

Langley with Hardley Parish Council

Minutes No: 2020/03

Minutes of Parish Council Meeting held Tuesday 03 March 2020 7.30 pm in the Langley with Hardley Village Hall

Parish Councillors (7) present:

Councillors Nigel Sullivan (Chair), Stephen Wilmott (Vice-Chair), Mike Caston, Richard Watson, John Wheeler, Frances Kirkpatrick, Roger Stone

District Councillor present: None

County Councillor present: Councillor Barry Stone

Also in attendance: Carla Petersen (Clerk)

Members of the public: 2

20.01	To receive and approve apologies for absence District Councillor Jeremy Rowe.
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 07 January 2020 Minutes were approved and signed by the Chair.
20.04	Adjournment for Public Participation (15 minutes allowed for). A parishioner raised concerns about ditch maintenance in Hardley Street, Hardley. The ditches used to be dredged on a regular basis and have not been dredged now for several years. Clerk to forward details to County Cllr Stone. One parishioner left at 8.00 pm.
20.05	Reports from: <ul style="list-style-type: none">• Parish Clerk - Emailed SNC the completed Precept form. Booked to drop off the accounts on 14 April 2020. Prepared the grass cutting tender advertisements. Opened the sealed tender envelopes in the presence of the Chair on 25 February 2020. Arranged for rolls of litter pick bags to be delivered to Cllr Caston. Submitted a post completion report for the LwH Play Area Development. Collected play area documents from Mr Timmins. Asked LwH Village Hall Committee several times for rent invoices and defibrillator electricity invoice. Invoices not received so will be carried forward to next financial year. Norfolk ALC have not sent through their subscription invoice. LCAS outstanding criteria - training record, Chair Annual Report for May 2019, Council contact details and a brief introduction for each Councillor.• County Councillor Barry Stone – A meeting is to be arranged to watch a PowerPoint presentation on the Wherryman’s Way. A representative from the parish councils of Langley with Hardley, Chedgrave and Loddon will be invited. LwH Clerk to take minutes at meeting which will be held at LwH Village Hall in the next few weeks. The aim is to extend the footpath up to the bird hide however due to funding shortages there is little chance of opening the whole footpath. The latest update on the George Lane Roundabout is that a dedicated task force has been assigned and work should start in the early Summer and be finished by December 2020. Concerns were raised with County Cllr Stone regarding the constant road flooding on Langley Street and the lack of a reply from Gary Overland at Highways. The flooding has been repeatedly reported to Highways via the log report system and by email. Highway engineers have attended recently and made the situation far worse. Clerk to forward correspondence and photos to County Cllr Stone. Left at 8.00 pm.• District Councillor Kay Mason Billig - Not available• District Councillor Jeremy Rowe – A report was provided in his absence and a copy is on the parish website.• Police – The localised Police report for December 2019 is made up of the following:- 2 x

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

	<p>violence and sexual offences on or near Langley Green. Langley.</p> <ul style="list-style-type: none"> • Tree Warden – Everything is blooming 2 or 3 weeks early. • Play Area Inspector – Mr Timmins had provided a play area check list report. Items requiring attention are the two picnic benches and the zip-wire. Agreed that the benches would be removed as RoSPA report had highlighted their deterioration over the last couple of years. Clerk to contact NGF Play regarding the zip-wire. Play area equipment will be given an anti-fungal clean in the Spring.
20.06	<p>To receive completed and signed documents from the co-opted Councillor. Documents received from Cllr Stone and then signed by Clerk. Clerk to action.</p>
20.07	<p>To consider and adopt Draft Financial Regulations dated March 2020. Resolved to adopt Draft Financial Regulations dated March 2020.</p>
20.08	<p>To consider and adopt Draft Data Protection Policy dated March 2020. Resolved to adopt Draft Data Protection Policy dated March 2020.</p>
20.09	<p>To consider and adopt Draft Data Breach Policy dated March 2020. Resolved to adopt Draft Data Breach Policy dated March 2020.</p>
20.10	<p>To consider the new Councillor attending “Being an Effective Councillor” training course. Agree on a course of action. Resolved Cllr Stone should attend the Norfolk ALC training course on 26 March 2020.</p>
20.11	<p>To appoint a replacement Play Area Inspector. Agree on a course of action. Resolved to appoint Cllr Stone as Play Area Inspector. Cllr Stone had attended on 26 February 2020 a Play Area Inspection Course organised by Community Action Norfolk. Cllr Stone provided an update on the training session. Wording on the play area signs will need to be checked that they meet the necessary requirements. Cllr Stone to contact Mr Timmins for a hand-over. Clerk to provide Cllr Stone with copies of RoSPA reports.</p>
20.12	<p>To review Council training requirements. Agree on a course of action. Clerk had prepared a draft Training Record for consideration and it was agreed. Clerk to update the Training Record each time training is attended.</p>
20.13	<p>To consider inviting a speaker to the Annual Parish Meeting on 12 May 2020. Agree on a course of action. Discussed and agreed to invite Mr Andrew Milner to give a talk on the Chet B-Line. Clerk to action.</p>
20.14	<p>To receive an update on speeding Langley School traffic. Agree on a course of action. Clerk confirmed no response had been received from Langley School. Cllr Wheeler updated the meeting about a recent Langley School mini-bus incident. The mini-bus was driving on the wrong side of the road. Chair agreed to raise this matter with Langley School.</p>
20.15	<p>To consider Clerk attendance at networking session in Swainsthorpe on 27 March 2020. Agree on a course of action. Resolved Clerk should attend and if Claxton PC also agree to her attendance to share the costs.</p>
20.16	<p>To consider the Grass Cutting comparison report. Appoint a grass/hedge contractor for 2020-2021. Clerk had prepared a comparison report. Two companies had submitted tender bids and two companies had declined to submit bids. One of the received tender bids was from a company not VAT registered. Resolved to appoint CGM Landscapes for 2020/2021. Clerk to action and notify the unsuccessful applicant.</p>
20.17	<p>To consider change of Parish Council meeting day and frequency. Agree on a course of action. Resolved to change the meeting dates to every two months and for the meeting to be on the second Tuesday of the month. This change will save the PC money over the course of a year. The dates are as follows: 12 May 2020 (Annual Parish Meeting followed by Annual Parish Council Meeting), 14 July 2020, 8 September 2020, 10 November 2020, 12 January 2021 and 9 March 2021.</p>

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

20.18	<p>To discuss Barclays on-line banking BACS payment facility. Agree on a course of action. Resolved for Clerk to start the process of setting up on-line banking for the Chair & Vice-Chair.</p>																							
20.19	<p>To consider arranging a Big South Norfolk Litter Pick. Agree on a course of action. A young lady does regular Litter Picks around the villages and is doing a superb job. She is keeping the litter levels down. Resolved that a community litter pick was not necessary.</p>																							
20.20	<p>To confirm date for Clerk to receive a copy of Chairman Annual Parish Report for 2019. The Clerk requires the report before the accounts are taken to the Internal Auditor on 14 April 2020. Chair confirmed the report would soon be given to the Clerk.</p>																							
20.21	<p>To discuss strategy for the next quarter. Agree on a course of action. Due to the meetings being changed to every two months communication methods were considered. Agreed the Clerk should email all communications received to those already set up on email. Chair will print off communications for Cllr Kirkpatrick and Cllr Caston. Internal Control was discussed. Cllr Wheeler was provided with a copy of Internal Control checklist. Internal Controls had not been carried out due to the missing Chair report and all the checklist criteria not being able to be met. After the financial year end has been carried out the Internal Controls will be carried out on a regular basis. The outstanding criteria for the LCAS was discussed. Most of the criteria is in place. Agreed that Council would work with the Clerk and aim to complete the outstanding criteria before the PC meeting on 12 May 2020.</p>																							
20.22	<p>To discuss dog fouling issues. Agree on a course of action. Clerk had received complaints about dog fouling on Langley Street. Clerk suggested asking SNC to provide dog fouling signs which had worked effectively at Claxton. Agreed for Clerk to go ahead and order signs.</p>																							
20.23	<p>Planning: To consider planning applications: None. Planning decisions: 2019/2282 Approval with conditions 2019/2283 Approval with conditions 2019/2555 Approval with conditions</p>																							
20.24	<p>Highways: To receive a report on outstanding highways issues – Clerk had reported the damaged fingerpost at Hardley Street/Hardley Road. Highways confirmed it will be repaired within 6 weeks. The decaying fingerpost sign near the Village Hall was considered by Highways and at the moment no action will be taken.</p>																							
20.25	<p>Finance:</p> <table border="1" data-bbox="215 1447 1498 1536"> <tr> <td colspan="2">To receive Statement of Accounts for year to date.</td> </tr> <tr> <td colspan="2">Clerk circulated the report prior to the meeting and it was noted.</td> </tr> </table> <table border="1" data-bbox="215 1543 1498 1733"> <tr> <td colspan="2">To note the bank balance as at 29 February 2020</td> </tr> <tr> <td>Current account</td> <td>£4173.10</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>£6372.78</td> </tr> </table> <p>To note receipts – Mr P J Hagger £66.67 (dog bin servicing) Norfolk ALC £90.00 (funding towards CiLCA) South Norfolk Council £20.00 (litter pick 2019)</p> <p>To note grants - None</p> <p>To approve payments - All expenditure approved. BACS payments noted.</p> <table border="1" data-bbox="215 1957 1498 2063"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Mrs C Petersen</td> <td>£617.99</td> <td>Salary, mileage, postage, stationery</td> </tr> <tr> <td>Norfolk Playing Fields Association</td> <td>£ 20.00</td> <td>Subscription 2020 - 2021</td> </tr> </tbody> </table>	To receive Statement of Accounts for year to date.		Clerk circulated the report prior to the meeting and it was noted.		To note the bank balance as at 29 February 2020		Current account	£4173.10	Savings account	£2041.50	Playground account	£ 158.18	Total	£6372.78	Payee	Value	Description	Mrs C Petersen	£617.99	Salary, mileage, postage, stationery	Norfolk Playing Fields Association	£ 20.00	Subscription 2020 - 2021
To receive Statement of Accounts for year to date.																								
Clerk circulated the report prior to the meeting and it was noted.																								
To note the bank balance as at 29 February 2020																								
Current account	£4173.10																							
Savings account	£2041.50																							
Playground account	£ 158.18																							
Total	£6372.78																							
Payee	Value	Description																						
Mrs C Petersen	£617.99	Salary, mileage, postage, stationery																						
Norfolk Playing Fields Association	£ 20.00	Subscription 2020 - 2021																						

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

	CGM Group	£144.00	Hedge cutting
	Community Action Norfolk	£ 40.00	Play Area Inspection Course
	Total	£821.99	
20.26	To receive updates from individual Council Members (for information only)		
	<ul style="list-style-type: none"> • Cllr Kirkpatrick commented on the very good village newsletter. • Chair and Cllr Stone attended SAM2 Training with Westcotec on Tuesday 18 February 2020. • Cllr Stone commented on the parking issue which is still occurring on Fish's Lane. 		
20.27	To receive any items for inclusion on the next agenda (for information only).		
	<ul style="list-style-type: none"> • None. 		
20.28	To resolve to close the meeting to the public.		
	It was resolved to close the meeting to the public.		
	Confidential:		
	<ul style="list-style-type: none"> • Clerk update from Personnel Committee. Clerk was provided with an update. LwH PC are very grateful for the work the Clerk carries out. • To consider holiday pay. Agree on a course of action. Clerk had been unable to take all her holiday entitlement due to CiLCA and work commitments. Resolved to pay 18 hours outstanding holiday in with March 2020 salary. 		
20.29	To confirm date and time of the next Parish Council Meeting as Tuesday 12 May 2020 in Langley with Hardley Village Hall. The Annual Parish Meeting will commence at 7.00 pm and then be followed by the Annual Parish Council Meeting.		
	Confirmed.		
	Meeting closed at 9.29 pm.		

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