

Langley with Hardley Parish Council

Minutes No: 2019/07

Minutes of Parish Council Meeting held Tuesday 02 July 2019 7.30 pm in the Langley with Hardley Village Hall

Parish Councillors (4) present:

Councillors Nigel Sullivan (Chair), Stephen Wilmott, Frances Kirkpatrick, Mike Caston

Also in attendance: Carla Petersen (Clerk)

Members of the public: None

19.01	To receive and approve apologies for absence Apologies received from Cllr John Wheeler due to holiday, Cllr Richard Watson due to work commitment, Cllr Kay Mason Billig due to another meeting and Cllr Barry Stone due to holiday.
19.02	To receive any declarations of interest from Members & consider requests for dispensation None received.
19.03	To approve minutes of Council meeting held on 07 May 2019 Amendments agreed to items 19.12 and 19.16. Minutes to be amended and presented for approval and signing at the next meeting on 03 September 2019.
19.04	Adjournment for Public Participation (15 minutes allowed for). Commenced: N/A Session ended: N/A
19.05	Reports from: <ul style="list-style-type: none">• Parish Clerk – Drafted new policies, attended sixth CiLCA training session, received a letter from BT regarding an unused telephone box outside Beauchamp Arms, liaised with Mr A Timmins and updated the play area inspection sheet, sourced quotes for repair/replace of play area gate, contacted Westcotec regarding agreed SAM2 locations, completed required information on Memorandum of Understanding form, contacted CGM Group a couple of times regarding grass cutting issues, organised for spare keys to be cut and held in LwH in case of emergencies, will prepare more documents for reviewing/adopting at the next meeting. List of correspondence circulated following the meeting.• County Councillor, Cllr Barry Stone – not available• District Councillor, Cllr Kay Mason Billig – not available• Police – the localised April report was read out by the Chairman. There were 3 anti-social behaviours on or near Church Lane.• Tree Warden – not available
19.06	To consider and adopt Draft Complaints Policy & Procedure dated July 2019 Resolved to adopt Draft Complaints Policy & Procedure dated July 2019.
19.07	To consider and adopt Draft Dignity at Work/Bullying & Harassment Policy dated July 2019 Resolved to adopt Draft Dignity at Work/Bullying & Harassment Policy dated July 2019.
19.08	To consider and adopt Draft Equality & Diversity Policy dated July 2019 Resolved to adopt Draft Equality & Diversity Policy dated July 2019.
19.09	To consider and approve amendments to Freedom of Information and Publication Scheme dated July 2019 Resolved to approve amendments to Freedom of Information and Publication Scheme dated July 2019.
19.10	To consider and adopt Draft Internal Control Policy dated July 2019

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	Resolved to adopt Draft Internal Control Policy dated July 2019.
19.11	To consider and adopt Draft SAM2 Risk Assessment Policy dated July 2019 Resolved to adopt Draft SAM2 Risk Assessment Policy dated July 2019.
19.12	To consider and adopt Draft Training & Development Policy dated July 2019 Resolved to adopt Draft Training & Development Policy dated July 2019.
19.13	To consider applying for Local Council Award Scheme. Agree on a course of action. Resolved to apply for Foundation level of Local Council Award Scheme.
19.14	To receive an update on the shared SAM2, appoint volunteers and agree on a course of action. The funding from Parish Partnership had been sent in error to the Village Hall bank account and is now in the process of being rectified. An invoice has been raised to Claxton PC for their half share. The Memorandum of Understanding was signed by LwH Chairman and will be presented to Claxton Parish Council for signing at their meeting next week. Westcotec confirmed that training will be in July however no dates have yet been fixed. Resolved that Claxton PC can be the first to use the SAM2. Volunteers to be appointed at the next meeting.
19.15	To receive an update on the Village Guide. Agree on a course of action. The Chairman confirmed he will be applying to South Norfolk Council for a Go For It Grant which awards up to £300 to help get ideas up and running. The Chairman also confirmed he will be applying to the Adnams Community Trust. The closing date for their next batch of applications is September 2019 and decisions are made in their October 2019 meeting.
19.16	To appoint a bank non-signatory Council Member for Internal Control To be carried forward to next meeting.
19.17	To consider RoSPA Play Area Inspection Report. Agree on a course of action. Cllr Wilmott reported on carefully studying the RoSPA inspection report that had been carried out on 17 June 2019. Of concern were 2 medium risks – the gate on Gentleman’s Walk and the zipwire (cableway). The gate had already been reported to the Parish Council by the village play area inspector and tied up more securely as a temporary measure. RoSPA report recommends a metal post is installed instead of wood. A contractor is being sourced for its repair. The damage to the zipwire sleeve had occurred after it had recently been re-tensioned. Clerk to contact NGF Play to arrange for this repair. Clerk to request a set of manufacturer’s instructions from NGF Play so Council can be more informed of requirements and timescales for maintenance. Seat slats on the picnic tables were reported as being decayed and require replacing. Mr A Timmins had already offered, if he had some help, to repair the picnic tables. The matting has become further damaged by low mower blades. Clerk to contact CGM Group and request they remind their grounds maintenance team that they must raise their mower blades around the surfacing areas.
19.18	To receive an update on the damaged Play Area side gate on Gentleman’s Walk. Agree on a course of action. The Clerk has sourced quotes and these will be considered when more have been received. The Clerk was provided with a few more contacts to approach for quotes. Clerk to update Chairman and Vice-Chairman as soon as new quotes are received.
19.19	To consider membership of Society of Local Council Clerks. Agree on a course of action. To be carried forward to next meeting.
19.20	Planning: <ul style="list-style-type: none"> • To receive results and updates on outstanding applications – No results or updates had been received. • To receive new planning applications and make comment – No new planning applications had been received.
19.21	Highways: <ul style="list-style-type: none"> • To receive a report on outstanding highways issues – No updates.

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19.22	<p>Finance:</p> <ul style="list-style-type: none"> To approve payments for June 2019. All expenditure approved. <table border="1" data-bbox="320 165 1492 405"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Clerk Salary & Expenses</td> <td>£284.50</td> <td>Salary & Expenses</td> </tr> <tr> <td>NGF Play</td> <td>£102.00</td> <td>Zip wire maintenance</td> </tr> <tr> <td>Westcotec</td> <td>£3900.00</td> <td>SAM2</td> </tr> <tr> <td>Playsafety</td> <td>£99.00</td> <td>RoSPA play area inspection</td> </tr> <tr> <td>Total</td> <td>£4385.50</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> To note income received for June 2019. <table border="1" data-bbox="320 495 1492 613"> <thead> <tr> <th>Source</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Bank</td> <td>£1.10</td> <td>Interest</td> </tr> <tr> <td>Total</td> <td>£1.10</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> To note bank account balance as at 01 July 2019. <table border="1" data-bbox="320 703 898 864"> <tbody> <tr> <td>Current account</td> <td>£5252.18</td> </tr> <tr> <td>Savings account</td> <td>£209.46</td> </tr> <tr> <td>Playground account</td> <td>£158.02</td> </tr> <tr> <td>Total</td> <td>£7449.66</td> </tr> </tbody> </table> <ul style="list-style-type: none"> To receive the income and expenditure figure for June 2019. Clerk circulated the report prior to the meeting and it was noted. 	Payee	Value	Description	Clerk Salary & Expenses	£284.50	Salary & Expenses	NGF Play	£102.00	Zip wire maintenance	Westcotec	£3900.00	SAM2	Playsafety	£99.00	RoSPA play area inspection	Total	£4385.50		Source	Value	Description	Bank	£1.10	Interest	Total	£1.10		Current account	£5252.18	Savings account	£209.46	Playground account	£158.02	Total	£7449.66
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19.23	<p>To receive updates from individual Council Members (for information only).</p> <ul style="list-style-type: none"> Cllr Kirkpatrick reported on the recent Midsummer Frolic at Hardley Mill event held on 22 June 2019. Over 150 people had attended. The next event at Hardley Mill will be a visit from Coldham Hall sailing club on 06 July 2019. Cllr Kirkpatrick expressed thanks to Chedgrave Parish Council for their support and correspondence regarding the Wherryman's Way. Cllr Kirkpatrick commented on reading an article in Contact Magazine about Chedgrave Parish Council having a Community Payback team visiting to carry out works for the Parish which include painting sheds, painting fences and litter picking. The Chairman promoted a concert to be held in The Ballroom of Langley Hall of music for the flute and piano to be held on Saturday 20 July 2019 @ 7.30pm in aid of the restoration of Langley Church. The Chairman promoted an Art Exhibition of examination work by Langley School pupils. The exhibition will be held in St Michael's Church, Langley on Saturday 29 June – Sunday 14 July between 11.00am – 1.00pm and 2.00pm – 4.00pm daily. Admission free. 																																			
19.24	<p>To receive any items for inclusion on the next agenda (for information only).</p> <ul style="list-style-type: none"> To appoint Personnel Committee, to appoint SAM2 volunteers, to appoint bank non-signatory Council Member for Internal Control, to consider membership of SLCC, speed limit outside play area, RoSPA Report 																																			
19.25	<p>Confidential: To discuss Register of Interests and Disclosure of Pecuniary Interests and Code of Conduct complaints. - Discussed</p>																																			
19.26	<p>To confirm date and time of the next Parish Council Meeting as Tuesday 03 September 2019 in Langley with Hardley Village Hall. Confirmed.</p>																																			
	Meeting closed at 8.55 pm																																			

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