

# Langley with Hardley Parish Council

Minutes No: 2019/11

Minutes of Parish Council Meeting held Tuesday 05 November 2019 7.30 pm in the Langley with Hardley Village Hall

**Parish Councillors (5) present:**

Councillors Nigel Sullivan (Chairman), Stephen Wilmott, Mike Caston, Richard Watson, John Wheeler

**District Councillor present:** Councillor Jeremy Rowe

**County Councillor present:** Councillor Barry Stone

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

**Members of the public:** 0

19.01	<b>To receive and approve apologies for absence</b> Councillor Frances Kirkpatrick due to holiday.
19.02	<b>To receive any declarations of interest from Members &amp; consider requests for dispensation</b> None received.
19.03	<b>To approve minutes of Council meeting held on 01 October 2019</b> Amendment agreed to final point of 19.16 – Cllr Watson name amended to Cllr Caston. Minutes were approved and signed by the Chairman.
19.04	<b>Adjournment for Public Participation (15 minutes allowed for).</b> N/A
19.05	<b>Reports from:</b> <ul style="list-style-type: none"><li>• Parish Clerk - Provided the village litter picker with a copy of LwH PC Health &amp; Safety Policy. The litter picker reported finding a bike. Focused this month on completing CiLCA and submitted Learning Outcomes online for marking. Drafted policies for adopting. VAT reclaim has been received. Ordered the two poppy wreaths. Still looking into Community Speedwatch Groups. Booked to attend Clerk networking session on 19 November 2019. Received an email regarding Rough Sleeper Count for 13 November 2019 into 14 November 2019. Received from Mr A Timmins a copy of the Play Area check list dated 3 November 2019. Resolved that Mr A Timmins should go ahead and fix the goal net and be re-imbursed for any costs. New play items will have an anti mould wash in the Spring. The wooden slats on the picnic tables will be repaired in the Spring.</li><li>• County Councillor Barry Stone – Apologised for not attending PC meetings for a few months. Children’s Services received a bad Ofsted report approximately 18 months – 2 years ago however have now got better, and the interim report is very good. The Fire Service Consultation is going on. There will be no service cuts. A new environmental policy, which was commissioned in April, aims for net zero carbon emission, as a County by 2030. The proposals will be discussed by members of the Infrastructure and Development Select Committee on 13 November 2019 and if agreed the policy will then be considered for adoption on 25 November 2019. Road closures for 2020 VE and VJ street parties are likely to be in the category of a small community event, making the fee to be £37.64. A pollinator policy will be coming out which will help to safeguard their welfare. (Left at 7.55 pm)</li><li>• District Councillor Kay Mason Billig - not available</li><li>• District Councillor Jeremy Rowe – A copy is on the website. (Left at 8.10 pm)</li><li>• Police – The Police report was read out by the Chairman. A copy is on the website. The localised Police report for August 2019 is made up of the following: - violence and sexual offences x 2</li><li>• Tree Warden – The free trees from the Woodland Trust will be planted in the churchyard of Langley Church in the next couple of weeks.</li></ul>

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

<b>19.06</b>	<b>To consider subscription to Information Commissioner's Office. Agree on a course of action.</b> Clerk to seek advice from Society of Local Council Clerks regarding subscription to Information Commissioner's Office. Agenda item for next meeting.
<b>19.07</b>	<b>To consider and adopt Draft Data Protection Policy dated November 2019</b> To be carried forward to next meeting.
<b>19.08</b>	<b>To consider and adopt Draft Data Breach Policy dated November 2019</b> To be carried forward to next meeting.
<b>19.09</b>	<b>To consider and adopt Draft Councillor Privacy Policy dated November 2019</b> Resolved to adopt Draft Councillor Privacy Policy dated November 2019.
<b>19.10</b>	<b>To consider and adopt Draft Email Contact Privacy Notice dated November 2019</b> Resolved to adopt Draft Email Contact Privacy Notice dated November 2019.
<b>19.11</b>	<b>To consider and adopt Draft Employee &amp; Applicant Privacy Notice dated November 2019</b> Resolved to adopt Draft Employee & Applicant Privacy Notice dated November 2019.
<b>19.12</b>	<b>To consider and adopt Draft General Privacy Notice dated November 2019</b> Resolved to adopt Draft General Privacy Notice dated November 2019.
<b>19.13</b>	<b>To consider and adopt Draft Website Privacy Notice dated November 2019</b> Resolved to adopt Draft Website Privacy Notice dated November 2019.
<b>19.14</b>	<b>To consider and adopt Draft Pay Policy dated November 2019</b> Resolved to adopt Draft Pay Policy dated November 2019.
<b>19.15</b>	<b>To consider and adopt Draft Action Plan dated November 2019</b> Amendment agreed under "Maintenance". Resolved to adopt Draft Action Plan dated November 2019.
<b>19.16</b>	<b>To consider and approve the budget for 2020/2021</b> Clerk had prepared a Budget Proposals document for 2020/2021 which had been circulated to Councillors prior to the meeting for their consideration. Resolved to approve the budget for 2020/2021.
<b>19.17</b>	<b>To receive an update regarding the speed limit outside the play area</b> Cllr Wilmott read out a follow up letter that he had sent to Highways on 17 October 2019. Highways had not replied to this letter. County Cllr Stone and District Cllr Rowe are to be copied into these communications. Cllr Wilmott to action.
<b>19.18</b>	<b>To receive an update on speeding Langley School traffic</b> The Chairman reported that Langley School minibuses are tracked and keep within national speed limits. The Transport Manager at Langley School is prepared to explain to anyone the minibus tracking system.
<b>19.19</b>	<b>To receive an update on outstanding criteria for Local Council Awards Scheme. Agree on a course of action.</b> A few criteria items are outstanding. Resolved that Councillors will provide contact details, councillor information and set up their new email addresses before the next meeting. Resolved that an A-Board should be purchased to advertise PC meetings. Clerk to action. Resolved that a document will be prepared to record all training undertaken by Clerk and Councillors. Clerk to action.
<b>19.20</b>	<b>To receive an update on Councillor email addresses. Agree on a course of action.</b> Resolved that Councillor's will set up their new email addresses before the next meeting.
<b>19.21</b>	<b>To consider the grass cutting tender for 2020. Agree on a course of action.</b> The current grass cutting contract was for an initial one year with the option for both parties to terminate the contract. Resolved to terminate the contract by giving the necessary 3 months'

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

	notice. The PC will then follow the tender process to appoint a grass cutter for 2020 season.																							
<b>19.22</b>	<p><b>Planning:</b></p> <p><b>To consider planning applications:</b> None</p> <p><b>Planning decisions:</b> 2019/17 – South Norfolk Council – Approval with conditions.</p>																							
<b>19.23</b>	<p><b>Highways:</b></p> <p><b>To receive a report on outstanding highways issues –</b> No updates.</p>																							
<b>19.24</b>	<p><b>Finance:</b></p> <p><b>To receive Statement of Accounts for year to date.</b> Clerk circulated the report prior to the meeting and it was noted.</p> <p><b>To note the bank balance as at 05 November 2019</b></p> <table border="1"> <tr> <td>Current account</td> <td>£5739.51</td> </tr> <tr> <td>Savings account</td> <td>£2040.48</td> </tr> <tr> <td>Playground account</td> <td>£ 158.10</td> </tr> <tr> <td><b>Total</b></td> <td><b>£7938.09</b></td> </tr> </table> <p><b>To note receipts - HMRC -</b> £798.20</p> <p><b>To note grants -</b> None</p> <p><b>To approve payments -</b> All expenditure approved. BACS payments noted.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Mrs C Petersen</td> <td>£272.59</td> <td>Salary, mileage, postage, SLCC membership</td> </tr> <tr> <td>Langley with Hardley Village Hall</td> <td>£50.00</td> <td>Hire 03.09.19 and 01.10.19</td> </tr> <tr> <td>Royal British Legion Poppy Appeal</td> <td>£40.00</td> <td>Poppy wreaths x 2</td> </tr> <tr> <td><b>Total</b></td> <td><b>£362.59</b></td> <td></td> </tr> </tbody> </table>	Current account	£5739.51	Savings account	£2040.48	Playground account	£ 158.10	<b>Total</b>	<b>£7938.09</b>	Payee	Value	Description	Mrs C Petersen	£272.59	Salary, mileage, postage, SLCC membership	Langley with Hardley Village Hall	£50.00	Hire 03.09.19 and 01.10.19	Royal British Legion Poppy Appeal	£40.00	Poppy wreaths x 2	<b>Total</b>	<b>£362.59</b>	
Current account	£5739.51																							
Savings account	£2040.48																							
Playground account	£ 158.10																							
<b>Total</b>	<b>£7938.09</b>																							
Payee	Value	Description																						
Mrs C Petersen	£272.59	Salary, mileage, postage, SLCC membership																						
Langley with Hardley Village Hall	£50.00	Hire 03.09.19 and 01.10.19																						
Royal British Legion Poppy Appeal	£40.00	Poppy wreaths x 2																						
<b>Total</b>	<b>£362.59</b>																							
<b>19.25</b>	<p><b>To receive updates from individual Council Members (for information only)</b></p> <ul style="list-style-type: none"> <li>• Cllr Watson reported that he was delighted to announce that the future of the Village Hall is now secure. Enthusiastic volunteers have come forward to take on various roles. On behalf of the Parish Council the Chairman thanked Cllr Watson for all his efforts and wished the new committee every success.</li> <li>• Cllr Wilmott reported that he will be working on the Village Newsletter which will be delivered to every household before Christmas. Cllr Wilmott reported that LCAS criteria is almost there.</li> <li>• Cllr Caston commented on the number of pot-holes around the villages.</li> <li>• Cllr Kirkpatrick had prepared a report in her absence – the crosses are in good condition, footpaths and gates require work and the footpath to the bird hide remain closed.</li> <li>• The Chairman promoted a Christmas concert to be held in the Ballroom of Langley Hall by The Blythe Five on Saturday 7 December 2019 at 7.30 pm in aid of the restoration of Langley Church.</li> <li>• The Chairman promoted a Candlelit Carol service to be held in Langley Church on Thursday 12 December at 6.30 pm. All parishioners are warmly welcome to attend.</li> </ul>																							
<b>19.26</b>	<p><b>To receive any items for inclusion on the next agenda (for information only).</b></p> <ul style="list-style-type: none"> <li>• Reduction of speed limit outside play area, Information Commissioner’s Office</li> </ul>																							
<b>19.27</b>	<p><b>To resolve to close the meeting to the public.</b></p> <p><b>Confidential:</b> Resolved to carry out Clerk appraisal on 3 December 2019 at 6.30 pm.</p>																							
<b>19.28</b>	<p><b>To confirm date and time of the next Parish Council Meeting as Tuesday 03 December 2019 in Langley with Hardley Village Hall.</b></p> <p>Confirmed.</p>																							
	Meeting closed at 9.20 pm																							

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