**Minutes of Meeting**

**held 7.30 pm Tuesday 3rd July 2018 at Langley with Hardley Village Hall**

**(Subject to amendment until signed by the Chairman at the next meeting)**

Councillors present: Mr Nigel Sullivan (Chair), Mr Mike Caston, Mrs Frances Kirkpatrick and Mr Stephen Wilmott.

Also present: Mrs Carla Petersen (Clerk)

Members of the Public: None

1. **Apologies for Absence** – Mr Anthony Timmins (health), Mr Richard Watson (another appointment), Mr John Wheeler (work)
2. **Declarations of Interest** – None. Mr Sullivan declared an interest in agenda item 8.1 (planning application received after agenda had been prepared).
3. **Dispensations for Disclosable Pecuniary Interests** – None.
4. **Minutes of the Previous Meeting** – Minutes were signed as an accurate record of the meeting.
5. **Matters for Discussion**

**5.1 Damage to zip wire matting.** The RoSPA report had not flagged up any issues with the zip wire matting.

**5.2 RoSPA report.** The inspection was carried out on 21st June 2018 and a copy of the report had been circulated prior to the meeting. The RoSPA report highlighted an encroaching bramble at the entrance to the Play Area, decay of the picnic tables, fire damage to one picnic table and the cableway/ zip wire was not compliant with the requirements of the relevant standards as the end stop is far too close to the bottom supports - there should be minimum of 2m spacing between the seat when at an angle of 45 degrees and when the spring is compressed. The RoSPA recommendation is to move the spring further in to the cable to comply with standards. Mr Timmins agreed to contact NGF Play about the zip wire.

**5.4 Local highway improvements in partnership with Town and Parish Councils**.Norfolk County Council announced they will be repeating the Parish Partnership Scheme Initiative again in the financial year 2019/20. Bids need to be submitted by 7 December 2018 with decisions being informed in March 2019. Clerk to discuss with Claxton Parish Council the possibility of using this funding source to jointly purchase a SAM2.

**5.4 Norfolk ALC Training Programme – Being an effective Councillor.** Mr Wilmott agreed to attend a training session and will forward available dates to Clerk.

1. **Matters arising from the Clerk’s report and receive updates.**

* Contacted RoSPA regarding inspection report. Due to the adult equipment being newly installed Parish Council had agreed with RoSPA that these items this year would not require an inspection. RoSPA confirmed it was their mistake and inspections of these pieces of equipment have not been charged.
* Sought advice from Adepta Accountancy regarding completion of AGAR variances form.
* Displayed Public Rights Notice in notice boards and on the website.
* Uploaded end of year financial documents onto website.
* Emailed Mrs Margaret Stone to thank her for attendance at the Opening Ceremony.
* Provided Mr Timmins with a training session on using Barclays on-line banking. Mr Timmins is now able to make on-line payments.
* Chased Highways regarding repeater posts and also flooding at Langley Green by High Barn.
* Spent time working on website. Councillors had been given opportunity, prior to the meeting, to look around the website. Clerk agreed to amend the photo of Hardley Cross. Councillors requested the following be included on the website: - a map, Langley School and Langley Abbey. Website had 89 views on Sunday 1st July 2018. Mrs Kirkpatrick agreed to lend the Clerk a book on LwH to help with website updates.
* Contacted Village Hall Committee regarding link from LwH website to their website.
* Hand delivered a thank you card to Mr David Battell for his help at the Opening Ceremony.
* Updated Councillor and Clerk contact details on notice boards and website.
* Prepared Chet News update and hand delivered a copy to Mr Barwick.
* Prepared revised contract of employment for signing.

1. **Correspondence**

* Email received from a gentleman in Tasmania, Australia regarding the photo on the website of Langley Cross. Councillors confirmed the photo was inaccurate. Clerk to amend. Mrs Kirkpatrick provided Clerk with an up to date leaflet on Langley Cross.
* Full list of correspondence circulated following the meeting.

1. **Planning:**

**8.1 Application:** South Norfolk Council 2018/1263 **Location:** Langley School, Langley Park, Langley, NR14 6BJ **Proposal:** Temporary siting of a mobile classroom **Application Type:** Full

Councillors considered the application and had no objections.

1. **Finance:**

**9.1 To approve the following payments:**

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| --- | --- | --- | --- |
| HM Revenue & Customs | VAT repayment | INCOME | £1104.24 |
| LwH Village Hall | Rent May 2018 (Cheque lost) | 100931 | -£20.00 |
| LwH Village Hall | Rent May 2018 & Rent July 2018 | 100947 | £40.00 |
| Mr N Sullivan | Re-imbursement refreshments for Opening Ceremony | 100948 | £32.94 |
| G S Tractor Services | Third of four half share payments | 100949 | £150.00 |
| Mr D Baldry | Third of four half share payments | 100950 | £150.00 |
| Mrs C Petersen | Re-imbursement computer ink | BACS | £25.79 |
| Community Action Norfolk | Yearly Membership | 100951 | £20.00 |
| Mrs C Petersen | Clerk’s Salary April 2018 – June 2018 | BACS | £607.17 |
| Ladywell Accountancy | Operation and RTI filing (min fee for cancellation) | 100952 | £25.00 |
| Mrs C Petersen | Clerk’s administrative expenses Oct 2017 – June 2018 | 100953 | £365.60 |

Account Balances as at 2 July 2018

* + Current Account: £6099.01
  + Savings Account : £2035.39
  + Playground Account: £157.70

1. **To receive Police Report.** The Chairman read out the report. A copy is available on website. Detailed localised Police report not available.
2. **To receive the County Councillors Report.** Not available.
3. **To receive the District Councillors Report.** Not available.
4. **To receive the Tree Warden Report.** Not available.
5. **To receive the Parish Councillors Reports.**

* Mrs Kirkpatrick reported that the raised bank by the footpath along Langley Road had become overgrown. Pupils from Langley School visiting the shops in Chedgrave are being forced to walk on the road. Clerk to contact Langley School.
* Mrs Kirkpatrick reported the area at the back of the boatyard in Loddon towards Chedgrave Common is now open.
* Mr Sullivan read out an email received from Mr Timmins. *I cleaned the play area last week. Looking pretty good. I have done this for several years now. I think the time is right for a cleaning rota since the new equipment is far easier to get clean. I think we should advertise on the council notice board for helpers. I will guide and lead a team. It would be nice to think that a few villagers would step forward now the hard work of refurbishment is nearly complete. The picnic tables are on their last legs. We could have another quiz or similar.*  Councillors agreed for Clerk to contact Highway Rangers to see if they could clean the play area.
* Mr Wilmott questioned the effectiveness of local government in that since he had been co-opted, disappointingly no District or County Councillor had bothered to attend any of the parish meetings or given any reason why they could not attend or any apology for not doing so. Mr Wilmott commented that it was disappointing that issues relevant to local residents, in particular drains and footpaths, could not be uplifted to higher levels.
* Mr Wilmott reported, whilst dog walking, he spoke to a broadband engineer near the BT box. The engineer confirmed the fibre optic would be switched on in a couple of weeks. The cables from the BT box to the houses will still be copper and there will be improved internet speeds.

1. **Public participation.** None.
2. **Date of next meeting –** Tuesday 4th September 2018 at 7.30 pm in Langley with Hardley Village Hall.

Meeting closed at 20.12 pm.