

Langley with Hardley Parish Council

Minutes No: 2020/01

Minutes of Parish Council Meeting held Tuesday 07 January 2020 7.30 pm in the Langley with Hardley Village Hall

Parish Councillors (4) present:

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

District Councillor present: None

County Councillor present: None

Also in attendance: Carla Petersen (Clerk)

Members of the public: 4 and 2 representatives from Claxton PC

20.01	To receive and approve apologies for absence District Councillor Jeremy Rowe (away) and County Councillor Barry Stone (holiday).
20.02	To receive any declarations of interest from Members & consider requests for dispensation None.
20.03	To approve minutes of Council meeting held on 03 December 2019 Minutes were approved and signed by the Chairman.
20.04	Adjournment for Public Participation (15 minutes allowed for). Two representatives from Claxton PC had been invited to this meeting to discuss similar issues that they are also experiencing with speeding Langley School traffic. Claxton PC confirmed that last year they had sent letters to Langley School and had received no replies from either the Headmaster, Chair of Governors or Mark Thoroughgood (Transport Manager). Claxton PC would like to join forces with LwH PC to tackle this issue. The SAM2, which has downloadable statistics, will help to show traffic patterns and speeding traffic. All those present felt that the mini-buses, which were considered to be driving within speed limits, drive too fast and close for the road conditions. A suggestion was made that the mini-buses could be dispatched at different times. Mark Thoroughgood has previously offered to go over how the mini-buses are monitored. A suggestion was made that one person should co-ordinate all the incidents and when 10 incidents have been recorded to forward this information onto the Police. Construction of the new George Lane Roundabout might help to address some of the traffic issues experienced through the villages. Chicanes may be another option to slow down vehicles. Representative from Claxton PC reported on dog coursing which has been occurring in Claxton. A parishioner reported vehicles were parking in Fish's Lane, Hardley. The 3 cars/vehicles park in the lane, usually from Friday to Monday, and make it impossible to drive up or down the lane. There is a no parking at any time sign displayed in the lane. Clerk to action. A parishioner reported that the bridleway on Gentleman's Walk is being used as a drive through. Clerk to action. 8.00 pm. Representative from Claxton PC left.
20.05	Reports from: <ul style="list-style-type: none">Parish Clerk – Contacted CGM Group regarding hedge cutting. CGM confirmed it will be done at the beginning of January 2020. Ordered the agreed padlocks for the SAM2, bicycle lock for the A-Board and the hi-viz for the Clerk. Booked to attend Norfolk Parish Training & Support networking session on 9 January 2020 in Swainsthorpe. This will be on a shared basis with Claxton PC. The rolls of litter pick bags will be delivered to an agreed location in LwH. Received an email regarding vehicles parking in Fish's Lane. The annual dog bin invoice came through with four bins being charged. A credit note for one bin was requested and the cheque has been raised for three dog bins. The CiLCA training refund should come through in January 2020. The annual litter pick grant for 2019 should come through in January 2020. LCAS outstanding criteria – training record, Chairman Annual

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

	<p>Report for May 2019, Council contact details and Councillor information and a brief introduction for each Councillor. Mr Timmins provided a play area check list report and commented on the bin being very full, the hedge requiring a cut and the zip-wire sleeve having slipped. Chairman offered to empty the bin and check on the zip-wire.</p> <ul style="list-style-type: none"> • County Councillor Barry Stone – Not available • District Councillor Kay Mason Billig - Not available • District Councillor Jeremy Rowe – Provided a report in his absence. A copy is available on the parish website. • Police – The localised Police report for November 2019 is made up of the following: - burglary x 1 and theft from the person x 1 • Tree Warden – Reported that there are 20 saplings left to plant at Langley Church. Spring is not quite springing.
20.06	<p>To consider an application received for the Councillor vacancy. Agree on a course of action.</p> <p>Mr Roger Stone introduced himself to those present. He moved to the area just over four years ago so that he could be nearer to his son and grandchildren. He has time on his hands and is interested in getting involved in village activities. Council agreed to officially co-opt Mr Stone onto LwH PC at the next PC meeting. Clerk provided Mr Stone with a New Councillor Welcome Pack.</p>
20.07	<p>To consider the Parish Council Precept Requirement Report for 2020/2021. Complete and sign Precept form.</p> <p>Clerk had prepared a report in advance of the meeting and circulated to PC for their consideration. The budget amount for 2020/2021 had already been agreed at the PC meeting on 5 November 2019. There has been a reduction of 2 properties compared to the previous year making a total of 135 Band D properties for 2020/2021. The Precept has not increased for over 10 years. It was proposed and agreed to increase the Precept by 2.75% to £46.73 per Band D property. The total LwH Precept for 2020/2021 will therefore be £6308.55. The Precept form for 2020/2021 was completed and signed by the Chairman and Clerk. Clerk to email Precept form to South Norfolk Council.</p>
20.08	<p>To consider the Internal Auditor Appointment Report. Agree upon and appoint an Internal Auditor.</p> <p>Council considered the three recommendations in the report and agreed to appoint Catherine Moore. Clerk to action.</p>
20.09	<p>To consider the Communications Management Report. Agree upon a course of action.</p> <p>Chairman confirmed he cannot have another email address. Cllr Kirkpatrick and Cllr Caston confirmed they want to continue receiving paper documents and not receive documents by email.</p>
20.10	<p>To consider the Grass Cutting Tender Management Report. Agree on a course of action.</p> <p>The advertisement was approved by Council. Notices will be displayed in the parish noticeboards and local magazines. Closing date for tender applications is 21 February 2020. All the received sealed bids will be opened by Clerk and Chairman on 25 February 2020. Clerk will prepare a comparison report for PC meeting on 3 March 2020.</p>
20.11	<p>To consider Clerk attending Internal Auditor training on 14 January 2020. Agree on a course of action.</p> <p>Council declined the request for the Clerk to attend Internal Auditor training.</p>
20.12	<p>To consider Clerk attending SLCC webinar on Creating Accessible Word and PDF documents. Agree on a course of action.</p> <p>Agreed for Clerk to see how she gets on with converting documents and report back to Council.</p>
20.13	<p>To consider inviting a speaker to the Annual Parish Meeting on 5 May 2020. Agree on a course of action.</p> <p>Agreed to think about speaker possibilities. To be carried forward to next meeting.</p>
20.14	<p>To review Council training requirements. Agree on a course of action.</p> <p>To be carried forward to next meeting.</p>

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

20.15	<p>To receive an update on speeding Langley School traffic. Agree on a course of action.</p> <p>The Clerk, who is clerk to both LwH and Claxton, will monitor the joint SAM2 statistics. LwH Chairman confirmed that reminders had been placed in Langley School newsletters requesting parents take extra care whilst driving through the villages. Chairman will speak to the Headmaster and Mark Thoroughgood and provide them with a report about the combined parish issues raised at this PC meeting.</p>																				
20.16	<p>To consider redeployment of the shared SAM2 from Claxton to Langley with Hardley. Agree on a course of action.</p> <p>Agreed that the SAM2 will stay in Claxton until the LwH SAM2 volunteers have received training. The SAM2 volunteers will try to organise a training session at Dereham in February half-term. Mr Stone offered to become a SAM2 volunteer and would also like to attend the training.</p>																				
20.17	<p>To receive an update on subscription to Information Commissioner's Office. Agree on a course of action.</p> <p>Clerk to continue making enquiries. Agenda item for next meeting,</p>																				
20.18	<p>Planning:</p> <p>To consider planning applications:</p> <p>2019/2555 – South Norfolk Council – Proposal: Notification for Prior Approval for a proposed change of use and associated works of an agricultural building to 5 no. dwellinghouses. Council comments - No objections.</p> <p>Planning decisions: None</p>																				
20.19	<p>Highways:</p> <p>To receive a report on outstanding highways issues – No updates.</p>																				
20.20	<p>Finance:</p> <p>To receive Statement of Accounts for year to date. Clerk circulated the report prior to the meeting and it was noted.</p> <p>To note the bank balance as at 31 December 2019</p> <table border="1" data-bbox="225 1178 715 1339"> <tr> <td>Current account</td> <td>£5068.15</td> </tr> <tr> <td>Savings account</td> <td>£2041.50</td> </tr> <tr> <td>Playground account</td> <td>£ 158.18</td> </tr> <tr> <td>Total</td> <td>£7267.83</td> </tr> </table> <p>To note receipts - Interest £1.10 - Wayleave £19.48</p> <p>To note grants - None</p> <p>To approve payments - All expenditure approved. BACS payments noted.</p> <table border="1" data-bbox="225 1514 1485 1675"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Mrs C Petersen</td> <td>£286.56</td> <td>Salary, mileage, postage, locks, hi-viz</td> </tr> <tr> <td>South Norfolk Council</td> <td>£258.66</td> <td>Yearly dog bin emptying x 3</td> </tr> <tr> <td>Total</td> <td>£545.22</td> <td></td> </tr> </tbody> </table>	Current account	£5068.15	Savings account	£2041.50	Playground account	£ 158.18	Total	£7267.83	Payee	Value	Description	Mrs C Petersen	£286.56	Salary, mileage, postage, locks, hi-viz	South Norfolk Council	£258.66	Yearly dog bin emptying x 3	Total	£545.22	
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20.21	<p>To receive updates from individual Council Members (for information only)</p> <ul style="list-style-type: none"> • Cllr Wilmott reported that most of the newsletters had been delivered and the remaining would be delivered shortly. • Cllr Wilmott commented on the missing Chairman Annual report, for May 2019, which is a requirement for the Local Council Awards Scheme. • Cllr Kirkpatrick commented on the splendid newsletter. • Cllr Kirkpatrick commented that it would be beneficial if the PC could liaise with the new Village Hall Committee. • Cllr Kirkpatrick commented on a local Wherryman's Way group that meet at the end of each month. 																				

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	<ul style="list-style-type: none"> • Cllr Caston commented on the number of potholes around the villages.
20.22	<p>To receive any items for inclusion on the next agenda (for information only).</p> <ul style="list-style-type: none"> • Information Commissioner's Office, Council training requirements, speaker for Annual Parish Meeting
20.23	<p>To resolve to close the meeting to the public.</p> <p>It was resolved to close the meeting to the public. Clerk left the room.</p> <p>Confidential:</p> <ul style="list-style-type: none"> • Clerk appraisal update, review of hours and salary spinal column point <p>Discussed. Clerk returned to the room. To be carried forward to next meeting.</p>
20.24	<p>To confirm date and time of the next Parish Council Meeting as Tuesday 04 February 2020 in Langley with Hardley Village Hall.</p> <p>Confirmed.</p>
	Meeting closed at 9.30 pm.