

# Langley with Hardley Parish Council

Minutes No: 2019/05

Minutes of Annual Parish Council Meeting held Tuesday 07 May 2019 in the Langley with Hardley Village Hall

**Parish Councillors (5) present:**

Councillors Nigel Sullivan (Chair), Richard Watson, John Wheeler, Stephen Wilmott, Frances Kirkpatrick

**Also in attendance:** Carla Petersen (Clerk)

**Members of the public:** 1

	Meeting started at 8.32 pm
19.01	<b>To receive signed Declaration of Acceptance of Office forms from all Councillors</b> Received the signed Declaration of Acceptance of Office forms.
19.02	<b>Election of Chairman and signing of Declaration of Acceptance of Office</b> Resolved that Cllr Sullivan be elected Chair for the forthcoming year.
19.03	<b>Councillor Co-option – to consider any applications to fill the vacancy left unfilled at the election by reason of insufficient nominations</b> No applications received.
19.04	<b>Election of Vice-Chairman and signing of Declaration of Acceptance of Office</b> Resolved that Cllr Wilmott be elected Vice-Chairman for the forthcoming year.
19.05	<b>To receive and approve apologies for absence</b> Cllr Caston due to holiday.
19.06	<b>To note updating of Register of Members Interest forms</b> It was noted.
19.07	<b>To note Election Expenses forms must be returned to SNC</b> It was noted.
19.08	<b>To receive any declarations of interest from Members &amp; consider requests for dispensation</b> None received.
19.09	<b>To consider and adopt Draft Standing Orders dated May 2019</b> Resolved to adopt Draft Standing Orders dated May 2019.
19.10	<b>To consider and adopt Draft Financial Regulations dated May 2019</b> Resolved to adopt Draft Financial Regulations dated May 2019.
19.11	<b>To review inventory of land and asset register dated March 2019</b> The asset register had been circulated to Councillors prior to the meeting. Resolved to amend the purchase date of the slide to October 2017. The inventory of land read out by Clerk and was noted.
19.12	<b>To note insurance cover and agree the payment of the Insurance Premium</b> The insurance cover had been circulated to Councillors prior to the meeting. It was noted. Resolved to pay the Insurance Premium.
19.13	<b>To receive and approve the Schedule of Subscriptions to be paid in 2019/20</b> Resolved to approve the following subscriptions: - <ul style="list-style-type: none"><li>o Norfolk Association of Local Council (£121.70)</li><li>o Norfolk Playing Fields Association (£20)</li><li>o Community Action Norfolk (£20)</li></ul>
19.14	<b>To review expenditure incurred under s.137 of the Local Government Act 1972</b> Expenditure under s.137 for year ending 31 March 2019 was £708.53 and was noted.
19.15	<b>To determine dates of Council meetings for the next year</b> Resolved the dates of the Council meetings for the next year will be: 4 <sup>th</sup> June 2019, 2 <sup>nd</sup> July 2019, 3 <sup>rd</sup> September 2019, 1 <sup>st</sup> October 2019, 5 <sup>th</sup> November 2019, 3 <sup>rd</sup> December 2019, 7 <sup>th</sup> January 2020, 4 <sup>th</sup> February

Signed:..... Dated:.....

	2020, 3 <sup>rd</sup> March 2020, 7 <sup>th</sup> April 2020 and 5 <sup>th</sup> May 2020 (Annual Parish & Annual Parish Council).							
19.16	<b>To agree banking arrangements for the year and to agree any changes to the nominated signatories</b> Resolved to add Cllr Wilmott as a bank signatory and remove Mr A Timmins. Clerk to action.							
19.17	<b>To note the Annual Internal Audit Report from the Internal Auditor</b> The Annual Internal Audit Report had been circulated to Councillors prior to the meeting. It was noted.							
19.18	<b>To consider and approve Section 1 (Annual Governance Statement 2018/19) of the Annual Return</b> Section 1 of the Annual Return had been circulated to Councillors prior to the meeting. Resolved to sign Section 1. Signed by Chairman and Clerk.							
19.19	<b>To consider and approve Section 2 (Accounting Statements 2018/19) of the Annual Return</b> Section 2 of the Annual Return had been circulated to Councillors prior to the meeting. Resolved to sign Section 2. Signed by Responsible Financial Officer and Chairman.							
19.20	<b>To consider and approve Certificate of Exemption (Annual Governance Statement 2018/19) Part 2</b> Resolved Langley with Hardley Parish Council was exempt from external audit for the year 2018/19 as its annual turn-over did not exceed £25,000 and Chairman authorised to sign. Certificate of Exemption signed by the Responsible Financial Officer and Chairman. Clerk to email documents to PKF Littlejohn.							
19.21	<b>To approve minutes of Council meeting held on 02 April 2019</b> Resolved to add "Langley Church" before Bluebell Sunday at 19.15/6. Minutes were approved and signed by Chairman.							
19.22	<b>Adjournment for Public Participation (15 minutes allowed for)</b> No public participation.							
19.23	<b>Reports from:</b> <ul style="list-style-type: none"> <li>• <b>Parish Clerk</b> – Drafted new Standing Orders and Financial Regulation Policies, contacted NCC regarding SAM2 funding, contacted Mr Rob Barnes regarding painting village sign, sent through online VAT claim, completed end of year payroll, prepared year end accounts, updated asset register, reviewed insurance policy, attended fourth Clerk training session, sent an invoice to Mr P Hagger for Hardley Dog Bin servicing, contacted CGM Group regarding damaged matting and will prepare more documents for reviewing/adopting at the next meeting. The Clerk tabled a list of correspondence for circulation to Councillors following the meeting.</li> <li>• <b>County Councillor</b> – Already received in Annual Parish Meeting</li> <li>• <b>District Councillor</b> – No report provided</li> <li>• <b>Police</b> – Report read out by Chairman. Copy available on parish website.</li> <li>• <b>Tree Warden</b> – Already received in Annual Parish Meeting</li> </ul>							
19.24	<b>To receive an update on Bee-Line. Agree and plan a course of action</b> Update received in Annual Parish Meeting.							
19.25	<b>To receive an update on applying for free trees from The Woodland Trust. Agree and plan a course of action.</b> Cllr Wheeler confirmed already starting an application for free trees.							
19.26	<b>To consider appointment of a play area inspector. Agree on a course of action.</b> Resolved to appoint RoSPA to carry out the yearly Play Area Inspection. Clerk to action. The zipwire requires re-tensioning. NGF Play had provided a quote of £125 for this work. Resolved that Mr A Timmins will arrange the repair. Resolved that Mr A Timmins will carry on completing weekly checks in the play area and report any problems to the Clerk.							
19.27	<b>To receive an update on Wherryman's Way Footpath. Agree and plan a course of action.</b> Chedgrave PC had written a letter to Mr Richard Bacon MP regarding the long-term closure of a section of the Wherryman's Way Footpath. Langley with Hardley PC and Loddon PC had been included in this letter. Clerk to contact the new District Councillor and request their support on this matter.							
19.28	<b>Planning:</b>							
	DATE	SOURCE	APPLICATION NUMBER	LOCATION	PROPOSAL	APPLICATION TYPE	PARISH COUNCIL COMMENTS	RESULT
	<u>DECISIONS</u>							
	26/03/19	SOUTH NORFOLK COUNCIL	2019/0175	Haven House, Langley Green, Langley	Front, rear, side extensions, inc integral garage and balcony	Householder AMENDMENT	Already submitted	Approval with conditions

Signed:..... Dated:.....

<b>APPLICATIONS</b>								
05/04/19	SOUTH NORFOLK COUNCIL	2019/0760	3 Great Yard Langley Street Langley	Erection of two storey side extension	Householder	No comments submitted before deadline.	Decision pending	
10/04/19	BROADS AUTHORITY	BA/2019/0132/T CAA	Chet Cottage Hardley Road Hardley	Oak fell	T1	No comments submitted before deadline.	Decision pending	
30/04/19	SOUTH NORFOLK COUNCIL	2019/0949	Cobholm Norwich Road Langley	Residential occupation of the dwelling without compliance with the agricultural worker occupancy condition	Certificate of Lawfulness	Agricultural Tie for the benefit of agricultural workers who are paid less.	Decision pending	
29/04/2019	BROADS AUTHORITY	BA/2019/0141/N ONMAT	Rustygate Farm Hardley Street Hardley	Replace existing window of bedroom with patio door, change colour	Non-material amendment	No objections	Decision pending	

**19.29 Highways:**

- Clerk advised Highway Rangers will be coming soon. The following works were agreed upon: unblock drain by Old Dairy on Langley Street, wash signs and trim hedges that are obscuring signs.
- The rotten wooden direction signs all now need replacing. Clerk to action.

**19.30 Finance:**

**To note the bank balance as at 05/05/19:-**

Current account	£7233.53
Savings account	£2038.44
Playground account	£ 157.94
<b>Total</b>	<b>£9429.91</b>

**To note receipts -** 1) Precept 26/04/19 £3118.81  
2) HMRC Vat Reclaim 02/05/19 £289.74

**To note grants -** None

**To approve payments -**

All expenditure approved, cheques signed and BACS payments were noted.

Payee	Value	Description
Langley with Hardley Village Hall	£25.00	Village Hall rent April 2019
C Petersen	£68.14	Mileage, stationery & back pay
Zurich Municipal	£779.48	Insurance
Norfolk ALC	£156.70	Annual subscription & website hosting
Adepta	£60.00	Internal Audit
R Barnes	£92.67	Village sign expenses
CGM Group	£112.80	Grass cutting 6 <sup>th</sup> & 18 <sup>th</sup> March
CGM Group	£112.80	Grass cutting 1 <sup>st</sup> & 17 <sup>th</sup> April
C Petersen	£233.80	Salary & home office April 2019
<b>Total</b>	<b>£1641.39</b>	

**To receive Statement of Accounts for year ending 31/03/19.**  
Clerk circulated the report prior to the meeting, and it was noted.

**19.31 To receive updates from individual Council Members (for information only).**

Cllr Wilmott reported on thoroughly reading the insurance documents. The policy is not clear regarding insurance cover for Councillors/Clerk whilst carrying out manual handling and other parish activities.

Cllr Wilmott offered to write an article for the Chet News.

Cllr Wilmott enquired about the Village Guide which had been started approximately 3 years ago.

Cllr Wilmott expressed concerns about the speed limit being 40 mph outside the Play Area.

Signed:..... Dated:.....

	<p>Cllr Wilmott showed an interest in the Parish Council registering for the Local Council Award Scheme.</p> <p>Cllr Wheeler reported applying weed killer at the memorial.</p> <p>Cllr Kirkpatrick said it would be nice to be able to welcome a new Councillor.</p>
<b>19.32</b>	<p><b>To receive any items for inclusion on the next agenda (for information only).</b></p> <p>Risk Assessment Policy, SAM2, Insurance Cover Policy, Village Guide</p>
<b>19.33</b>	<p><b>To confirm date and time of the next Parish Council Meeting as Tuesday 04 June 2019 in Langley with Hardley Village Hall @ 7.30 pm.</b></p> <p>Confirmed</p>
	<p>Meeting closed at 10.00 pm</p>

Signed:..... Dated:.....