

Langley with Hardley Parish Council

Minutes No: 2020/12

Minutes of Parish Council Meeting held on Tuesday 18 September 2020 at 7.30pm in Langley with Hardley Village Hall

Parish Councillors (4) present	Nigel Sullivan (Chair), Frances Kirkpatrick, Roger Stone, Stuart Adcock
County Councillor	None
District Councillors	Councillor Jeremy Rowe
Also in attendance	Carla Petersen (Clerk)
Members of the public	0

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. Election of a Vice-Chair and signing of Declaration of Acceptance of Office

Cllr Caston had already been asked if he would be prepared to take on the role. Resolved that Cllr Caston be elected as Vice-Chair. Signing of Declaration of Acceptance of Office to be carried forward to next meeting.

2. To receive and approve apologies for absence

Councillor Mike Caston (family commitment), County Cllr Barry Stone (quarantine).

3. 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.

The Chair declared an interest in the Langley School Planning Application.

4. To approve minutes of Council meeting held on 14 July 2020

Minutes were approved and signed by the Chair.

5. 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.

6. Reports from:

- **Parish Clerk** – Updated the website so that it meets accessibility regulations and uploaded website accessibility statement. Uploaded the new LCAS logo onto the website. Attended a few virtual clerk networking sessions. Updated the training record. Attended the virtual SLCC Annual General Meeting on Wednesday 22 July 2020 and joined break out room sessions on Internal Audit from an Internal Auditor and Website Accessibility Regulations. Arranged for NGF Play to visit the play area and carry out the necessary works. Emailed the Tree Warden about an overhanging tree on Hardley Road. Emailed SNC the completed ROI for Cllr Adcock. Prepared the dog bin invoice and posted it to Mr Hagger. On a regular basis forwarded on the coronavirus email updates.
- **County Councillor Barry Stone** – Regular reports provided and uploaded onto the parish website.
- **District Councillor Kay Mason Billig** - None

Signed.....

Date.....

- **District Councillor Jeremy Rowe** – Regular reports provided and uploaded onto the parish website. Reported that his surgery has been suspended at the moment. Between 10.00 am – 11.30 am on Saturday 10 October will be launching the new ChetChat group, aimed at helping and supporting our over-60s friends and neighbours. Will be standing outside the Co-op, handing out the free mugs and fridge magnets, showing the ChetChat phone number. Cycled virtually from Lands' End to John O Groats to raise funds to launch the ChetChat scheme.
- **Tree Warden** – Everything is fine.
- **Play area inspector** – Inspections will resume when the play area has been cleaned.

7. To confirm successfully achieving the Foundation level of the Local Council Award Scheme.

The Council were delighted to have achieved this award. Thanks, were given to the Clerk for helping to make this possible for LwH.

8. To consider and agree upon member responsibilities

Responsibilities were considered and agreed upon. A copy is available on the website.

9. To consider the RoSPA report dated July 2020 and receive an update on the play area. Agree upon a course of action.

The report had been circulated prior to the meeting. NGF Play had been supplied with a copy and compiled a quote based on the necessary works. These works have now been carried out. It was confirmed that a deep clean would be carried out on Sunday 13 September 2020 at 10.00 am. Cllr Adcock offered the use of a powerful jet cleaner which will make the task much easier. District Cllr Jeremy Rowe offered to join in with this activity.

10. To approve subscription to Information Commissioner's Office

Resolved to subscribe to Information Commissioner's Office. The fee is £40 for the year however if paid by direct debit would be £35. It was confirmed that the Clerk should set up a direct debit.

11. To receive an update on the new agreed bank signatory

The Clerk had contacted Barclays who had prepared a new mandate to add Cllr Roger Stone. The form will be completed and submitted to Barclays.

12. To consider Society of Local Council Clerks renewal subscription. Agree on a course of action.

The previous year the subscription to Society of Local Council Clerks had been shared equally between the clerks two parishes. The Clerk is now clerk to three parishes. It was resolved that each parish would share the subscription costs in equal thirds.

13. To confirm Clerk attendance at Virtual SLCC National Conference.

It was confirmed that the Clerk should attend the Virtual SLCC National Conference from 12 October – 16 October 2020. The cost of the event would be £25 which will be shared equally between the clerks three parishes.

14. To receive an update on the SAM2 and its redeployment back to Claxton.

The SAM2 has now been returned to Claxton. Cllr Balmer in Claxton had kindly downloaded all the data and emailed it to Cllr Roger Stone so that he could prepare a report. Cllr Roger Stone will prepare a report for circulation at the next PC meeting. Since the SAM2 had been outside Langley Abbey it was felt that the traffic had slowed down. The Clerk had brought over the 3 locks which will be used next time when securing the SAM2. The locks were handed to the Chair. The SAM2 requires 2 further fixing brackets. Clerk to action.

15. To consider arranging a Big South Norfolk Litter Pick. Agree upon any course of action.

It was agreed that a Big South Norfolk Litter Pick would be arranged on 13 September 2020 which will follow on from cleaning of the play area.

Signed.....

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16. To receive an update on the two Councillor vacancies. Agree on a course of action.

The Clerk had not received any interest in the councillor vacancies. It was agreed that adverts would be placed in the Contact magazine, Chet News and the noticeboards. Clerk to forward to the Chair posters for the noticeboards.

17. To receive an update on the Wherryman's Way. Agree on a course of action.

The Clerk read out a recent email that County Cllr Barry Stone had forwarded on from Tom McCabe, Executive Director of Community and Environmental Services at Norfolk County Council. The email confirmed that Russell Wilson had visited the site and re-erected the signage to confirm the closure that had been removed. While on site the alternative route had also been inspected and signage was in place throughout. From the site visit it appeared that members of the public are accessing the footpath via a gate at the Hardley Hall end of the footpath closure rather than the right of way which has been closed off. He has contacted the landowner regarding this to see what can be done to prevent access via that route. With regards to the Chedgrave end of the closure, he has been working with the Broads Authority to carry out works on that stretch of the route between the sluice and the bird hide. The access to the site is very limited and would appear as if access from the River Chet is the best option at this point in time. The original plan was for the Broads Authority to dredge the River Chet during 2020/21 and the spoil to be placed on the river bank so that it could be used to support a footpath. Due to coronavirus the Broads Authority have changed their dredging schedule. It is hoped that the works will be undertaken in 2021/22 to allow access to the bird hide for local residents and visitors alike. Cllrs confirmed that they would like County Cllr Barry Stone to continue with looking after this.

18. To receive an update on the Village Heritage Trail. Agree on a course of action.

The Chair reported that work had started on the Village Heritage Trail. A map is to be produced which will detail heritage buildings. District Cllr Jeremy Rowe offered to contribute to this from his locality budget. It is anticipated that the final version will be available next year and a draft version will be available at the next meeting.

19. To consider councillor training for Cllr Adcock. Agree on a course of action.

It was confirmed that Cllr Adcock should attend virtual councillor training through Norfolk Parish Training & Support. Clerk to action.

20. Planning:

- **To receive new planning applications and make comment**

South Norfolk Council 2020/1453. Council considered this application and approve the application.

South Norfolk Council 2020/1525. Council considered this application and approve the application.

- **To receive results and updates on outstanding applications**

None.

21. Highways:

- **To receive a report on outstanding highways issues**

The potholes outside Avenue Farm on Hardley Street have not been filled even though some are marked. Clerk to action.

Concerns were raised about the wooden bridge that crosses Hardley Dyke at Hardley Street. The bridge is very rickety. Clerk to contact County Cllr Barry Stone to ask his advice.

Signed.....

Date.....

22. Finance:

- **To receive the income and expenditure figure.** It was noted. The Clerk confirmed that a draft budget for 2021/22 would be prepared for consideration at the PC meeting on 10 November 2020.
- **To note the bank balance as at 8 September 2020 - £5988.30**
- **To note receipts:** - None
- **To note grants:** - None
- **To note the new pay scales to be implemented from 1 April 2020 –** It was confirmed that the back-dated pay would be included in the next salary payment.
- **To approve payments.**

All expenditure approved. Proposed by Cllr Roger Stone and seconded by the Chair. It was noted that CGM had just sent through an invoice however there were no cutting dates on the invoice so the invoice cannot be passed through for payment. Clerk to action.

Payee	Value	Description
Mrs C Petersen	£521.33	Salary & administrative expenses July 2020 – August 2020
NGF Play	£352.26	Repairs to play area equipment
Norfolk ALC	£50.00	LCAS accreditation fee
CGM Group	£132.00	Grass cutting
Total	£1055.59	

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

Cllr Kirkpatrick reported that Mr Chris Townsend had supplied and fixed new chains at Langley War Memorial. Clerk to be sent thanks for his kind actions.

The Chair reported that it was pleasing to see that the Book Exchange is being used on a regular basis. Due to the coronavirus signage will be displayed in the Book Exchange to remind users of correct procedure. Cllr Adcock offered to investigate a spray that could be used in the Book Exchange that works for weeks.

Cllr Adcock enquired about who has responsibility for cutting the grass on Fish's Lane. He reported that the trees on Fish's Lane are getting quite low making it difficult for vehicles to drive under. He also reported that the sign on Fish's Lane at the junction with Church Lane was broken. He asked if there had been any further update about parking of vehicles in Fish's Lane. Clerk to action.

Cllr Adcock enquired about LwH PC considering 2 dog bins when the budget is calculated in November 2020. The Clerk suggested that perhaps dog fouling signs might be a good first step as they have proved effective in a neighbouring parish. Clerk to order signs from SNC.

Cllrs discussed the difficulties with communication especially with the current coronavirus situation. Enquiries are to be made about setting up Facebook or WhatsApp. District Cllr Jeremy Rowe confirmed that these options have worked very well in Loddon and Chedgrave.

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

None.

25. To confirm date of the next Parish Council Meeting as Tuesday 10 November 2020 in Langley with Hardley Village Hall @ 7.30 pm.

Confirmed.

The meeting closed at 21.05 pm.

Signed.....

Date.....