**Minutes of Meeting**

**held 7.30 pm Tuesday 5th June 2018 at Langley with Hardley Village Hall**

Councillors present: Mr Nigel Sullivan (Chair), Mr Mike Caston, Mr Anthony Timmins (Vice Chair), Mr John Wheeler, Mr Richard Watson and Mr Stephen Wilmott.

Also present: Mrs Carla Petersen (Clerk)

Members of the Public: None

1. **Apologies for Absence** –Mr Barry Stone (health), Mr Jaan Larner
2. **Declarations of Interest** – None.
3. **Dispensations for Disclosable Pecuniary Interests** – None.
4. **Minutes of the Previous Meeting** – Wording amendment to minute number 14.3 - twice amended to half. Minutes were signed as an accurate record of the meeting.
5. **Matters for Discussion**

**5.1 Playground Opening Ceremony.** More than 100 people turned out to mark the official opening of the newly equipped play area. The event was opened by Mrs Margaret Stone, chairman of Norfolk County Council and Mr John Overton, chairman of South Norfolk Council. Members of the parish council were thanked for their hard work in obtaining funding and carrying out the project. Mr Wheeler reported that the “Times Gone By” exhibition was a success and attracted a large number of visitors. The two events complemented each other. A huge thank you to all who attended these events. The sunshine on the day was an added bonus. People enjoyed themselves. Thanks were given to Mr Watson for his help with the marquee and for his role as LwH official photographer. Ms Lisa Collins had already been thanked for her help with the children’s games. Mr John Overton had been thanked for his attendance. Clerk to send thanks to Mrs Margaret Stone. Mrs Kirkpatrick had thanked Mr Graham Orpet, the musician, for his attendance. Thanks to be sent to Mr David Battell and passed on to Mr Watson’s son-in-law for their help erecting the marquee.

**5.2 Damage to zip wire matting.** Mr Gary Shilling reported to Mr Timmins, prior to the opening ceremony, that the zip wire matting had been damaged whilst cutting the grass. Due to the area being too wet NGF Play had been unable to re-turf where the original matting had been damaged at the time of installation. It was agreed to refrain from cutting grass in that area. Concerns were raised as RoSPA inspection had been booked for June 2018. Agreed to wait and take action based on RoSPA report. Grass at present is growing well in that area.

**5.3 Town & Parish Clerk’s Consultation – 12th July 2018.** It was agreed that the Clerk should attend and share the costs with Claxton Parish Council if they also agree to their Clerk attending this event.

**5.4 SAM2 – Request received from Claxton Parish Council.** Claxton Parish Council had sent a request via Clerk to enquire if Langley with Hardley Parish Council would consider sharing the SAM2. Clerk to look into various options. Originally there were 5 or 6 places to locate SAM2 however posts have fallen down or rotted therefore reducing the locations to approximately 2.

**5.5 Contract of Employment for Clerk**

Clerk contract of employment was still outstanding and unapproved. Agreed to Clerk request for salary to be paid monthly, Clerk would be on SCP 15 (2018-20 Pay Settlement) £9.341 per hour, mileage expenses of 45p per mile and home office expenses of £18 per month (HMRC monthly non-taxable guideline rate). Clerk is already familiar with HM Basic PAYE Tools and will continue the payroll calculations from July 2018 - saving the Parish Council £30 per year based on quarterly payroll calculations. Clerk to prepare amended contract of employment ready for signing at next meeting.

1. **To approve and sign the Annual Governance Statement 2017/18.** Signed by the Clerk and then by the Chairman.
2. **To approve and sign the Accounting Statements 2017/18.** Signed by the Clerk and then by the Chairman.
3. **Matters arising from the Clerk’s report and receive updates.**

* Email received on 31st May 2018 from Highways confirming repeater post work has been passed to gang for completion.
* Booked RoSPA play area inspection and this will be carried out in June 2018.
* Email received from Norfolk County Council regarding temporary road closure. Documents were processed but no fee was paid.
* Wrote a letter of thanks to Mr Jack Barwick editor of the ‘Chet News’.
* Whilst finalising accounts noticed there was more VAT to claim in regards to the playground transactions. A VAT control account has now been set up. VAT reclaim of £1104.24 has already been sent off.
* Revised asset register to include new play area equipment.
* Carried out some research on Thinking Fuel and will add to website and notice boards.
* Website is currently under review. Any information, photos, write-ups would be appreciated.
* Contacted Clerks & Councils Direct magazine enquiring about a feature on Playground Opening Ceremony. No response as yet.
* Possibly of interest to Village Hall Committee – Claxton hold a community café once a month. Next one is on Tuesday 12th June 10.00am to 12.00pm. More than welcome to attend.

1. **Correspondence**. Full list of correspondence circulated following the meeting.
2. **Planning:**

**10.1 Decision –** Approval subject to conditions. Read out by the Chairman.

Broads Authority BA/2018/0129/HOUSEH

Chet Cottage, Hardley Road, Hardley, NR14 6DA Single storey side and rear extension.

1. **Finance:**

**11.1 Bank Reconciliation financial year ending 31st March 2018.** Agreed in order.

**11.2 Income & Expenditure financial year ending 31st March 2018.** Agreed in order.

**11.3 To approve the following payments:**

|  |  |  |  |
| --- | --- | --- | --- |
| South Norfolk Council | Precept & Grant | Income | £3242.04 |
| LwH Village Hall | June 2018 Rent | 100939 | £20.00 |
| Adepta Ltd | Independent examination of annual accounts for year ended 31st March 2018 | 100940 | £84.00 |
| Mrs C Petersen | Re-imbursement computer ink, stationery & stamps | 100941 | £55.03 |
| GS Tractor Services | Second of four half share of grass cutting | 100942 | £150.00 |
| Mr D Baldry | Second of four half share of grass cutting | 100943 | £150.00 |
| Chet News | Annual Donation | 100944 | £50.00 |
| St Margaret’s Church | Annual Donation | 100945 | £500.00 |
| Mr A Timmins | Re-imbursement Playground Opening Ceremony Expenses | 100946 | £102.69 |

* Account Balances as at 4 June 2018
  + Current Account: £6586.76
  + Savings Account : £2035.39
  + Playground Account: £157.70

Clerk to check if previous Village Hall Rent cheque has cleared bank account.

1. **To receive Police Report.** The Chairman read out the report.

Detailed localised Police report:-

|  |  |  |  |
| --- | --- | --- | --- |
| March 2018 | Crime on or near Church Lane | Burglary | Investigation complete; no suspect identified |
| April 2018 | On or near Hardley Road | Criminal damage and arson | Under investigation |
| April 2018 | On or near Church Lane | Criminal damage and arson | Under investigation |

Recent broken panes of glass at Village Hall and also Forge damage not in above statistics.

1. **To receive the County Councillors Report.** Not available.
2. **To receive the District Councillors Report.** Not available.
3. **To receive the Tree Warden Report.** Mr Wheeler reported all looking lush.
4. **To receive the Parish Councillors Reports.**

* Mr Watson reported a car had been parked awkwardly making it difficult to drive by Langley Cottage. Mr Wheeler offered to speak with the resident.
* Mr Wilmott reported the state of the ditches and the drains by Old Dairy and Poplar Farm.
* Mr Timmins and Mr Wheeler agreed to drive around Langley with Hardley and list all Highways problems.
* Mr Timmins enquired about the possibility of a security camera for Village Hall.
* Mr Caston reported some pot holes had been filled at Hardley Road, Cross Stone Road and by St Margaret’s Church.
* Mr Sullivan promoted The Hoffmeister Ensemble on Saturday 7th July 2018 in The Ballroom, Langley Hall. Concert proceeds to go towards refurbishment of the Church.

1. **Public participation.** None.
2. **Date of next meeting –** Tuesday 3rd July 2018 at 7.30 pm in Langley with Hardley Village Hall.

Meeting closed at 20.46 pm.