

# Langley with Hardley Parish Council

Minutes No: 2020/07

## Minutes of Parish Council Meeting held on Tuesday 14 July 2020 at 7.30pm in Langley with Hardley Village Hall

<b>Parish Councillors (4) present</b>	Nigel Sullivan (Chair), Mike Caston, Frances Kirkpatrick, Roger Stone
<b>County Councillor</b>	Councillor Jeremy Rowe (arrived at 19.50 pm)
<b>District Councillors</b>	None
<b>Also in attendance</b>	Carla Petersen (Clerk)
<b>Members of the public</b>	1 (signed up as a Councillor at item 11)

A risk assessment had been carried out prior to the meeting. Coronavirus guidelines were adhered to. Hand gels were available along with signage. Seating was the recommended distance. Sharing of documents was kept to an absolute minimum.

### 1. To receive and approve apologies for absence

County Councillor Barry Stone (holiday).

### 2. To receive any declarations of interest from Members & consider requests for dispensation

*Members are invited to declare Disclosable interests and other interests in items on the agenda as required by the Langley with Hardley Parish Council Code of Conduct for Members and by the Localism Act 2011.*

None.

### 3. To approve minutes of Council meeting held on 03 March 2020

Minutes were approved and signed by the Chair.

### 4. Adjournment for Public Participation (15 minutes allowed for).

*This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions.*

None.

### 5. Reports from:

- **Parish Clerk** - Completed the end of year accounts and posted to the agreed Internal Auditor. Prepared Scheme of Delegation. Emailed to HMRC the VAT reclaim. Finalised the year end payroll and prepared P60 End of Year Certificate. Looked into possibilities of holding a virtual meeting using Zoom. Booked Cllr Stone onto the agreed virtual Councillor training. Prepared the asset register as at 31 March 2020. Renewed the Office 365 and Bullguard on the laptop. Attended a few virtual clerk networking sessions. Prepared all the necessary Transparency Code documents ready for upload onto the website. On 12 May 2020 attended virtual training on how to prepare accessible Word & PDF documents (N.B. all documents e.g. agendas, minutes, policies etc uploaded onto the website from September 2020 must be in this format). Advised SNC Elections Department of the resignations of John Wheeler, Richard Watson and Stephen Wilmott. Displayed on the website the three councillor vacancy notices. Updated councillor contact details on the website. The Chair has been processing payments via BACS. This is now working well. Booked for Andrew Milner to attend the Annual Parish Meeting. He was going to give a talk on Chet B-Line. Due to coronavirus this had to be cancelled. CGM Group since lockdown have introduced a new invoicing system and procedure. Booked to attend virtual SLCC Annual General Meeting on Wednesday 22 July 2020. Booked for the RoSPA Inspection to be carried out at a reduced rate fee. Started to work on updating the website to meet the new accessibility regulations. Received enquiries about moorings at Langley. Circulated Planning Applications. Received notification from Highways that the

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fingerpost had been replaced by the noticeboard on Hardley Street. Clerk to follow up as it has been confirmed that it has not been carried out. On a regular basis forwarded on the coronavirus email updates. Carried out a risk assessment in conjunction with the Village Hall before the PC meeting.

- **County Councillor Barry Stone** – Regular reports provided and uploaded onto the parish website.
- **District Councillor Kay Mason Billig** - None
- **District Councillor Jeremy Rowe** – Regular reports provided and uploaded onto the parish website. Reported that as the coronavirus crisis decreases, they are now turning to forming a permanent group – ChetChat- which will tackle loneliness and isolation amongst our older friends and neighbours. The coronavirus crisis has brought out a great side in the community. Confirmed that £100 would be given from his members grant towards printing the proposed Village Guide leaflet.

**6. To consider the Internal Audit Report prepared by the Internal Auditor. Agree upon any course of action.**

The Internal Audit Report prepared by Catherine Moore had been circulated to Councillors prior to the meeting. The report was very thorough, and it was pleasing to receive such good comments.

**7. To note the Annual Internal Audit Report 2019/20**

The Annual Internal Audit Report had been circulated to Councillors prior to the meeting. It was noted.

**8. To consider and approve Section 1 (Annual Governance Statement 2019/20) of the Annual Return**

Section 1 of the Annual Return had been circulated to Councillors prior to the meeting. Resolved to sign Section 1. Signed by Chairman and Clerk.

**9. To consider and approve Section 2 (Accounting Statements 2019/20) of the Annual Return**

Section 2 of the Annual Return had been circulated to Councillors prior to the meeting. Resolved to sign Section 2. Signed by Responsible Financial Officer and Chairman.

**10. To consider and approve Certificate of Exemption (Annual Governance Statement 2019/20)**

Resolved Langley with Hardley Parish Council was exempt from external audit for the year 2019/20 as its annual turn-over did not exceed £25,000 and Chairman authorised to sign. Certificate of Exemption signed by the Responsible Financial Officer and Chairman. Clerk to email documents to PKF Littlejohn.

**11. To consider the application received for the Councillor vacancy. Receive a brief presentation from the applicant. Agree upon a course of action.**

Mr Stuart Adcock introduced himself to those present. He is interested in getting involved with village activities. Council unanimously agreed to co-opt Mr Adcock onto LwH PC. Declaration of Acceptance form signed. Clerk handed Cllr Adcock his New Councillor Welcome Pack.

**12. To confirm removal of a bank signatory and appoint a new signatory.**

Due to the recent resignation of Stephen Wilmott it was confirmed he should be removed as a bank signatory. It was confirmed that Cllr Stone be appointed as a second bank signatory.

**13. To discuss the coronavirus lockdown. Agree upon any course of action.**

At the very beginning of lockdown, a leaflet had been circulated to all households in Loddon, Chedgrave, Hales & Heckingham, Langley with Hardley and Norton Subcourse. The leaflet gave contact details for those self isolating or social distancing as a member of a vulnerable group or over 70's. There has been tremendous local support and plenty of volunteers. It is essential to keep checking on neighbours. The Loddon area has been brilliant and free essential food items are available from The Hollies. Cllr Caston reported that recently he had been giving away potatoes and these supplies have now all gone.

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**14. To consider RoSPA Play Area Inspection Report. Agree upon any course of action.**

The RoSPA Play Area Inspection had been booked but due to the coronavirus there had been a delay in the inspections being carried out. The Clerk will circulate to Councillors when it is received.

**15. To confirm by resolution that Council publishes online the Local Council Awards Scheme Foundation Level criteria 1-15.**

Resolved that Council publishes online the Local Council Awards Scheme Foundation Level criteria 1-15.

**16. To confirm by resolution that Council publishes online the Local Council Awards Scheme Foundation Level criteria 16-23.**

Resolved that Council publishes online the Local Council Awards Scheme Foundation Level criteria 16-23.

**17. To confirm by resolution that Council are ready to apply for accreditation of Local Council Awards Scheme Foundation Level.**

Resolved that Council are ready to apply for accreditation of Local Council Awards Scheme Foundation Level.

**18. Finance:**

- **To receive the income and expenditure figure.** It was noted.
- **To note the bank balance as at 14 July 2020 - £6974.63**
- **To note receipts: -**
  - HMRC. VAT reclaim 2019/20. £180.32
  - South Norfolk Council. Precept. £3154.28
  - Barclays Bank. Interest. £0.59
- **To note grants: - None**
- **To approve payments.**

All expenditure approved. Proposed by Chair and seconded by Cllr Caston. It was noted that the Village Hall hire and defibrillator electricity is outstanding. It was agreed that upon receipt of an invoice a BACS payment should be raised.

<b>Payee</b>	<b>Value</b>	<b>Description</b>
Mrs C Petersen	£1352.51	Salary & administrative expenses March 2020 – June 2020
Community Action Norfolk	£20.00	Membership
Mr R Stone	£27.00	Play Area Inspection Course mileage expenses
Norfolk ALC	£159.08	Annual subscription & website hosting
Zurich Municipal	£815.17	Insurance
Mrs C Moore	£62.05	Internal Audit 2019/20
Norfolk Parish Training & Support	£50.00	Councillor Training – Roger Stone
CGM Group	£185.57	Grass cutting
<b>Total</b>	<b>£2671.38</b>	

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

Cllr Kirkpatrick reported on the sad news of the recent death of former parish councillor Sam Frost. The funeral had been held recently and was attended by about 100 mourners.

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Cllr Kirkpatrick reported that the Tree Warden had said that the trees are doing well.

Cllr Kirkpatrick enquired about the Wherryman's Way PowerPoint slides. The Chair will forward copies to Cllr Kirkpatrick.

Cllr Kirkpatrick handed out the newly printed Hardley Windmill leaflets. Printing the 2000 leaflets had cost Hardley Windmill £300. Hardley Windmill has been repointed up to a height of 4' to 5'. Cllr Kirkpatrick suggested that a similar leaflet could be prepared as the Village Guide which is a LwH PC project waiting for funding.

Cllr Caston reported that there are three potholes on Hardley Street near Avenue Farm.

Cllr Stone reported that the hedge around the play area is looking untidy and overgrown,

The Chair reported that the play area has not been opened just yet. The play area reopening will tie in with Government guidelines and any recommendations in the RoSPA Report.

The Chair reported checking the Book Exchange on a regular basis, and it is pleasing to see books and games are being exchanged frequently.

The Chair reported the Remembrance wreaths at Langley War Memorial had been removed by someone.

The Chair reported that the chains at Langley War Memorial are broken,

Cllr Adcock reported vehicles are continuing to park in Fishers Lane, Hardley. Clerk to action.

Cllr Adcock reported the footbridge to Hardley Dyke is still in a dangerous condition. Clerk to action.

Cllr Adcock reported the footpath sign on Fishers Lane has become overgrown by a hedge.

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

None,

**21. To confirm date of the next Parish Council Meeting as Tuesday 08 September 2020 in Langley with Hardley Village Hall @ 7.30 pm.**

Confirmed.

The meeting closed at 20.10 pm.

Signed.....

Date.....