immediate neighbours which MOP kindly offered to help with. DCllrs to be invited. A large A1 plan will be displayed (cost approx. £12.00) and a post-it note style wall for MOPs to note concerns and desired outcomes. **Clerk to progress.**
  - b. **Financial Reserves** – Clerk noted general dissatisfaction with Barclays bank and suggested investigating an alternative for financial reserves. **Clerk to progress.**

### FINANCIAL MATTERS

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

<b>Community Account</b>	
HR Related Costs	£581.10
Clerk (additional hrs & exp.)	£204.48
HMRC (NI Contribution)	£4.19

Cozens (UK) Limited (Jan maintenance)	£42.00
MW Bookkeeping Services (Feb payroll)	£16.75
SSE Footway Lighting Electricity (DD) (Nov 2021)	£56.55
Loddon Garden & DIY (Allots shed roof & Xmas trees)	£1,345.07
Loddon PC (PFC Annual Grant)	£2,700.00
NPTS (Seminar)	£60.00
SLCC (Conference)	£39.00
<b>Community Account Total</b>	<b>£5,049.14</b>
<b>Brian Clarke Room Account</b>	
HR Related Costs	£173.33
XL Displays (Noticeboard)	£244.80
<b>Brian Clarke Room Account Total</b>	<b>£418.13</b>
<b>Receipts - 27 Jan to 23 Feb 2022</b>	
<b>Brian Clarke Room Account</b>	
BC Room Rental	£480.63
<b>Community Account</b>	
Allotment Fees	£61.64
<b>Total Receipts</b>	<b>£542.27</b>

Clerk also sought approval for SNC Dog Bin annual charge 2021/22 for £1061.76. The invoice was received too late for the March agenda but is in budget and covers the current financial year so approval will enable it to be included in the year end accounts. JL RESOLVED to approve the payments including the additional invoice. All in agreement.

#### PLANNING MATTERS

##### 10. To consider planning applications:

**2022/0237** – Tree works at Wherry Close. Noted for information only; the council is not a statutory consultee.

##### 11. Planning Decisions:

**2021/2633** – Noted SNC decision - Approval with Conditions, (Delegated) Date of decision: 17 February 2022.

**2021/2799** – Noted SNC decision - Approval with Conditions. (Delegated) Date of decision: 18 February 2022.

**12. To consider matters in relation to the Neighbourhood Plan (NP):** Subsequent to agenda publication, the ToR had significantly changed and was therefore not considered for approval. There was a general discussion on the matter of a Steering Group vs a Committee. The council agreed in principle to a Committee and that Chedgrave PC would be represented by Cllrs Gould, Sinfield and Johnson. It was suggested that PC representation be limited to 3 only to aid parity of voting. Other comments to be provided when cllrs have had a chance to read the document. **Clerk to check the voting status of non-cllrs on a Committee of this type. Clerk to update LPC on the outcome of the discussion.**

#### OTHER MATTERS

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

- a. **LR negotiations – next steps:** there was a discussion about the objections raised. **Clerk to investigate the two key matters of Common Loke maintenance and concern about any future development.** Once this has been done, the council plans to hold an informal meeting with the objector.
- b. **Building Work at Heathacre Barns** – Evidence of unauthorised building work continues. **Clerk to notify BA Planning Enforcement who are investigating.**
- c. **BA Maintenance** – Clerk noted that BA has offered approx. 2 days assistance from the

Ranger Team to carry out conservation work in autumn / winter. Council agreed that this offer was most welcome. **Clerk to respond accordingly.**

**d. Chedgrave Common Charity – Clerk to contact Community Action Norfolk in relation to possible assistance with the Chedgrave Common Charity.**

14. **To approve plans for the allotment compost scheme and agree next steps:** BD had circulated a report and plan relating to the scheme. Clerk queried management of the scheme (keeping it tidy, avoiding rubbish etc.), CG RESOLVED to approve the scheme in principle. **All in agreement. Clerk to send report and plan to the landowner for approval/comment.**
15. **To consider the installation of a memorial bench in the Pits:** Clerk had met with the applicant and outlined a final plan. Applicant to arrange removal and disposal of the damaged WW sleeper bench and cover the purchase and installation costs of the memorial bench. JS RESOLVED to approve this plan. All in agreement. **Clerk to progress.**
16. **To consider matters in relation to the Jubilee Event:** JS and DJ had attended the latest meeting. There was a discussion on how to allocate any surplus funds generated by the event but the consensus was to wait until after the event to consider this. Cllrs agreed that Chedgrave PC should be designated as “co-host”.
- a. **Membership of LPC Events Committee** - Cllrs Sinfield and Johnson were nominated as reps.
  - b. **Participation in church event** – Clerk gave an outline of plans for a community garden. **Clerk to discuss with church in terms of shaping an event around this.**
  - c. **Allocation of SNC £200 event grant** – cllrs agreed that this fund would be allocated to the church event if possible. **Clerk to apply pending above discussions.**
  - d. **Easter Egg Hunt** – it was agreed that in light of Jubilee activities, there would be no Easter Egg Hunt but cllrs agreed it would be a nice idea to present a small jubilee gift to the children of the parish using the Easter Egg Hunt budget. **Clerk and JL to investigate further.**
17. **To consider improvements to Community Engagement:** It was agreed to proceed with Chedgrave Courier. Clerk to obtain final draft and printing quote. It was agreed that the BC flyer and Jubilee Event flyer could also be included in the door-drop. **Clerk to follow up.**

#### **STANDING ITEMS**

18. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** CG had attended the latest meeting. Clerk continuing to work on ToR.
19. **To consider various Brian Clarke Room maintenance matters:** Clerk had circulated an updated report on maintenance matters.
- a. **Defibrillator** - CG RESOLVED to adopt the quote from the Zoll agent for Cardiac Science G5 plus cabinet at a total cost of £1503 + shipping and VAT. All in agreement. **Clerk to obtain approval of Saffron and seek discount on a replacement cabinet for the White Horse unit.**
  - b. **PIR Light** – deferred to next meeting.
  - c. **Window Latches** – since a second contractor had declined to quote, it was agreed to accept the quote from M&P Installations for £252 inc. VAT to supply and fit 12 locking handles and 6 window stays. **Clerk to obtain approval of Saffron and proceed accordingly.**
20. **To receive items for the next meeting:** Allotment rent, Langley Rd development, Grants, PIR light.

There being no further business, the meeting closed at 9.05pm.

Signed:

Dated: