# Chedgrave Parish Council

**To: Members of Chedgrave Parish Council**

You are duly summoned to attend the Chedgrave Parish Council Meeting on Thursday 5th November 2026, 7pm **at the Brian Clarke Room, Chedgrave.**

Members of the public and press are welcome to attend. At item 5 the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration for inclusion at future meetings. The item will generally be limited to ten minutes duration.

Hayley Goldson, Locum Clerk & RFO, Chedgrave Parish Council, 30th October 2026

**Agenda**

1. To receive apologies and reasons for absence.
2. Declarations of interest and requests for dispensations by councillors.
3. To approve as accurate the minutes of the previous council meeting.
4. To discuss matters arising from those minutes not on this agenda.
5. To adjourn the meeting to allow public participation.
6. To receive reports from: District and County Cllrs, Police, Parish Cllrs and Clerk.

**Financial Matters**

7. To approve bank reconciliation
8. 2027/28 1st Draft Budget
    a. To receive an update on the PFC Budget.
    b. To review the 1st draft budget and consider any updates.
9. To approve payments, see below:

| **Description** | **Supplier** | **Total** |
|---|---|---|
| Staff Costs (Salary, Pension, HMRC) | Staff | £ 4,502.85 |
| Dog Bin Emptying | South Norfolk Council | £ 1,603.80 |
| Christmas Lighting | Loddon Garden & DIY | £ 791.35 |
| Review Officer | Jubilee Hall | £ 241.69 |
| Grass Cutting & Sundries | Loddon Garden & DIY | £ 192.00 |
| Footway Lighting Maintenance | Total Energies | £ 69.17 |
| Handyman Services | Neil Jacques | £ 65.00 |
| Wreaths | Royal British Legion | £ 38.33 |
| Clerk Exp | H Goldson | £ 35.79 |
| Mobile Contract | Tesco Mobile Limited | £ 8.45 |
| Bank Fees | Unity Trust Bank | £ 35.00 |
| **Total Payments** | | **£ 7,583.43** |

NB. Staff costs unduly high due to 2 months salary plus cross over between outgoing Clerk and Locum. Receipt info not available due to lack of bank access. Will be reported in December.

**Planning Matters**

10. To consider planning applications/appeals:
    **Town and Country Planning Act 1990 Local Planning Authority Reference: 2024/3309** DCLG Reference 6016686, Location: Trading Estate, Langley Road, Chedgrave. Appeal By: Bluecrest Land (Chedgrave) Limited
11. To note planning decisions:
    **2026/1886** - 14 Langley Road, Chedgrave, NR14 6HD. Proposal: Construction of 5 x cattery pens for mixed commercial/domestic use. Relocation of existing shed. Decision: Refusal. (Delegated) Date of decision : 9 October 2026
    **2026/2303** - The Meadows, Hardley Road, Chedgrave, NR14 6BS. Proposal : Discharge of conditions 3- Surface water, 7- Tree protection, 8 - Noise Management, 9- Archaeology, 16- BNG, 17- Habitat Management of existing application- 2025/3941. Decision: Approval of details – Approved. (Delegated) Date of decision: 7 October 2026.
    **2026/2468** - Land East Of Langley Road, Chedgrave. Proposal: Non-material amendment of 2023/3613 - Addition of Electrical Substation. Decision: Approval with no Conditions. (Delegated) Date of decision: 7 October 2026.
    **2026/1725** - Land North Of Lower Hardley Road, Hardley. Proposal: Construction of a 2nd dog park with associated car park with vehicle gate, pedestrian gate and service entrance and access track and retrospective planning for a hardcore track up to the existing dog park. Decision: Approval with Conditions (Delegated) Date of decision: 13 October 2026.

**Other Matters**

12. Pits Playground – to discuss any updates
    a. Signs for play area – quote
    b. To note and discuss email received regarding glass on the play area
13. Brian Clarke Room
    a. To receive feedback from the Brian Clarke Working Group meeting.
    b. To receive feedback from the licence meeting with Saffron and consider next steps.
    c. To consider CCTV in light of the above.
    d. To discuss low fence
14. Christmas Lights
    a. To approve quote for placing / removing lights.
    b. To agree arrangements and responsibilities for 2026.
15. Grass Cutting – to review/amend/approve the schedule.
16. Allotments
    a. Lease discussions and next steps.
    b. HRAA Survey/Proposed Action Plan.
17. Jubilee Hall – To consider/approve a funding request for staffing.
18. To consider a response to the consultation - SNC Public Spaces Protection Order (PSPO) - Vehicle-related anti-social behaviour
19. Correspondence
    a. To consider a request to host - East Anglian Air Ambulance - Rest Stop venue - 15th May 2027.
    b. To note the application for the SNC Winter Pressures Grant.
    c. To consider the BA Notice to Mariners 06 of 2026 - Navigation Restrictions due to Dredging Works on the Lower Yare and Chet.
    d. To note CityFibre/Ben Goldsborough MP email regarding Hillside connection.

    All other correspondence sent to members assumed read.
20. To receive items for the next meeting.
21. To resolve that, under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded from the meeting for the next item due to the confidential nature of the business to be discussed.
22. Staffing matters - to consider the arrangements for employing a Clerk/RFO.

**Date and time of next meeting Thursday 3rd December 2026 at 7.00pm, Brian Clarke Room, Chedgrave.**
**Agenda items to the clerk by 25th November 2026 please.**




# Minutes of Chedgrave Parish Council Meeting

## Held on

**Thursday 1st October 2026 at 7pm**

**at the Brian Clarke Room, Chedgrave.**

**Present:** Cllr B Demain, Cllr D Downer, Cllr S Downer, Cllr Mason Billig Cllr D Richards, Cllr D Rust, Cllr R Rust, Cllr J Sinfield (Chair),

**Also Present:** S Vergette, Clerk & RFO and 4 members of the public.

1. To consider apologies for absence. Cllr P Varney and Cllr J Rowe. **Approved**
2. To receive declarations of interest and requests for dispensations by councillors. None.
3. To approve, as a correct record, the Minutes of the last council meeting. It was **RESOLVED** to approve.
4. To discuss matters arising from those minutes not on this agenda**.** None.
5. To adjourn the meeting to allow public participation. (Maximum 15 minutes).
    - Concern was raised from members of the public regarding the GNLP call for sites. Cllr Mason Billig explained the process, stating that not all sites would be acceptable. There will be a public consultation early next year.
6. Cllr Mason Billig reported that a change in the planning law will come into force at the end of October. It is aimed at speeding up the planning process. The new Chief Executive at NCC is now in post. Cllr Mason Billig also reported that the recent traffic survey in Loddon showed how many vehicles travel through the villages. Regarding Staithe Bridge Cllr Mason Billig stated that SNC have funds available for enhancements and she has ideas to conceal the Anglian Water pipe to make the area more attractive

    Cllr Demain circulated a report which was noted. Cllr Demain will offer advice to Loddon TC on usage of the SAM2. Training for Community Speedwatch has been completed.

    Cllr Richards reported that he attended a meeting for the Jubilee Hall and was impressed by the work the three Trustees do. He suggested that the request for funding should be supported but a business plan is needed and he would be happy to assist with that. It may be possible to get South Norfolk Council involved; this matter will be discussed again in November. Following some discussion it was agreed, in principle, to a monetary contribution from Chedgrave Parish Council.

    Cllr Sinfield stated that previously Cllr Varney had flagged that there was an historic accounting error due to a software error in the PFC accounts and there could be some funds to be returned to both Councils. This matter will be added to the November agenda.

**Financial Matters**

7. To approve payments, see separate list.

**Approved**

8. To approve the bank reconciliation. **Approved.**
9. The Conclusion of Audit was noted. The appropriate documents have been added to the website and placed on the noticeboards.
10. Terms of Reference for the Finance Working Group were **agreed.** Minutes of the Finance Working Group held on 16th September 2026 were **approved.**
11. It was agreed to donate £200 to the Chet Valley Community Larder, this can be allocated from S137.
12. The insurance policy renewal was **agreed.**

**Planning Matters**

13. Planning application 2026/1886 for the construction of 5 x cattery pens for mixed commercial/domestic use and relocation of an existing shed at 14 Langley Road. It was agreed that this is an unsatisfactory place for a cattery as it is in built up residential area. An objection will be submitted.
14. There were no further planning matters to discuss.

**Other Matters**

15. Pits Playground.
    a. Signs for the play area. A quote had been received for the production and installation of a sign, but it was felt this was high and an alternative quote was sought but not received, the clerk will follow up on this.
    b. An email regarding glass in the play are had been received, the clerk will contact SNC Environmental Health for advice.
16. Brian Clarke Room update.
    a. Saffron has offered a meeting on 8th October to discuss the Licence, Cllr Demain will attend.
    b. To discuss the low fence replacement. It was agreed to ask the handman to remove the fencing and level the ground.
17. To discuss the Bowls Club being a registered as an Asset of Community Value. It was **agreed** to register the asset.
18. To discuss proposal from Loddon Town Council regarding the potential for a joint Chedgrave and Loddon traffic assessment and review. It was **agreed** to join Loddon Town Council.
    Cllr D Rust submitted a report which had been circulated and was discussed. The report set out objectives, hopefully the Parish Partnership Scheme can be used to implement a scheme.
19. Allotments. The landowner's Land Agent stated that there is agreement to extend the lease. Cllr Demain asked for a meeting to be arranged to discuss the terms of the lease. The clerk will contact the land agent.
20. Correspondence
    a. To discuss an email regarding moving the road signs. Clerk will respond stating that there are ongoing discussions on road matters.
    b. A response from Norfolk Trails was noted.
    c. The Police and Crime Commissioners Consultation was noted. Individuals should respond if they wish.
    d. The placing of a skip opposite the White Horse Pub was agreed.
21. Items for the next agenda.
    Christmas Lights
22. It was **resolved**, under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the public from the meeting for item 23.
23. Staffing Matters
    a. The clerk's resignation was noted.
    b. It was agreed to appoint a locum clerk and recruit a new clerk with the assistance of NPTS.

There being no further business the meeting closed at 8.22pm

Date and time of next meeting Thursday 5th November 2026 at 7.00pm, Brian Clarke Room, Chedgrave
Agenda items by 26th October 2026 please

Signed:
Chair

Date

**Chedgrave Parish Council - Clerk's Report – Oct 2026**
**Hayley Goldson – Locum Clerk**

Key Activities/Updates:

- Handover from out-going Clerk.
- Re-acquaintance with on-going matters, familiarisation with new filing etc.
- Bulk of work on 1st Draft 2027/28 Budget – on Nov agenda.
- Attended BC Working Group Meeting – on Nov agenda.
- Setting up Unity Trust Bank access to facilitate banking.
- Received one allotment termination notice.
- Liaised with B Barwick re Remembrance Sunday, provided wreaths to B Demain.
- Contacted Loddon DIY re quote for Christmas lights – on Nov agenda.

Actions Outstanding:

- Bank reconciliations for Oct., and Sept for BC account.
- Access needed to Hinckley & Rugby account to understand interest situation.
- Staff Appraisal for G Buckle – scheduled for early November.

Items Completed/Progressed:

- 1st Draft 27/28 Budget input to Scribe.

Resident Queries:

| Date | Query | Response |
|---|---|---|
| 10th October 2026 | Email from resident advising of broken bollard trip hazard at White Horse Corner. | Advised them to please report to NCC Highways, giving the link. |
| 10th October 2026 | PC copied on email trail re CityFibre connection on Hillside. | Sent to members. On Nov agenda to note. |
| 16th October 2026 | Resident request for delivery access via allotments. | Liaised accordingly. |
| | | |
| | | |

# Chedgrave Parish Council

Prepared by: _____ Date: _____

*Name and Role (Clerk/RFO etc)*

Approved by: _____ Date: _____

*Name and Role (RFO/Chair of Finance etc)*

| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 08/10/2026** | | | |
| | Cash in Hand 01/04/2026 | | | 167,951.67 |
| | **ADD** | | | |
| | Receipts 01/04/2026 - 08/10/2026 | | | 92,337.49 |
| | | | | 260,289.16 |
| | **SUBTRACT** | | | |
| | Payments 01/04/2026 - 08/10/2026 | | | 94,927.15 |
| **A** | **Cash in Hand 08/10/2026** (per Cash Book) | | | **165,362.01** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 30/09/2026 | 0.00 | |
| | Community Account | 30/09/2026 | 14,957.57 | |
| | Brian Clarke Room | 25/09/2026 | 10,324.11 | |
| | Footway Lighting Reserve | 30/09/2026 | 21,620.49 | |
| | General Reserve | 30/09/2026 | 72,303.19 | |
| | Lloyds Bank Chargecard | 31/05/2026 | 0.00 | |
| | Hinckley & Rugby Building Society | 31/05/2026 | 50,014.72 | |
| | | | | **169,220.08** |
| | Less unpresented payments | | | 4,136.07 |
| | | | | 165,084.01 |
| | Plus unpresented receipts | | | 278.00 |
| **B** | **Adjusted Bank Balance** | | | **165,362.01** |
| | **A = B Checks out OK** | | | |

Created by Scribe

# Chedgrave Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2026 and 31/03/2027)

### 01 Income

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 53 | Precept | 49,410.94 | 49,410.94 | | | 57,195.00 | 28,597.50 | | 28,597.50 | | | | | 57,195.00 | |
| 54 | Interest | 2,500.00 | 2,897.47 | | | 1,500.00 | 1,035.78 | 1,825.00 | 2,860.78 | | | | | 1,250.00 | |
| 55 | VAT Refund | 7,500.00 | 2,347.21 | | | 3,500.00 | | 13,536.19 | 13,536.19 | | | | | 2,000.00 | |
| 56 | Grants | | 271.80 | | | | | 135.00 | 135.00 | | | | | | |
| 70 | CIL | | | | 60.00 | | 37,919.60 | | 37,919.60 | | | | | 105,995.73 | |
| 71 | Easter Egg Hunt | | | | | | 69.18 | | 69.18 | | | | | | |
| | **SUB TOTAL** | **59,410.94** | **54,927.42** | | **60.00** | **62,195.00** | **67,622.06** | **15,496.19** | **83,118.25** | | | | | **166,440.73** | |

### 02 Staff Costs

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 4 | Clerk Salary | | | 12,000.00 | 9,455.19 | | | | | 12,804.34 | 4,106.40 | 4,106.40 | 8,212.80 | | 14,000.00 |
| 5 | Admin Ass. Salary | | | 5,069.28 | 4,428.75 | | | | | 5,042.51 | 200.29 | | 200.29 | | |
| 58 | Clerk Tax & NICs | | | 999.30 | 3,551.33 | | | | | 1,271.74 | 1,438.08 | 1,438.08 | 2,876.16 | | 1,200.00 |
| 59 | Clerk Pension | | | 2,682.26 | 3,974.28 | | | | | 3,773.91 | 1,410.92 | 1,410.92 | 2,821.84 | | 3,100.00 |
| 60 | Admin Assistant Tax & | | | | | | | | | 46.19 | | | | | |
| 61 | Admin Assistant Pensi | | | 582.97 | 623.36 | | | | | 1,486.21 | | | | | |
| | **SUB TOTAL** | | | **21,333.81** | **22,032.91** | | | | | **24,424.90** | **7,155.69** | **6,955.40** | **14,111.09** | | **18,300.00** |

### 03 General Admin

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 1 | Audit | | | 650.00 | 620.00 | | | | | 650.00 | 145.00 | | 145.00 | | 800.00 |

# Chedgrave Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2026 and 31/03/2027)

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | Christmas Lights | | 1,800.00 | 7.74 | | | | 1,800.00 | | 1,092.67 | 1,092.67 | | 1,000.00 |
| 3 | Clerk Expenses | | 500.00 | 411.42 | | | | 500.00 | 268.43 | 268.43 | 536.86 | | 600.00 |
| 6 | Events | | 1,500.00 | 612.95 | | | | 1,000.00 | 213.81 | | 213.81 | | 1,000.00 |
| 7 | Insurance | | 2,000.00 | 1,566.91 | | | | 1,629.59 | | | | | 1,800.00 |
| 8 | Subscriptions (inc. ICC | | 1,500.00 | 1,292.28 | | | | 563.00 | 300.56 | 287.00 | 587.56 | | 1,500.00 |
| 9 | Sundries (inc. bank fe | 756.14 | 535.56 | 629.38 | | | | 480.00 | 42.00 | 42.00 | 84.00 | | 480.00 |
| 10 | Training | | 500.00 | 73.00 | | | | 500.00 | 550.00 | | 550.00 | | 750.00 |
| 66 | Admin Support | | 200.00 | 216.00 | | | | 1,045.99 | 483.00 | 483.00 | 966.00 | | 1,200.00 |
| 73 | Website | | | | | | | | 303.00 | | 303.00 | | 150.00 |
| 74 | Review Officer | | | | | | | | 966.76 | | 966.76 | | |
| | **SUB TOTAL** | **756.14** | **9,185.56** | **5,429.68** | | | | **8,168.58** | **3,272.56** | **2,173.10** | **5,445.66** | | **9,280.00** |

### 04 Maintenance

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 11 | Allotments (Maintenan | 750.00 | 899.65 | 1,300.00 | 1,380.56 | 867.57 | | | | 1,352.00 | 787.99 | | 787.99 | 810.00 | 1,352.00 |
| 13 | Bins & Street Furniture | | 661.84 | 1,500.00 | 2,406.08 | | | | | 1,560.00 | 1,295.00 | | 1,295.00 | | 1,560.00 |
| 14 | Bulb Planting | | | 100.00 | 37.77 | | | | | 100.00 | | | | | 100.00 |
| 15 | Equipment (Defib & S/ | | | 300.00 | 1,083.94 | | | | | 300.00 | 74.95 | | 74.95 | | 300.00 |
| 16 | Grass Cutting - Allots | | | 200.00 | 288.00 | | | | | 208.04 | 72.00 | | 72.00 | | 208.04 |
| 17 | L&CPF | | | 4,727.32 | 4,727.00 | | | | | 5,100.00 | 5,099.96 | | 5,099.96 | | 5,000.00 |
| 18 | Chedgrave Common | | 324.64 | | 25.70 | | 34.81 | | 34.81 | | 34.81 | | 34.81 | | |
| 19 | Trees | | | 1,000.00 | 423.24 | | | | | 1,000.00 | | | | | 1,000.00 |
| 20 | WHP Misc. | | | 250.00 | 320.17 | | | | | 250.00 | 40.00 | 40.00 | 80.00 | | 250.00 |
| 57 | Grass Cutting - non Cl | | | 500.00 | 200.00 | | | | | 300.00 | | | | | 300.00 |
| 68 | General Maintenance | | | | 500.00 | | | | | 200.00 | 561.27 | | 561.27 | | 1,000.00 |

# Chedgrave Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2026 and 31/03/2027)

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **SUB TOTAL** | **750.00** | **1,886.13** | **9,877.32** | **11,392.46** | **867.57** | **34.81** | | **34.81** | **10,370.04** | **7,965.98** | **40.00** | **8,005.98** | **810.00** | **11,070.04** |

## 05 Brian Clarke Room

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| **Code** | **Title** | **Budget** | **Actual** | **Budget** | **Actual** | **Budget** | **Actual** | **Forecast** | **Total** | **Budget** | **Actual** | **Forecast** | **Total** | **Budget** | **Budget** |
| 48 | BC Room - Utilities/Se | | | 1,154.96 | 1,213.89 | | | | | 1,000.00 | 603.93 | 603.93 | 1,207.86 | | 1,000.00 |
| 49 | BC Room - Salary | | | 3,756.68 | 3,516.27 | | | | | 3,489.64 | 1,290.73 | 1,290.73 | 2,581.46 | | 3,610.00 |
| 50 | BC Room - Sundries/E | | 160.00 | 105.04 | 378.89 | | | | | 100.00 | | | | | 150.00 |
| 51 | BC Room - Maint/Equi | | | 1,000.00 | 1,750.49 | | | | | 550.00 | 42.00 | 42.00 | 84.00 | | 550.00 |
| 52 | BC Room - Hire | 5,000.00 | 6,547.00 | | | 6,400.00 | 3,668.00 | 3,668.00 | 7,336.00 | | | | | 6,000.00 | |
| 62 | BC Room Officer Tax & | | | | | | | | | | | | | | |
| 63 | BC Room Officer Pens | | | 822.64 | 299.04 | | | | | 1,028.52 | 333.75 | 333.75 | 667.50 | | 1,040.00 |
| | **SUB TOTAL** | **5,000.00** | **6,707.00** | **6,839.32** | **7,158.58** | **6,400.00** | **3,668.00** | **3,668.00** | **7,336.00** | **6,168.16** | **2,270.41** | **2,270.41** | **4,540.82** | **6,000.00** | **6,350.00** |

## 06 Play Areas

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| **Code** | **Title** | **Budget** | **Actual** | **Budget** | **Actual** | **Budget** | **Actual** | **Forecast** | **Total** | **Budget** | **Actual** | **Forecast** | **Total** | **Budget** | **Budget** |
| 21 | Grass Cutting - Grebe | | | 400.00 | 360.00 | | | | | 415.96 | 240.00 | | 240.00 | | 420.00 |
| 22 | Grass Cutting - The Pi | | | 400.00 | 360.00 | | | | | 415.96 | 240.00 | | 240.00 | | 420.00 |
| 23 | Inspection - The Pits | | | 105.04 | 96.00 | | | | | 109.24 | 107.00 | | 107.00 | | 110.00 |
| 24 | Inspection - Grebe Dri | | | 105.04 | 96.00 | | | | | 109.24 | 107.00 | | 107.00 | | 110.00 |
| 25 | Maintenance Grebe D | | | 750.00 | 335.54 | | | | | 780.00 | | | | | 780.00 |
| 26 | Maintenance The Pits | | | 750.00 | 108.19 | | | | | 780.00 | | | | | 780.00 |
| | **SUB TOTAL** | | | **2,510.08** | **1,355.73** | | | | | **2,610.40** | **694.00** | | **694.00** | | **2,620.00** |

# Chedgrave Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2026 and 31/03/2027)

### 07 Footway Lighting

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 30 | Electricity & Maintenar | | | 1,500.00 | 1,688.60 | | | | | 1,560.00 | 366.88 | 366.88 | 733.76 | | 1,560.00 |
| | **SUB TOTAL** | | | **1,500.00** | **1,688.60** | | | | | **1,560.00** | **366.88** | **366.88** | **733.76** | | **1,560.00** |

### 08 Publicity

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 28 | Chet Contact/Engager | | | 1,050.04 | 1,180.00 | | | | | 1,000.00 | 310.00 | | 310.00 | | 1,000.00 |
| | **SUB TOTAL** | | | **1,050.04** | **1,180.00** | | | | | **1,000.00** | **310.00** | | **310.00** | | **1,000.00** |

### 10 Reserves

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 29 | CIL | | | | | | | | | | | | | | |
| 31 | Allotments Reserves & | | | 500.00 | | | | | | 520.00 | | | | | 10,000.00 |
| 32 | Defibrillator Reserves | | | 100.00 | | | | | | 104.00 | | | | | |
| 33 | Election Fund | | | 1,000.00 | | | | | | 1,039.96 | | | | | |
| 34 | Emergency Fund | | | | | | | | | | | | | | |
| 35 | Footway Lighting Rese | | | 1,750.00 | | | | | | 1,820.00 | | | | | |
| 36 | Grebe Drive Play Equi | | | 2,000.00 | | | | | | 2,080.00 | | | | | |
| 37 | Large Bus Shelter Res | | | 750.00 | | | | | | 780.00 | | | | | |
| 38 | Lychgate Reserve & D | | | 250.00 | | | | | | 260.00 | | | | | |
| 39 | Office Equipment Rese | | | 500.00 | | | | | | 520.00 | | | | | |
| 40 | Pits Play Equipmnent | | | 2,000.00 | | | | | | 2,080.00 | | | | | |

# Chedgrave Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2026 and 31/03/2027)

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 41 | Small Bus Shelter Res | | 350.00 | | | | | 364.00 | | | | | | | |
| 42 | Street Furniture Reser | | | | | | | | | | | | | | |
| 43 | Chedgrave Common F | | | | | | | | | | | | | | |
| 45 | Xmas Lights Reserve | | 175.00 | | | | | 181.96 | | | | | | | |
| 47 | Brian Clarke Room Re | | | | | | | | | | | | | | |
| 69 | MUGA Depreciation ar | 10,000.00 | | | | | | | | | | | | | |
| | **SUB TOTAL** | **10,000.00** | **9,375.00** | | | | | **9,749.92** | | | | | | | **10,000.00** |

### 11 Projects

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| **Code** | **Title** | **Budget** | **Actual** | **Budget** | **Actual** | **Budget** | **Actual** | **Forecast** | **Total** | **Budget** | **Actual** | **Forecast** | **Total** | **Budget** | **Budget** |
| 27 | Land Registry Commo | | | | | | | | | | | | | | |
| 67 | Pits Play Area Revamp | | | | | | 19,000.00 | | 19,000.00 | | 52,155.51 | | 52,155.51 | | |
| | **SUB TOTAL** | | | | | | **19,000.00** | | **19,000.00** | | **52,155.51** | | **52,155.51** | | |

### S137

| | | Last Year 2025-2026 | | | | Current Year 2026-2027 | | | | | | | | Next Year 2027-2028 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| **Code** | **Title** | **Budget** | **Actual** | **Budget** | **Actual** | **Budget** | **Actual** | **Forecast** | **Total** | **Budget** | **Actual** | **Forecast** | **Total** | **Budget** | **Budget** |
| 46 | S137 | | | 500.00 | 3,294.00 | | | | | 520.00 | 581.39 | | 581.39 | | 1,000.00 |
| 64 | All Saints Grass Churc | | | 500.00 | 500.00 | | | | | 520.00 | | | | | 520.00 |
| 65 | Chedgrave Common C | | | 4,200.00 | 4,200.00 | | | | | 4,000.00 | 4,000.00 | | 4,000.00 | | 2,500.00 |
| 72 | Loddon TC | | | | | | | | | | | | | | |
| | **SUB TOTAL** | | | **5,200.00** | **7,994.00** | | | | | **5,040.00** | **4,581.39** | | **4,581.39** | | **4,020.00** |

Created by Scribe

# Chedgrave Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/10/2026 and 31/03/2027)

### Summary

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **TOTAL** | **65,160.94** | **74,276.69** | **66,871.13** | **58,291.96** | **69,462.57** | **90,324.87** | **19,164.19** | **109,489.06** | **69,092.00** | **78,772.42** | **11,805.79** | **90,578.21** | **173,250.73** | **64,200.04** |

Kerry Sturman
Clerk To Chedgrave Parish Council

The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Tel
richard.smith@southnorfolkandbroadland.gov.uk

Our ref : 2024/3309

15 October 2026

Dear Sir/Madam

**Town and Country Planning Act 1990**
**Local Planning Authority Reference : 2024/3309**
**DCLG Reference 6016686,**
**Location : Trading Estate Langley Road Chedgrave Norfolk**
**Appeal By : Bluecrest Land (Chedgrave) Limited**

I am writing to advise you that there has been an Appeal against Refusal, made to the Secretary of State against South Norfolk Council regarding the Outline application with all matters reserved for the demolition of existing buildings and erection of a care home (C2) and the erection of eight private residential units and associated parking, landscaping and site improvements.

This appeal is to be determined on the basis of an exchange of written statements submitted by both the appellant and the Council followed by a site visit by an inspector. The procedure to be followed is set out in Part 2 of the Town and Country planning (Appeals) (Written Representations Procedure) (England) Regulations 2009.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal unless the representations are withdrawn before the deadline.

If you wish to comment, or modify / withdraw your previous representations you can do so on online at https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference. If you do not have access to the internet you can send your comments directly to The Planning Inspectorate, C/o QUADIENT, 69 Buckingham Avenue, Slough, SL1 4PN, quoting the appeal reference numbers 6016686.

You should submit your representations and they must be received **within five weeks from the start date of the appeal which was 8 October 2026** (ie by 12 November 2026). Any representations submitted after the deadline will not usually be considered. The Planning Inspectorate does not acknowledge representations. If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate by the deadline.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal unless the representations are withdrawn before the deadline.

The appeal documents and decision (when issued) can be viewed at our offices, The Horizon Centre, Broadland Business Park, Peachman Way, Norwich, NR7 0WF, during office hours or via our website (https://www.southnorfolkandbroadland.gov.uk). The Inspectors decision (when issued) and information regarding the progress of the appeal can be accessed at https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference .

You can get copies of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal

Yours faithfully

**Richard Smith**
**Principal Planning Officer**

# Chedgrave Parish Council

**Notes from the Brian Clarke Room Working Group with Saffron**

**Wednesday 21st October 2026 at 10.45am, via Teams.**

Present: CPC – Cllr B Demain (BD), Mauricette Wilkinson - Saffron (MW), Locum Clerk - Hayley Goldson (HG), Bookings Officer - Georgina Buckle (GB)

1. **Apologies** - None

2. **Notes from the last meeting** - Agreed

3. **Review of current finances -** Clerk had circulated detailed Cost Centre Summary, Budget Report and bank statement to 30 Sept 2026, noted. Regarding the 2027/28 budget, it is felt that a new floor will be needed. An initial quote suggests this may be in the region of £7,000 which could be paid for via BC reserves or CIL. **For council consideration, action – Locum.**

4. **Review of Bookings –** GB reported that bookings were stable although Chedgrave Art Group would be finishing in October due to dwindling numbers. This frees up Thursday AM. GB is expecting a flurry of one-off bookings around Halloween and Christmas as is usual.

   Currently the room has the following available slots: Tuesday, all day; Thursday, AM; Friday, PM; Sunday, all day.

5. **Marketing –** GB to post adverts for available slots on Facebook, Locum to do same in Chet Contact. **Action – Locum and Bookings Officer.**

6. **Maintenance –**
   a. **Knee rail:** There was a discussion regarding the knee rail removal. GB noted that while it needed removing, its original purpose was to slow toddlers who may run out of the room down the slope into the parking area and requested the council consider some sort of replacement barrier such as planters or a lavender hedge which would be low maintenance, low cost, bee friendly and serve the same purpose. **For council consideration – action Locum.**
   b. **Radiator covers:** GB has reported that radiator covers are loose and need a clean and debris removed and also noted the gutters need looking at. **Action – MW to chase repairs.**
   c. **Accoustics:** Once again, acoustics were noted as poor. This may be helped with new flooring but sound boards are also an option. **For council consideration – action Locum**

7. **AOB – Room Licence/Management Agreement:** BD gave a summary of his meeting with Stephen Marjan (Saffron). The background seems unclear and the approach from Saffron seems to have circumvented the usual channels. The matter of CCTV was cited as the need to

change arrangements as Saffron had advised they cannot grant permission to host CCTV equipment if the cameras are recording areas not owned by Saffron. The parish council noted that as it owns the land in question, this should not be an issue for Saffron. Further clarification was requested. **Action – MW to follow up and feedback.**

8. **Date of next meetings:** Provisional dates for 2027, all at 10.45am unless otherwise stated, all via Teams except April.

   13th January, 7th April (in person), 7th July, 6th October.

   There being no further business the meeting closed at 11.45am.

# Estimate

| DATE | ESTIMATE No. |
|---|---|
| 23/10/26 | 126 |

| INVOICE TO |
|---|
| Hayley Goldson<br>6 Farm Close,<br>Chedgrave<br>Norwich, NR14 6HQ |

| ITEM | DESCRIPTION | QTY | RATE | AMOUNT | VAT% | VAT |
|---|---|---|---|---|---|---|
| | Chrisymas tree at Chedgrave Church | 1 | 125.00 | 125.00 | 20.00% | 25.00 |
| | Putting up and removing and disposal of waste | 1 | 32.00 | 32.00 | 20.00% | 6.40 |
| | Putting up and removing christmas lights | 1 | 395.00 | 395.00 | 20.00% | 79.00 |
| | Insurance | 1 | 110.00 | 110.00 | 20.00% | 22.00 |
| | Cable ties | 1 | 14.00 | 14.00 | 20.00% | 2.80 |

| | |
|---|---|
| Subtotal | 676.00 |
| VAT | 135.20 |
| **Total(£):** | 811.20 |

Dear Parish Council,

Firstly, thank you for obtaining a new long lease with the Tabor Trust. We think the next step is to discuss the best way to relaunch the allotments to bring in new people and to that end have compiled a suggested **Action Plan (attached)** based on the results of a survey we have just completed with the current allotment holders. We think this needs CPCs input and be a joint endeavour. We suggest a small joint working group to consider this. I'm sure the PC also have their own ideas. Last year was a hard year to grow crops mostly due to the hot weather, and rabbits to some extent and there was uncertainty over the allotments' future.

Here is a summary of the HRAA survey. There are 16 allotments in total.

- 5 allotment holders are not renewing their lease next year - 2 large and 3 small. Numbers: 2,5,12,13,14
- 1 allotment holder is undecided. Number 15
- 1 allotment was already vacant. Number 16

We asked *'Why Not'* and: poor growing conditions last year, health and family reasons were given. As some of these are personal I have not shared the survey with you, but if you wish a copy I will share it with this information deleted. *Redacted* is the posh word!

We asked *'What Would Change Your MInd'* for those leaving, but there were no comments.

And also asked *'What Would Make the Allotments More Popular'* and for any 'Other Comments'

- 5 were concerned about rabbits. (1 plot holder asked if he could erect his own rabbit protection around his plot.)
- 5 thought a range of plot sizes to include smaller ones, would help.
- 2 suggested providing some help to new tenants to get started.
- 2 suggested better publicity.
- 1 each for an on-site toilet, solar power for the generator, cheaper rents and clearer advice on polytunnels. The toilet suggestion can go to the next HRAA AGM to test support; the solar power suggestion was previously considered but ruled out (cost and complexity). The cheaper rent is your decision. I think the polytunnel concern just needs a clarification and dates back to the original set up when they were banned by the PC. This turned out to be a misunderstanding of what Dennis Tabor wanted, which was no glass greenhouses.

On the rabbits issue I guess we should own this for the moment. Steps taken last year were effective in reducing numbers and there was less of a problem this year, **but not no problem.**

Regards

Andrew

Andrew Milner
on behalf of Hardley Road Allotment Association

Hon. Chair: Barry Edwards; Hon. Secretary: Andrew Milner; Hon. Treasurer: Richard Birbeck

Action Plan - Draft

| **Action** | **When** | **Who** |
|---|---|---|
| Organise a working party to assist leaving plot holders in clearing their plots plus a general tidy up. This will require at least 1 builders skip £300.* | Autumn/Winter | HRAA<br><br>CPC |
| Hire a contractor to prepare some allotments for immediate letting.<br>Cost unknown allow £500* | Autumn/Winter | <br><br>CPC |
| Purchase weed suppressing membrane to keep prepared plots weed free and for general use at allotments. Cost c £200.* | Autumn/Winter | CPC |
| Split a full size plot into 4 smaller plots to widen appeal and allow new allotmenteers to start small or older ones to downsize.<br>Qs – Share huts? Purchase tool lock boxes for small allotments? | Autumn/Winter | HRAA/CPC |
| Relaunch new look allotments, including the smaller plots ready in the New Year. Widen the advertising to include Langley and Hardley.<br>Possibly precede this with a request for residents to comment on what would make them take on an allotment. | Winter/Spring | HRAA/CPC |
| Review progress and adjust actions accordingly. | Late Spring/Summer | HRAA/CPC |
| Allotment 16 was planted for soft and top fruit by a previous plot holder and will be hard to let. I will try to prune the soft fruit over the winter and we could use it communally like the orchard. | Winter | AM |

*HRAA have applied for a £1000 grant towards these costs. Outcome is expected in late November or early December.

# Jubilee Hall – Immediate Sustainability & Staffing Case

**Briefing for Chedgrave Parish Council – October 2026**

**1. Current position:** In April 2026 the Jubilee Hall Trustees advised Loddon Town Council and Chedgrave Parish Council that the current operating model was becoming unsustainable, with increasing pressure on a small number of volunteer Trustees and concerns regarding trustee fatigue and burnout.

The two councils subsequently funded a temporary Review Officer role to review the Hall's governance, finances, operational arrangements and longer-term sustainability.

The review has identified that the Hall remains an important community facility, but that the current staffing structure does not provide sufficient operational capacity to manage and develop the building sustainably.

The Hall currently employs a Hall Manager for 8 hours per week. In practice, Trustees are continuing to undertake a significant amount of routine operational work which would ordinarily sit within a staffed management structure.

**2. Immediate sustainability requirement:** The priority identified through the review, and discussed with representatives of the underwriting councils on 29 September, is to strengthen the operational staffing of the Hall.

- **Caretaker – 10 hours per week**
  The role would provide practical oversight of the building, including opening and closing arrangements, basic checks, liaison over cleaning and maintenance, and routine building support. This would significantly reduce the current reliance on Trustees for day-to-day operational matters.
- **Hall Manager – future management capacity**
  The current Hall Manager allocation of 8 hours per week is insufficient to both administer the existing Hall operation and develop the Hall for the future.

The Review Officer assessment is that, in the longer term, the Hall is likely to require approximately 20 hours per week of management capacity, alongside dedicated caretaker support. This would provide sufficient capacity for bookings and income development, marketing and community engagement, improved systems and procedures, compliance, grant opportunities and longer-term business development.

This forms part of the longer-term staffing model and requires further financial modelling before any formal proposal is brought forward.

**3. Financial impact:** The immediate staffing requirement should be considered separately from any future capital investment in the building.

**Indicative future staffing model**

| Role | Indicative hours | Indicative rate | Annual salary cost |
|---|---|---|---|
| Hall Manager | 20 hrs/week | £16.50/hour | £17,160 |
| Caretaker / Maintenance | 10 hrs/week | £12.71/hour | £6,609 |
| **Basic salary cost** | **30 hrs/week** | | **£23,769** |

This represents the indicative longer-term staffing structure identified through the review. It does not represent an immediate request for councils to fund the full £23,769 annual cost.

The immediate priority is the introduction of the 10-hour caretaker role, together with consideration of short-term continuation of Review Officer support while the wider staffing, funding and governance arrangements are developed. The proposed increase in Hall Manager hours forms part of the longer-term sustainability plan and will require further financial modelling.

The purpose of the additional staffing is to: **reduce trustee dependency → improve operational control → increase capacity for income generation → support longer-term sustainability.**

**Immediate funding priorities**

| Role | Hours | Period | Indicative basic salary cost | Indicative Chedgrave share (26%) |
|---|---|---|---|---|
| Caretaker / Maintenance | 10 hrs/week | Annual | £6,609 | £1,718 |
| Review Officer transition support | 5 hrs/week | Initial 3 months | £1,225 | £319 |

*Indicative figures represent basic salary costs only. Final employment costs will be confirmed prior to any formal funding request.*

**Review Officer – short-term transition support**

The current Review Officer appointment is due to conclude in mid November 2026. The review has now moved from identifying issues to implementing the priority actions arising from it.

It is proposed that the role continues on a reduced basis of 5 hours per week for an initial three-month period, focused specifically on:

1. progressing the caretaker appointment;
2. developing the detailed financial and sustainability case;
3. pursuing external funding and support opportunities;
4. liaising with South Norfolk District Council and the underwriting councils;
5. supporting implementation of agreed governance and operational actions; and
6. providing continuity to the Trustees during the transition period.

This would be a time-limited implementation role, with a review at the end of the three-month period rather than an open-ended extension.

This should be considered as investment in stabilising the Hall and creating the capacity to improve its financial and operational position.

**Capital requirements:** A separate assessment will be prepared for building improvements and future capital investment. These costs should not be confused with the immediate operating requirement.

## 4. Current direction and next steps

Following the meeting on 29 September:

1. the Trustees will explore financial support from the underwriting councils towards the immediate caretaker requirement;
2. South Norfolk District Council will be approached to explore whether it could provide operational, strategic or financial support;
3. options for increasing Hall Manager capacity will be developed alongside the wider staffing model;
4. a more detailed operating budget and financial projection will be prepared; and
5. capital investment requirements will be considered separately.

## 5. Chedgrave Parish Council discussion

As this item is being considered under the Jubilee Hall update rather than as a formal decision item, no funding commitment is being sought at this meeting.

Councillors are invited to indicate whether they are supportive in principle of the immediate staffing proposals and the continuation of short-term Review Officer transition support.

Subject to Trustee approval and formal consideration by the underwriting councils, it is proposed that the salary costs are shared between Loddon Town Council and Chedgrave Parish Council using the existing 74% / 26% funding split.

On the indicative costs currently available, Chedgrave Parish Council's 26% contribution would be approximately:

- Caretaker (10 hours per week): £1,718 per annum
- Review Officer transition support (5 hours per week for an initial three months): £319

Based on the indicative basic salary costs above, Chedgrave Parish Council's 26% share would be approximately £2,037, subject to confirmation of the final employment costs and funding arrangements.

Any formal funding request will be brought back to Council for approval with the confirmed costs and proposed funding arrangements.

**clerk@chedgraveparishcouncil.gov.uk**

**From:** PSPO <pspo@southnorfolkandbroadland.gov.uk>
**Sent:** 29 September 2026 13:02
**Subject:** SNC Public Spaces Protection Order (PSPO) - Vehicle-related anti-social behaviour

Good afternoon,

As you may recall, the Council made a Public Spaces Protection Order (PSPO) to tackle vehicle-related anti-social behaviour. The current Order is due to expire in April 2027 but under the legislation, the Council may consider an extension of up to a further three years..

The Order has been effective in helping to reduce vehicle-related anti-social behaviour across the district, and the Council is considering whether to extend the existing PSPO for a further three years.

Under the legislation governing the making, variation and extension of PSPOs, the Council is required to consult with specified organisations and the public before a decision can be made. This consultation forms part of that statutory process and will help inform the Council's consideration of whether the Order should be extended.

You can view the current Order and the map of the affected area here: Vehicle related anti-social behaviour PSPO downloads | Broadland and South Norfolk.

The consultation will run from 2 October 2026 to 27 November 2026. We would be grateful if you could provide your views on the following questions:

1. Do you agree with the regulatory controls contained within the existing PSPO?
2. Do you agree with the proposal to extend the existing PSPO for a further three years?

We welcome responses to both questions and any comments you wish to provide in support of your views. Whilst the consultation is an important statutory requirement and will be carefully considered, the Council must ultimately make its decision in accordance with the legal tests and evidence required for a PSPO.

Please ensure that your response is received no later than 27 November 2026.

Thank you for taking the time to participate in this consultation.

Kind regards,

Teri Munro-Brown
Environmental Protection Manager