

# Langley with Hardley Parish Council

Minutes No: 2019/06

Minutes of Parish Council Meeting held Tuesday 04 June 2019 7.30 pm in the Langley with Hardley Village Hall

**Parish Councillors (4) present:**

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

**County Councillor present:** Councillor Barry Stone (left at 8.00pm)

**District Councillor present:** Councillor Kay Mason Billig

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

**Members of the public:** 1 (left at 7.55pm)

<b>19.01</b>	<b>To receive and approve apologies for absence</b> Apologies received from Cllr Stephen Wilmott and Cllr Mike Caston due to holiday.
<b>19.02</b>	<b>To receive any declarations of interest from Members &amp; consider requests for dispensation</b> None received.
<b>19.03</b>	<b>To approve minutes of Council meeting held on 07 May 2019</b> Minutes were approved and signed by the Chair.
<b>19.04</b>	<b>Adjournment for Public Participation (15 minutes allowed for).</b> <b>Commenced:</b> 7.40pm <b>Session ended:</b> 7.55 pm The parishioner enquired about BT ultrafast broadband in Langley with Hardley. Fibre optic currently goes to the cabinet and then copper cable goes to the household property. The BT ultrafast broadband involves digging trenches to lay fibre optic cables to the households. Installation costs very much depend on the actual numbers who sign up. Subsidies are available. It is a case of seeing what interest there is with local households and for them to register their interest with BT. Councillors were provided with information to read and will consider at a later date. It was suggested the parishioner could write an article for Chet News and Contact magazine to see how much local interest there might be.
<b>19.05</b>	<b>Reports from:</b> <ul style="list-style-type: none"><li>• Parish Clerk – Drafted new policies, submitted completed AGAR form to PKF Littlejohn, uploaded all the year end financial documents onto website, displayed Notice of Public Rights, received a thank you email from Mr A Timmins for his retirement gifts, attended fifth CiLCA training session, contacted Barclays Bank to begin process of changing bank signatories, booked RoSPA play area inspection, advised Highway Rangers of agreed works, received a letter from Adepta, will prepare more documents for reviewing/adopting next month. List of correspondence circulated following the meeting.</li><li>• County Councillor, Cllr Barry Stone – Appreciated the understanding for his absence last year. No more to update on Wherryman's Way and the vandalism on the bridge has been scheduled to be repaired. New drawings have been received for George Lane Roundabout and confident it will be resolved.</li><li>• District Councillor, Cllr Kay Mason Billig – Introduced herself to the Parish Council and has been a District Councillor for 8 years. Now also looking after Loddon and Chedgrave. Members ward grants are available.</li><li>• Police – report read out by the Chairman.</li><li>• Tree Warden – Cllr Wheeler reported that it is a lovely time of year, everything is green, and aromas are in the air from the blossom on the trees.</li></ul>
<b>19.06</b>	<b>To consider and adopt Draft Code of Conduct dated June 2019</b> Resolved to adopt Draft Code of Conduct dated June 2019.
<b>19.07</b>	<b>To consider and adopt Draft Risk Assessment and Management Policy dated June 2019</b>

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

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<b>19.08</b>	<b>To consider and adopt Draft Health &amp; Safety Policy dated June 2019</b> Resolved to adopt Draft Health & Safety Policy dated June 2019.																												
<b>19.09</b>	<b>To consider and adopt Draft Lone/Home Worker Policy dated June 2019</b> Resolved to adopt Draft Lone/Home Worker Policy dated June 2019.																												
<b>19.10</b>	<b>To receive an update on the Parish Partnership bid for a shared SAM2</b> Confirmation had been received that the bid for a shared SAM2 had been successful. Clerk had contacted Westcotec for agreement of the positions in LwH and Claxton. Training will be offered by Westcotec to cover method of installation and data downloading.																												
<b>19.11</b>	<b>To receive an update on Insurance Cover Policy. Agree on a course of action.</b> Clerk had made enquires regarding the insurance cover. The existing cover is adequate for works being carried out on parish council property by members of the council. Risk assessments will need to take place for litter picks.																												
<b>19.12</b>	<b>To receive an update on possible funding sources for Village Guide. Agree on a course of action.</b> The Chairman confirmed the Village Guide leaflet had been prepared and will show places of interest. The leaflet will be delivered to every household in LwH and copies will be placed in local tourist information centres. The estimated cost is approximately £500. Several different funding options had been sourced. Cllr Mason Billig offered to match any funding received from other sources. Resolved for the Chairman to proceed with applying for funding.																												
<b>19.13</b>	<p><b>Planning:</b></p> <ul style="list-style-type: none"> <li><b>To receive results and updates on outstanding applications</b></li> </ul> <table border="1"> <thead> <tr> <th>DATE</th> <th>SOURCE</th> <th>APPLICATION NUMBER</th> <th>LOCATION</th> <th>PROPOSAL</th> <th>APPLICATION TYPE</th> <th>RESULT</th> </tr> </thead> <tbody> <tr> <td>29/04/19</td> <td>BROADS AUTHORITY</td> <td>BA/2019/0141/ NONMAT</td> <td>Rustygate Farm Hardley Street Hardley</td> <td>Replace existing window of bedroom with patio door, change colour</td> <td>Non-material amendment</td> <td>Approval</td> </tr> <tr> <td>05/04/19</td> <td>SOUTH NORFOLK COUNCIL</td> <td>2019/0760</td> <td>3 Great Yard Langley Street Langley</td> <td>Erection of two storey side extension</td> <td>Householder</td> <td>Approval with conditions</td> </tr> <tr> <td>10/04/19</td> <td>BROADS AUTHORITY</td> <td>BA/2019/0132/ TCAA</td> <td>Chet Cottage Hardley Road Hardley</td> <td>Oak fell</td> <td>T1</td> <td>Has no objection</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li><b>To receive new planning applications and make comment – No new planning applications had been received.</b></li> </ul>	DATE	SOURCE	APPLICATION NUMBER	LOCATION	PROPOSAL	APPLICATION TYPE	RESULT	29/04/19	BROADS AUTHORITY	BA/2019/0141/ NONMAT	Rustygate Farm Hardley Street Hardley	Replace existing window of bedroom with patio door, change colour	Non-material amendment	Approval	05/04/19	SOUTH NORFOLK COUNCIL	2019/0760	3 Great Yard Langley Street Langley	Erection of two storey side extension	Householder	Approval with conditions	10/04/19	BROADS AUTHORITY	BA/2019/0132/ TCAA	Chet Cottage Hardley Road Hardley	Oak fell	T1	Has no objection
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<b>19.14</b>	<p><b>Highways:</b></p> <ul style="list-style-type: none"> <li><b>To receive a report on outstanding highways issues - The Highway Rangers agreed list of works remain outstanding.</b></li> </ul>																												
<b>19.15</b>	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li><b>To approve payments for May 2019. All expenditure approved.</b></li> </ul> <table border="1"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>LwH Village Hall</td> <td>£25.00</td> <td>Rent May 2019</td> </tr> <tr> <td>Clerk Salary &amp; Expenses</td> <td>£317.77</td> <td>Salary &amp; Expenses</td> </tr> <tr> <td>Community Action Norfolk</td> <td>£20.00</td> <td>Subscription</td> </tr> <tr> <td>CGM Group</td> <td>£169.20</td> <td>Grass cutting</td> </tr> <tr> <td>Norfolk Association of Local Councils</td> <td>£87.50</td> <td>CiLCA Registration</td> </tr> <tr> <td><b>Total</b></td> <td><b>£619.47</b></td> <td></td> </tr> </tbody> </table>	Payee	Value	Description	LwH Village Hall	£25.00	Rent May 2019	Clerk Salary & Expenses	£317.77	Salary & Expenses	Community Action Norfolk	£20.00	Subscription	CGM Group	£169.20	Grass cutting	Norfolk Association of Local Councils	£87.50	CiLCA Registration	<b>Total</b>	<b>£619.47</b>								
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Signed:..... Dated:.....

- **To note income received for May 2019.**

Source	Value	Description
<b>Total</b>	<b>£0.00</b>	

- **To note bank account balance as at 31 May 2019.**

Current account	£5794.34
Savings account	£2038.44
Playground account	£157.94
<b>Total</b>	<b>£7990.72</b>

- **To receive the income and expenditure figure for May 2019.**

Clerk circulated the report prior to the meeting and it was noted.

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

- Cllr Watson reported vandals had very recently broken another window and caused damage at the rear of the Village Hall. The incident has been reported to the Police.
- Cllr Wheeler showed an interest in Local Council Award Scheme.
- Cllr Fitzpatrick commented on the poor condition of the Wherryman's Way and that the information board at Hardley Cross is incorrect.
- Cllr Fitzpatrick commented that all the wood direction signs around the Villages need replacing.
- The Chairman promoted The Hoffmeister Ensemble in the Ballroom of Langley Hall on Saturday 29 June 2019 @ 7.30pm.

**19.17 To receive any items for inclusion on the next agenda (for information only).**

- Local Council Award Scheme, SAM2, Village Guide

**19.18 To confirm date and time of the next Parish Council Meeting as Tuesday 02 July 2019 in Langley with Hardley Village Hall.**

Confirmed.

Meeting closed at 8.45 pm