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SEDGEFORD PARISH COUNCIL
MINUTES 20th APRIL 2022

1. Welcome by the Chair.
2. The Public Session: None present
3. Present: Cllr Crump, Cllr Palmer, Cllr Wilce, Cllr Ward, Cllr Clark, Cllr Miller and Borough Cllr Parish.
 Apologies: None
 Absent: County Councillor Chenery and Borough Cllr Dark
4. To receive declarations of interest on agenda items – None
5. Confirmation of the minutes – Parish Council meeting 16th March 2022, Cllr Miller proposed confirming the minutes, Cllr Palmer seconded, all in favour and carried. Parish Council Planning meeting 31st March 2022, Cllr Miller proposed confirming the minutes, Cllr Wilce seconded, all in favour and carried.
6. Matters arising:
 - 6.1 Sedgeford – Heacham bridleway update – In view of the response from the landowner, it was agreed that the Council will keep a watching brief on the situation and revisit in the future.
 - 6.2 Footpath Warden & Circular walk update – Cllr Palmer advised that the Footpath Warden is currently investigating signage with NCC. Two of the proposed walks were piloted by the recent caravan visitors, with great success.
 - 6.3 Website – Cllr Ward has received some training on the sedgeford.org website and has carried out some updates. Most online traffic through the site will be directed to the most appropriate website i.e. Parish Council, Village Hall, Church, King William etc. However, there is some information on the website, as well as usefully directing to more detailed sites. Cllr Miller has volunteered to be responsible for attracting advertisers to the website. Councillors agreed that the annual fee for advertising would be £10.00. The Chair thanked Cllr Ward and Cllr Miller for their time and efforts.
 - 6.4 Assets of Community Value – Carried forward.
 - 6.5 Churchyard liabilities – Carried forward.
 - 6.6 Fring – Borough Cllr Parish advised that the proposed village meeting for Fring had not been held as yet and there had been no specific requests. He will continue to monitor the situation.
 - 6.7 Former school proposals – In the absence of County Cllr Chenery and Borough Cllr Dark this matter was carried forward.
 - 6.8 Water pressure – Continues to be monitored.
 - 6.9 Councillor Community Grant Scheme – The Clerk apologised to Councillors, as the bid for £500 proposed last month was rejected as parish councils are not eligible to apply. Borough Cllr Parish confirmed that he has a new pot of £1000 available for the new financial year. Borough Cllr Dark will no doubt have a similar sum available.
 - 6.10 Tennis Centre meeting – The Clerk reminded Councillors that the meeting was scheduled for Thursday 12th May at 10.00. He suggested meeting at the village hall at 9.45.
 - 6.11 Cemetery wall – The Clerk received three quotes for repairing the wall. The original quote was £1800 + VAT. The second was a verbal quote of £1500. The final quote was from Robbie Todd, who has completed similar work for the church. His quote was £550.00, a considerable saving. The Clerk was authorised at the last meeting to proceed with the work as soon as possible due to health and safety implications, at a maximum of £1800 + VAT, (motion proposed by Cllr Ward, seconded by Cllr Clark, and agreed unanimously). In order to save money, the job has been given to Robbie Todd and work is currently underway.
 - 6.12 Speed sign batteries – Cllr Palmer advised that he continues to monitor the performance of the batteries which is currently acceptable.
 - 6.13 Norfolk Community Foundation – As authorised at the last meeting (motion proposed by Cllr Clark, seconded by Cllr Palmer, and carried unanimously) the Clerk has issued payments to the electricity suppliers of twenty-five households in the village and another seven have received food vouchers. The Parish Council is pleased to be able to facilitate grant support for parishioners in need during these times of rapidly increasing prices.
 - 6.14 Councillor Vacancy – The Clerk has notified the Borough Council of the resignation and advertised the vacancy on the PC noticeboard. The notice will be removed on 27th April, at the end of the statutory 14-day period.
 - 6.15 Quarterly Risk Assessment Reports – The Clerk advised that the financial checks will take place next month as the Auditor currently has the bank books and records. Cemetery, Washpit and Council Property – Cllr Ward -All assessments are up to date and recorded in the Parish Log. As the Clerk has mentioned, the cemetery wall is currently under repair. The village gates require cleaning and the Clerk will look to arrange a working party. The bench at Cole Green requires attention and Cllr Clark kindly offered to carry out the necessary work.
 - 6.16 Community Infrastructure Levy Bids – The CIL bid for solar panels was unsuccessful as the available funds were oversubscribed. However, the bid for £6000 for a modular/removeable stage and redecoration of the village hall was agreed. The Clerk had previously obtained three quotes for both the stage and redecoration. Stage quotes were £7625, £5040 & £4800. After discussion with users of the stage and also a very helpful meeting and display of their product, the most flexible stage was provided by Modular Stage Systems at £5040. The supplier was also able to offer additional safety barriers to avoid potential H&S issues. The final cost for the amended quote was £5442.00. The redecoration quotes ranged from £2660 -

£1350, with the lower quote being accepted. Councillors had discussed the project in detail at the January meeting prior to the CIL bids being placed. The motion to submit the bids was previously proposed by Cllr Miller, seconded by Cllr Crosley, and agreed by all. Cllr Clark proposed that the Clerk be able to proceed to purchase the stage at £5442 and arrange the decoration at £1350. This was seconded by Cllr Wilce and agreed unanimously.

6.17 Car parking on Church Lane - As mentioned in the minutes of the recent planning meeting, a resident has applied to NCC Highways Dept to extend the line of posts to the north of his boundary wall on Church Lane, towards the gate into the churchyard and towards the entrance to West Hall Farm Barns. He is concerned that further damage might be caused to the retaining wall by cars parking too close to the wall. Council agreed that this is a matter for Highways to decide upon.

6.18 Insurance renewal – The Clerk advised the meeting that the three-year insurance agreement with Zurich was due to expire on 1st June. Zurich's renewal for this year is £644.14. Our Internal Auditor had made a comment last year that our premium seemed quite high. She recommended BHIB Insurance Brokers. Their quote from Aviva is £459.72. They offer a three-year Long-Term Undertaking which would reduce the annual premium to £433.65. This doesn't mean the premium will remain at this price for three years. The premium is changeable but Aviva undertake to ensure rates are kept low, in a similar way to how the PC have dealt with Zurich. Gallagher Insurance were also recommended and their quote was £893.67. The Clerk had circulated details prior to the meeting for Councillors to review and ensure the Aviva policy fulfilled the insurance needs of the Council. In addition, Playground Equipment £60,000 and Sports Equipment £12,000 are covered in the Aviva policy as standard. Currently the children's playground equipment and new adult gym equipment are insured by the Village Hall Committee (VHC). The VHC would be able to remove these items from their policy, leading to a saving on their premium. Councillors discussed the quotes and confirmed that they thought the BHIB/Aviva policy seemed to cover the Council's requirements. Cllr Clark proposed that the Clerk be authorised to arrange for the Parish Council insurance to be moved to BHIB/Aviva on renewal on 1st June 2022. This motion was seconded by Cllr Palmer and agreed by all.

6.19 Do not knock – No uninvited or unexpected callers notices – The Clerk advised that he has a supply of notices which will be mentioned in the village newsletter and interested parties can contact him.

6.20 Norfolk Warm Homes Funding – The Clerk has been in contact with Norfolk Warm Homes which is local authority run within Norfolk, with councils managing funding streams worth up to £3.5 million. To qualify for funding people need to: Own their own home; Have a home Energy Performance Certificate (EPC) rating of E, F or G; Have a total household income of under 30K per annum or have a member of the household receiving an eligible benefit. If a property meets the above criteria, the owner can contact Norfolk Warm Homes directly who will then arrange the survey of the property to see which improvement measures can be implemented. Once this has been done, they will go on to arrange a suitable date for the works to be completed. Once these works have been completed, a post completion EPC will then be arranged, to highlight the improvements made by these works. The Clerk has been advised that there are 90 properties in and around Sedgeford & the surrounding area, which have an EPC rating of E, F or G. The Clerk will be receiving further information in the coming weeks and an article will be circulated in next month's village newsletter. Councillors asked what happens if a house owner hasn't had an EPC inspection carried out. The Clerk will ask Norfolk Warm Homes.

6.21 Precept – The Clerk advised that the Precept of £9898.00 has been received.

6.22 Trod – The Clerk confirmed the Parish contribution has been forwarded to NCC and he awaits news on timescales/action.

6.23 Saplings on Docking Road – It appears that some of the saplings have been cut by Highways but there remains a small clump of larger saplings opposite the Old Bakery. The Clerk will contact Highways to see if the job can be finished.

7. Standing Agenda Items:

7.1 Police reports – circulated as and when received by the Clerk

7.2 Village Hall Rep Report – Cllr Ward apologised to Councillors for the need to delay the start of this evening's meeting due to an earlier booking in the hall. This was a new booking which will normally be on Tuesdays and will ultimately be good income for the Village Hall Committee. The arrangements for the Queen's Platinum Jubilee are going well, with tickets due to go on sale shortly. Details will be provided in the village newsletter.

7.3 Meetings Attended written/verbal – Cllr Ward has attended an online webinar regarding the Queen's Platinum Jubilee. Sedgeford is one of 93 beacons currently planned in Norfolk which is highest number within any county at the moment. Cllr Ward also attended an online webinar regarding Highways, hosted by NALC. He found the session interesting, covering a wide range of Highways related issues but unfortunately the two Highways representatives did not answer all the questions posed.

7.4 Clerks training written/verbal – The Clerk advised that he attended an online course on Memorial Safety, which was very helpful in relation to dealing with any issues at our cemetery.

7.5 Councillors training written/verbal - None

8. Planning matters:

8.1 Applications – None

8.2 Planning outcomes –

22/00049/TREECA Church of St Mary's Church Lane Tree Application - No objection - 7 April 2022

To consider plans since publication: None

9. County Councillor update: None

10. Borough Councillors update: Cllr Parish advised that the Borough Council Planning Department were dealing with a number of cases where planning conditions had been imposed, then subsequently not complied with, leading to enforcement issues, one such case being in Sedgeford. He also highlighted his concerns regarding the lack of scrutiny at Borough Council Level. Good news was the provision of funding for Ukrainian refugees to be relocated to West Norfolk.

11. To approve accounts and payments this month:

11.1 Approval and payment of invoices: Proposed by Cllr Clark, seconded by Cllr Palmer and agreed by all.

Name	Business	Net	VAT	Gross	Recoverable VAT
K and M Lighting (STO)	Street Lighting Maintenance April	13.29	2.66	15.95	All
CGM Group (STO)	Grounds Maintenance April	260.71	52.14	312.85	All
CGM Group	Grounds Maintenance April – additional payment re 7.5% price rise	19.55	3.91	23.46	All
npower (DDR)	Electricity – Street Lighting April	45.32	2.27	47.59	All
Parish Clerk	Payment April (See Log)	0.00	0.00	0.00	None
HMRC	April (See Log)	0.00	0.00	0.00	None
Information Commissioners Office (DDR)	Annual Fee	35.00	0.00	35.00	None
NALC	Clerk Training Course	40.00	8.00	48.00	All
Modular Stage Systems	Stage	4535.00	907.00	5442.00	All
Norfolk County Council	Highways re Trod	2500.00	0.00	2500.00	None

11.2 Financial Statements for March 2022 – issued during month - Noted

12. Correspondence, to consider any correspondence/communication received: None

13. To consider any Correspondence received after publication: None

14. Any other business (for information only) and any items to carry forward to next month for the decision of the council: The Clerk asked for assistance on Friday 13th May, from 12.00, to clear the pavilion and complete some remedial work, highlighted on the recent inspection of the children's playground.

15. Any further public contributions to the meeting - None

16. Proposed Date of Next Meeting – 18th May 2022 – Annual Parish Council meeting 18.30 and May Parish Council meeting 19.00

17. Close -21.09