

Minutes of Chedgrave Parish Council Meeting held on Thursday 6th October 2022 at the Brian Clarke Room, Chedgrave

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

Also Present: H Goldson (Clerk), 3 MOPs.

1. **Declarations of interest and requests for dispensations by councillors:** DD had submitted a request for dispensation in relation to item 18. JS RESOLVED to grant the dispensation. All in agreement. JS – item 21.
2. **To consider apologies and reasons for absence:** J Rowe.
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** queried the status of his suggested litter bin at the bottom of Pits Lane. Clerk gave an update. **Clerk to seek quotes and add to November agenda.** MOP1 commented on graffiti which has appeared along Wherryman's Way. **MOP1 to send photographs and Clerk to report to NCC.** Finally, MOP1 noted the uneven footpath on the corner of Hillside/Langley Rd. **MOP1 to send photographs and Clerk to report to NCC Highways.**
 - b. **MOP2** commented that the bus shelters need cleaning and that the oak tree in the grounds of Langley Rd Industrial Estate are scraping on the roof of the large bus shelter potentially causing damage. **Clerk to contact industrial estate regarding trimming the tree,** DJ kindly offered to clean the bus shelter and **Clerk to add regular cleaning of the bus shelter to the next agenda.** MOP2 reiterated the condition of the Hillside/Langley Rd footpath as above. MOP2 raised the condition of the footpath from Langley Rd/Church Close; **Clerk to raise a Highways ticket.** This has previously been reported but NCC responded that it does not meet their intervention criteria. **Clerk to find out what the criteria are.** MOP2 also somewhat critical of the B-Line project and the poor state of the churchyard. Commented on car parking at the Langley Rd/Norwich Rd junction. **Clerk to contact NCC Highways to see what, if anything, can be done e.g. implement safe passing places.**
6. **To receive reports from: District and County Cllrs, Police and Parish Cllrs:**

Cllr BD: Summarised his written report and highlighted various matters, specifically:

 - a. **SAM2:** sign has been moved, new battery received.
 - b. **Allotments:** compost bin lids have been constructed and need fitting, attended allotments inspection on 14th Sept, working on a possible fix for the post of one of the inner gates which may cost £10-12 for materials.
 - c. **Jubilee Oak:** noted a lot of debris from the tree following recent winds.
 - d. **Village Sign:** BD has been working on repairs along with another volunteer.
 - e. **Christmas Lights:** BD has been helping to prepare the lights for PAT testing.
 - f. **Chedgrave Courier:** BC has started drafting the second issue which is planned for before Christmas.

Chair thanked BD for all of his hard work on behalf of the parish.

Cllr JL: Commented on the sandbags near Chedgrave shops which impeded mobility scooters etc. Queried whether the Langley Rd storm drain had been cleared out following recent flooding. MOP3 provided an update that NCC Highways had cleared the storm drain but the drains on the private (shops) property have not been cleared although temporary works had been carried out. MOP3 noted that the shops are for sale which may explain why no drainage work had been carried out. MOP3 to send Clerk NCC Highways report on the storm drain, request that neighbouring business owners keep sandbags out of the way and **Clerk to add the matter to the next agenda.** **Clerk to contact Anglian Water re the situation on the private property around the shops.** Comments were also made regarding the negative impact any large development on Langley Rd would have on the existing drainage system.

Cllr DJ: Had circulated a written report. Commented that the new hedge near the Brian Clarke Room was recovering after the drought but that approx. 10 plants might need replacing. Noted that

BA has sent through some planning consultation documents. Clerk advised this will be on the November agenda.

7. To discuss any items arising from the Clerk's report and receive updates:
 - a. **Meadow Cottage:** Clerk to report the building in front of Meadow Cottage to SNC Planning enforcement and query the regulations for fence height.
 - b. **Grazing Lease:** Clerk to send a copy of the lease to DJ.
 - c. **Template Allotments Lease:** Clerk to send a copy to DJ.
 - d. **MUGA:** Clerk reported complaint from a resident in relation to balls from the MUGA entering gardens and causing damage to cars in the car park. Clerk to investigate possible signage to deter this.
 - e. **Rocker from Pits:** Clerk to dispose of old one and obtain quotes for new one.
 - f. **Email addresses:** Clerk noted recommendation from external auditor regarding .gov.uk email addresses. Clerk to investigate and add to future agenda.
 - g. **Warm Places:** Clerk queried council view on this matter and the council concluded that it would not be progressing this idea due to lack of resources/manpower.

FINANCIAL MATTERS

8. To confirm that the parish council will remain part of the SAAA central external auditor appointment arrangements: JS RESOLVED to remain within the SAAA arrangements. All in agreement.
9. To agree the renewal of SLCC Membership: CG RESOLVED to renew the membership at a cost of £112. All in agreement.
10. To approve payments as detailed below: JL RESOLVED to approve the paymnts. All in agreement.

Community Account	
HR Related Costs	£627.90
Clerk (additional hrs & exp.)	£31.33
Cozens (UK) Limited (Aug maintenance)	£42.00
MW Bookkeeping Services (Sept payroll)	£16.75
SSE Footway Lighting Electricity (DD) (Aug 2022)	£210.29
Loddon PC (Loddon & Chedgrave Playing Field half year grant)	£1,616.63
Loddon PC (Neighbourhood Plan)	£5,000.00
Westcotec Limited (replacement SAM2 battery)	£109.80
Roberts & Son (village map)	£43.20
Roberts & Son (signs - various)	£86.40
PKF Littlejohn (external audit)	£360.00
Community Account Total	£8,144.30
Brian Clarke Room Account	
HR Related Costs	£210.80
Brian Clarke Room Account Total	£210.80
Total Payments	£8,355.10
Receipts 25 Aug to 28 Sept 2022	
Brian Clarke Room Account	
BC Room Rental	£753.38
Total Receipts	£753.38

PLANNING MATTERS

11. To consider planning applications: None.
12. Planning Decisions:

2022/1388 - 28 Proctor Road Chedgrave Norfolk NR14 6HW, Proposal: Alteration to fenestration design and rendering. Decision: Approval with Conditions (Delegated). Date of decision: 16 September 2022.

13. **To consider matters in relation to the Neighbourhood Plan (NP):** DJ will be attending a meeting on 7th Oct re the Design Guide and invited views. He has been contacting neighbouring councils and seeking additional support from the transport focus group, including from those who had expressed an interest at the consultation day. Chair invited MOPs to get involved in the Neighbourhood Plan and DD volunteered to help. Chair drew attention to the environment walks. All welcome.
14. **To consider matters relating to Langley Road Industrial Estate:** DJ expressed concern at the prospect of the Industrial Estate being sold and the impact of its loss on the local economy. **Clerk to contact SNC re their policy regarding possible loss of employment on a site which could also apply to Chedgrave shops. Clerk to email the owner of the site requesting a meeting or update on their plans and carry out a Land Registry search.**

OTHER MATTERS

15. **To review the parish “Action Plan”:** An informal meeting had been held on 29th September to review and update the Action Plan. No major changes were made and some completed projects were removed. An updated version of the plan had been circulated prior to the meeting. Of particular note were the planned financing arrangements for the two major projects which were proposed as follows: WHP – combination of CIL and NCC Partnership Scheme Funding; Chedgrave Common – combination of council reserves (‘emergency fund’ and reallocation of earmarked reserves) and precept. DJ RESOLVED to adopt the revised Action Plan and allocation of funding as proposed. All in agreement. **Clerk to proceed accordingly.**
16. **To consider the revised plan of action in relation to White Horse Plain and the Jubilee Oak:** Deferred. **Clerk to add to November agenda.**
17. **To consider matters in relation to Remembrance Sunday and note increased wreath cost:** Clerk advised that a short prayer would be given at 12 noon on 13th November at the war memorial. CG offered to lay the wreath on behalf of the parish council. Clerk noted the small increase in wreath price to £20.00.
18. **To consider matters relating to Christmas Lighting:** DD outlined her request to replace the coloured lights at the shops with white lights to tie in with the lights leading into Loddon and be more part of the Victorian Evening which may improve footfall and could raise funds. **DD left the meeting while the council discussed this suggestion** and the Clerk’s report on the matter which had been circulated. There was a general discussion on the various options with the following conclusion:
 - Trees: to be placed at the lychgate and Chedgrave shops only with two sets of warm white lights in the tree at the shops.
 - Millennium Gardens: warm white lights to be arranged in the trees.
 - Chedgrave Shops: existing coloured lights to be replaced with warm white lights and shop owners encouraged to enhance their displays to brighten up the area.
 - Langley Rd/Norwich Rd leading into Loddon: replacement warm white lights to be purchased for one side of road to replace old ones which no longer work.All other arrangements in line with previous years. CG RESOLVED to adopt the above plan and authorise Clerk to proceed as long as all costs are within budget and allocated reserves. All in agreement. **DD returned to the meeting.** Clerk sought help with householder permissions, checking rota and other ad hoc tasks. JS, BC and DD kindly offered to help. DD to contact Heather Tew re Victorian Evening activities. **Clerk to proceed as outlined.**
19. **To consider footway lighting costs and agree any action:** Clerk had circulated a report outlining two main ways of controlling/reducing cost.
 - a. **Fixed Term Contract:** Some fixed term rates are now available but need to be agreed within 24hrs of the offer. JS RESOLVED to authorise Clerk to secure a 12month fixed term contract as long as it is equal to or less than the current rate being paid. All in agreement. **Clerk to proceed.**

- b. **Reducing the run-time of the lights:** switching off the lights during the middle of the night is an option to reduce electricity usage. This may require physical timers to be added to the lights themselves and a change in the metering profile provided by UKPN. It was agreed to look at this as a longer-term option. **Clerk to add to Jan/Feb agenda.**
20. **To consider matters relating to Chedgrave Common:**
- a. **LR negotiation next steps:** Clerk noted the solicitor's recommendation to appoint counsel as the tribunal process is now underway and council agreed to proceed accordingly. **Clerk to update solicitor.**
- b. **Fly tipping:** measures to prevent this to be considered in future.
21. **To consider issues relating to the allotments inspection and agree next steps:** Clerk had circulated the notes from the inspection. CG RESOLVED to proceed as per the notes. All in agreement.
22. **To consider tree related matters:**
- a. **To consider annual tree maintenance:** Clerk had sought three quotes for tree maintenance but only one was forthcoming. JS RESOLVED to accept the quote from Scott Raney (Pits - £525, Grebe Drive - £320 and Jubilee Oak - £540, total £1385). All in agreement. **Clerk to progress.**
- b. **To consider a tree planting proposal:** Deferred to November but DJ reported that he has made applications to K Mason-Billig and J Rowe in anticipation of approval. **Clerk to add to November agenda.**
23. **To receive an update on the Loddon & Chedgrave Playing Field Committee (PFC):** BD and JS had attended the latest PFC meeting. Key matters discussed were the provision of a tennis clubhouse and windbreaks for the tennis club. Grant applications are underway but the PFC committed £500 for windbreaks. Storage containers are to be painted with anti-vandal paint to prevent climbing. Goal-post storage, car park and the draft 2023/24 budget were also discussed.
24. **To receive an update on the Brian Clarke room:**
- a. **To receive the notes from the Brian Clarke Room Working Group:** Clerk had circulated the notes from the Working Group held on 29th September 2022. DJ RESOLVED to proceed on the basis of the notes. All in agreement. **Clerk to proceed accordingly.**
- b. **To agree to set aside an "emergency fund":** CG RESOLVED to set aside an emergency fund of £5000. All in agreement. **Clerk to seek agreement of Saffron and allocate reserves accordingly.**
25. **To receive an update from the Wherryman's Way Working Group:** DJ reported that he will attend a stakeholders meeting next month and will report back.
26. **To agree a response to: Norfolk Minerals and Waste Local Plan: Pre-Submission: Invitation to make representations:** There was a general discussion and the council agreed on no comment.
27. **To receive items for the next meeting:** BA Consultation, SNC Code of Conduct Consultation, bulb planting.
- There being no further business, the meeting closed at 9.31pm.

Signed:

Dated: