

## **Minutes of Chedgrave Parish Council Meeting held on Thursday 9<sup>th</sup> June 2022 at the Brian Clarke Room, Chedgrave**

**Present:** J Sinfield (JS, Chair), Cllrs B Demain (BD), J Lurkins (JL), D Johnson (DJ), G Lyster (GL), D Scott (DS, co-opted at the meeting)

**Also Present:** H Goldson (Clerk), 1 MOP

1. **Declarations of interest and requests for dispensations by councillors:** None.
2. **To consider apologies and reasons for absence:** J Rowe, C Gould (unwell). 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 consider co-opting a new councillor:** Mr Daniel Scott stood for co-option. JS RESOLVED to co-opt Mr Scott, 2<sup>nd</sup> DJ. All in agreement. DS signed his declaration of office. **Clerk to check whether his existing interest form will also apply to Chedgrave PC and follow up accordingly.**
6. **To adjourn the meeting to allow public participation:** There was 1 MOP present seeking comments on the Jubilee celebrations which he found disappointing. Queried the lack of bunting in Loddon/Chedgrave and wondered whether the low level of funding from SNC was a result of a lack of good ideas. The parishioner had not attended the Jubilee Fete but acknowledged it had been deemed a success. Chair explained that SNC funding was the same for all parish councils, that Chedgrave residents had been asked to volunteer their help and/or ideas for the jubilee celebrations in Chedgrave but none had been forthcoming and that the council had attempted to join with another local organisation to provide an event but this had not come to fruition. Chair and Cllr Scott explained the hard work which had gone into the Jubilee Fete which was very well attended and had received excellent feedback. MOP stated that he was still not satisfied with what had been provided and requested that his views be minuted.
7. **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. In addition to this he noted that corner posts are needed for the allotment compost scheme and requested authorisation to purchase 9 posts from Loddon DIY. Advised that this was within budget for the project. BD RESOLVED to purchase the posts, 5 in favour, 1 abstention (JS abstained as she is a plot holder). Resolution PASSED. BD to proceed accordingly. Noted that the street sign at the Hardley Rd end of Hillside is obscured by plants.

**Clerk to contact householder and ask them to kindly trim the plants.**

**Cllr DJ:** Had circulated a written report. Nothing further to raise.

**Cllr JS:** Requested that Clerk write to Cllrs Powell and Marsham of Loddon PC to express the thanks and congratulations of Chedgrave Parish Council at their hard work in relation to the Jubilee Fete. **Clerk to draft letter.** JS had circulated a written report and highlighted a meeting she attended with NCC Tree Officer in relation to the Jubilee Oak/WHP and advised she will provide further information at the next meeting. **Clerk to add to July agenda.**
8. **To discuss any items arising from the Clerk’s report and receive updates:**
  - a. **Jubilee Oak Sapling:** Clerk noted that a parishioner has grown a tiny oak sapling from a Jubilee Oak acorn. Clerk offered to ‘host’ sapling until it is ready for planting in the community. **Clerk to thank resident.**
  - b. **Christmas Lights:** BD and DJ kindly offered to prepare the strings of lights for PAT testing. **Clerk to liaise.**
  - c. **First Aid Training:** It has transpired that the First Aid training previously discussed would take 6 hours therefore on the basis of cost and relevance to jobs it was agreed that Clerk and Bookings Officer should not take this training but JS will participate. **Clerk to advise Loddon PC.**
  - d. **NPTS Autumn Seminar:** Clerk sought permission to attend this event at a cost of £65. JS

RESOLVED to approve. All in agreement. **Clerk to book.**

- e. **Defibrillator:** Clerk advised that a local electrician had been found to install the new Brian Clarke room defibrillator and replacement cabinet at the White Horse PH. **Clerk to proceed.**
- f. **Common:** Clerk to ensure emergency services have combination code to new padlock.

## FINANCIAL MATTERS

### 9. Annual Governance and Accountability Return 2021/22

- a. **To consider the findings of the review by the members meeting as a whole:** Cllrs considered the review.
- b. **To approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements:** JS RESOLVED to approve the Annual Governance Statement. All in agreement.
- c. **To consider the Accounting Statements by the members meeting as a whole:** Cllrs considered the Accounting Statements.
- d. **To approve the Accounting Statements by resolution:** JS RESOLVED to approve the Accounting Statements. All in agreement.
- e. **To ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given:** The Accounting Statements were duly signed by Chair, JS.

**Clerk to proceed with remaining audit tasks.**

- 10. **To approve payments as detailed below:** DS queried the contract terms for the provision of footway lighting power and kindly offered to seek alternative quotes in case a better price is available. **Clerk to provide relevant information.**

<b>Community Account</b>	
HR Related Costs	£627.90
Clerk (additional hrs & exp.)	£212.48
HMRC (NI Contribution)	£9.50
Cozens (UK) Limited (April maintenance)	£42.00
MW Bookkeeping Services (May payroll)	£16.75
SSE Footway Lighting Electricity (DD) (Apr 2022)	£63.53
Roberts and Son ("Chedgrave Courier")	£100.00
Loddon DIY(Grass cutting & sundries)	£144.00
Chedgrave PCC (Grant - churchyard maintenance)	£550.00
Loddon Parish Council (Chedgrave PC + SNC Jubilee Fete grants)	£700.00
Generator Guru (Allotment bore hole generator service kit)	£90.85
Mrs C Moore (Internal audit)	£156.95
Eastern Play Services (Teen shelter perspex)	£216.00
Eastern Play Services (Teen shelter perspex installation)	£348.00
<b>Community Account Total</b>	<b>£3,277.96</b>
<b>Brian Clarke Room Account</b>	
HR Related Costs	£187.37
<b>Brian Clarke Room Account Total</b>	<b>£187.37</b>
<b>Receipts 29 April to 1 June 2022</b>	
<b>Brian Clarke Room Account</b>	
BC Room Rental	£798.75
<b>Community Account</b>	

Allotment Rent	£89.66
SNC Precept	£14,321.00
SNC Jubilee Grant	£200.00
Community Account Total	£14,610.66
<b>Total Receipts</b>	<b>£15,409.41</b>

Clerk also sought approval to process payment of £427.20 inc VAT (NBB Recycled Furniture) for the memorial bench which has been funded by a parishioner. JS RESOLVED to approve the payments including the additional invoice. All in agreement.

## PLANNING MATTERS

### 11. To consider planning applications:

**2022/0738** - *For info. only, Chedgrave PC not a statutory consultee.*

**2022/0971** – Council considered this application and JS RESOLVED that it should be approved with no comment, all in agreement. **Clerk to respond accordingly.**

### 12. Planning Decisions:

**2022/0489** - Decision: Approval with Conditions (Delegated). Date of decision: 19 April 2022.

**2022/0181** - Decision: Approval with Conditions (Delegated), Date of decision: 29 April 2022.

**2021/0372** - Decision: Approval of details – Approved. (Delegated) Date of decision: 20 May 2022.

**2022/0545** - Decision: Approval with Conditions, (Delegated) Date of decision: 27 May 2022.

13. **To consider matters in relation to the Neighbourhood Plan (NP):** There was a brief discussion on current activities and Focus Groups. There will be a meeting during w/c 13<sup>th</sup> June in relation to the Public Consultation on 9<sup>th</sup> July.

14. **To consider a possible response to: LLCON/2022/0001 - The Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022:** Council had no comments on this matter.

## OTHER MATTERS

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

a. **LR negotiation next steps** – DJ reported on recent activities in relation to this matter including a meeting with a local resident objecting to the council's Land Registry application. **Clerk to send letter to Objector A with a view to dispensing their objections and contact Land Registry to find out more about the tribunal process.**

b. **Charities training** – Clerk to proceed with a booking for online training with CAN, probably on a Thursday evening at a cost of £150.00.

c. **Chedgrave Common Charity – management** – Clerk noted the future need to organise the management of Chedgrave Common Charity.

16. **After consideration, to approve the Standing Orders:** Two minor changes were identified – Para 7, delete 'either' and Para 3g reference to 3m should read 3h. DJ RESOLVED to approve with corrections. **Clerk to follow up accordingly.**

17. **After consideration, to approve the Financial Regulations:** One minor change was identified – Para 5 should refer to 'payments' more broadly rather than 'cheques' since the move to online banking. BD RESOLVED to approve with correction, all in agreement. **Clerk to follow up accordingly.**

18. **To receive an update on the Loddon & Chedgrave Playing Field Committee:** BD gave a brief update on the new tennis club. Clerk noted irregularities in the decision-making process regarding this matter.

19. **To receive an update on the Jubilee Hall Management Committee:** JL advised that JHMC is working on a plan for asphaltting the car park and future maintenance. JL noted that the financial situation is reasonably sound.

20. **To receive an update on the Brian Clarke room:** Clerk gave a brief update on maintenance matters and noted that a Working Group meeting is needed. JS thanked BD for installing the new noticeboard. **Clerk to arrange Working Group.**

21. **To consider a possible response to: SNC Formal Consultation for a Public Space Protection Order to cover dog fouling and dog exclusion from enclosed children's play areas exposed to open air: Clerk to feedback council support for any initiatives which minimise dog fouling.**
22. **To consider a possible response to: Broads Authority: Draft Broads Plan 2022-27:** DJ suggested that this matter be deferred to the July meeting. **Clerk to add to July agenda.**
23. **To receive items for the next meeting:** Jubilee Oak/WHP, Wherryman's Way Working Group update, BA Draft Broads Plan.

There being no further business, the meeting closed at 8.36pm.

Signed:

Dated: