



Minutes of Chedgrave Parish Council Meeting

Held on

Thursday 2nd July 2026 at 7pm

at the Brian Clarke Room, Chedgrave.

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

Also Present: S Vergette, Clerk & RFO and 2 members of the public.

1. Meeting etiquette.
2. To consider apologies for absence. The Council received and accepted apologies from Cllr Jeremy Rowe (District Councillor).
3. To receive declarations of interest and requests for dispensations by councillors. None.
4. To approve, as a correct record, the Minutes of the last council meeting. It was **RESOLVED** to approve.
5. To discuss matters arising from those minutes not on this agenda. The Brian Clarke Room Booking Officer and the clerk had agreed to oversee the defibrillator at the White Horse.
6. To adjourn the meeting to allow public participation. (Maximum 15 minutes).
 - Concern was raised regarding the road diversions and signage which are proving inadequate. Parishioners had been in contact with Cllr Mason Billig who has asked for improved signage. NCC need to press the developers for more/better signage. All HGVs, not just those for the developers, need to use Big Back Lane. Drivers are not heeding the one-way system for Rectory Lane, more barriers should be installed across the junction. There is an article in the Courier relating to this matter.
7. Cllr Mason Billig reported that the Chief Executive from NCC had resigned. The Members' grant has been removed; this had previously been used for small projects within the County Councillors' divisions. The funds have now been pooled centrally in the Highways budget. There will be an election for the Police and Crime Commissioner on 16th July although this role will be abolished and will be rolled into the mayoral role in the next few years.

Cllr Demain had circulated a report which was noted. Cllr Demain had surveyed the trees in the parish and found no issues. It was suggested that Cllr R Rust might wish to take on this role, the clerk will look at training for Cllr R Rust, and for any tree reports held on file.

The clerk had circulated a report which was noted.

 - a. Jubilee Hall. The Review Officer sent two reports which had been circulated and were noted. Various matters are being dealt with, financials, rebranding, social media, governance and grants.

- b. PFC – tennis courts. Cllr Varney reported that the tennis courts refurbishment will commence in September with the court painting taking place in spring. Due to the fund raising which had been done there is now surplus in the budget. There will be discussion, when the project has been completed, with Loddon Town Council and Chedgrave Parish Council to discuss how to manage the surplus. There have been discussions on how best to run the Tennis Club and their relationship with the PFC. A working group will be formed. It was noted that Cllr Simmonds had been appointed Chair of the PFC and Cllr Varney Vice Chair.

8. Working Groups and Committees.

Terms of Reference for a Strategic Management/Finance working group have already been drafted. It was noted that all councillors are welcome to attend meetings of this group. Items that need to be addressed are investment options, reserves, strategic projects. Cllr Varney will arrange a meeting for the working group.

It was agreed that informal Teams meetings work well for engagement matters. This will continue. Road Safety Project. Cllr D Rust circulated a paper which will be incorporated into the ToR. There followed much discussion relating to future ideas to address road safety. There are no signs to say, 'you are in Chedgrave', at present it just appears to be the road to Loddon. White Parish Gateways were discussed to show the parish boundaries. The Highway Engineer will be asked for a site visit once potential projects have been identified, these will need costing.

Financial Matters

9. To approve payments:

a. Salaries		£993.35
b. HMRC	Tax & NI	£269.88
c. Norfolk Pension Fund	Pensions	£311.81
d. Clerk expenses		£80.99
e. NPTS	Training	£480.00
f. Jubilee Hall	Review Officer – May	£241.69
g. Jubilee Hall	Review Officer – June	£241.69
h. Scribe	BC Bookings	£24.00
i. Scribe	Accounts	£42.00
j. Norfolk ALC	Website domain	£67.20

Approved

10. To approve the bank reconciliation. **Approved.**
11. To note the reserves balances. **Noted.**
12. To discuss grant application for Community First Responders. There was some discussion regarding the Grant Awarding policy, the clerk will review this and make amendments, if necessary. This will be discussed at the next meeting. It was **agreed** to award £200 to the Community first Responders.
13. Whole Council training has been arranged for Thursday 30th July at 6.30pm in the Brian Clarke Room.
14. To discuss quotes for CCTV at the Brian Clarke Room. Three quotes had been obtained and were circulated. The preferred quote was for Oaks CCTV, to include a five-year maintenance contract, in the sum of £3230. The clerk will write to Saffron housing as approval is needed to install CCTV and to use the reserve funds held by the Parish Council.
15. It was **agreed** to transfer the budget for the Admin Officer to cover the Jubilee Hall Review Officer payments.

Planning Matters

16. BA Planning application 2026/0159 to reduce the height of an Aspen from 19m to 15.5m – this is a sensible solution.

17. There was a planning application for Loddon which was noted.

Other Matters

18. Pits Playground. The new play equipment has been installed and looks extremely good. A RoSPA inspection has been carried out. The Callanetics unit needs to be called 'junior' equipment otherwise it would need to be sited with the adult equipment; signage will be provided by NGF. to state this should be used by over 13s. A fence will be needed between the junior and adult areas. The handyman will be asked to rake and level the bank; this will be seeded in due course. The stones need to be removed. There are two new litter bins in the shed which will be sited in the play area.

It was noted that youths were throwing stones at the new equipment, the Police will be asked to monitor the area and ask for signage to be put up saying the area is monitored.

Cllr Mason Billig asked for thanks to be given to all those involved with the project.

a. Two picnic benches will be ordered

b. The opening event will take place on 18th July 10am – 12, noon. Refreshments will be provided and there will be a treasure hunt. A budget of £250 was agreed. The Engagement Van will be at the Pits for the morning.

19. Brian Clarke Room update. Nothing to discuss.

20. Community Engagement Van. The Engagement Van will be at the Pits for the morning and at the shops from 12.30 to 4pm. Cllr Varney has asked permission from the landlord to use the car park at the shops.

21. Chedgrave Courier – the final draft had been circulated and was **agreed**. The budget for 600 copies is £310, this was **agreed**. Distribution will take place on 11th and 12th July.

22. Future of the allotments. A report had been circulated for discussion. The current lease expires in April 2027, the landowners previously indicated that they do not wish to sell the land. There is no waiting list for allotments. It was agreed that the clerk would write to the landowner to ask for a meeting. It was noted that the allotment tenants must be given proper notice to vacate the allotments if the lease is not renewed. It may be possible to have a rolling lease. The clerk will write to the tenants to inform them of the situation.

23. Correspondence

a. Correspondence regarding publication of Councillors' postal addresses was noted.

b. An email had been received regarding Peacock butterfly caterpillars in the nettles along the footpath near the Chet. Norfolk Trails have agreed not to cut the nettles for the time being.

c. An email had been received regarding speeding in the village, Cllr D Rust will reply to the sender.

d. A follow up email had been received regarding the play area fence. It was agreed that this will be monitored once the CCTV has been installed.

e. It was agreed to ask Loddon Garden & DIY to cut back the brambles along the path from Church Close to Pits Lane. They will also be asked to sweep White Horse Plain.

24. Items for the next agenda.

There being no further business the meeting closed at 9.13pm

Date and time of next meeting Thursday 3rd September 2026 at 7.00pm, Brian Clarke Room, Chedgrave
Agenda items by 26th August 2026 please

Signed:
Chair

Date