

Langley with Hardley Parish Council

Minutes No: 2020/12

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

(Subject to amendment until signed by the Chairman at the next meeting)

Parish Councillors (4) present	Nigel Sullivan (Chair), Frances Kirkpatrick, Roger Stone, Stuart Adcock
County Councillor	None
District Councillors	None
Also in attendance	Carla Petersen (Clerk)
Members of the public	1 (signed up as a councillor at item 5)

A risk assessment had been carried out prior to the meeting. Coronavirus guidelines were adhered to and hand gels were available along with signage. Seating was the recommended distance. Sharing of documents was kept to an absolute minimum. Face coverings were worn at all times.

1. To receive and approve apologies for absence

Councillor Mike Caston (family commitment), District Cllr Jeremy Rowe (another commitment).

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

None.

3. To approve minutes of Council meeting held on 8 September 2020

Minutes were approved and signed by the Chair.

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

None.

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

Mrs Sybil Bunn introduced herself to those present. She is a member of the Langley with Hardley Village Hall Committee and thoroughly enjoys helping with events that are held there. Council unanimously agreed to co-opt Mrs Bunn onto LwH PC. Declaration of Acceptance form signed.

6. To discuss training requirements for the new councillors. Agree upon a course of action.

Resolved that Cllr Adcock and Cllr Bunn would attend councillor training with Norfolk Parish Training & Support. This will be arranged as soon as possible. Clerk to action.

7. Reports from:

- **Parish Clerk** – Attended the Wherryman's Way meeting that was held virtually on Thursday 17 September 2020. Prepared councillor vacancy notices for displaying in the noticeboards. Placed advert in Contact magazine for the councillor vacancies. Attended a few virtual clerk networking sessions. Made enquiries with Westcotec regarding the cost of extra brackets which will be £50 each. Attended SLCC virtual training 12 October 2020 – 16 October 2020. On a regular basis forwarded on the coronavirus email updates. It was noted that the last newsletter had been prepared over a year ago and it was agreed that one will be prepared in the New Year.
- **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.
- **Tree Warden** – None.

Signed.....

Date.....

- **Play area inspector** – Cllr Stone reported that CGM Group had cut the hedge beautifully. The grass in the play area is long and has not been cut for quite a while.

8. To consider the Parish Council Budget and Precept Requirement Report for 2021/22. To agree and set the budget for 2021/22.

The Clerk had circulated the report to all councillors before the meeting. The budget requirements for 2021/22 had been prepared using the recommended three-year forecasting method. The budget expenditure for 2021/22 was agreed as £8783.00. Council was then asked to consider projections for expenditure, income, and general reserves level. It was noted that in the last 10 -12 years the parish precept had remained the same each year, apart from last year when it increased by £70.94. The Clerk strongly advised that Council needed to consider their financial position very carefully as use of reserves cannot continue on a long-term basis. Council then voted on three parish precept options which used different levels of reserves combined with the budget requirements. It was unanimously agreed that the parish precept request would be £7474 with the use of £1000 reserves. The number of Band D properties for 2021/22 is 135 which is the same as the previous year. The Band D Charge for 2020/21 was £46.73 and will be £55.36 in 2021/22 which is an increase of 18.75%.

9. To complete and sign the Parish Precept Requirements form for 2021/22.

The Parish Precept Requirements form for 2021/22 was completed and signed by the Chair and the Clerk. Clerk to action.

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

Due to the time of year the path is very muddy. The ramp to the bird hide requires repairs and the bird hide needs maintenance to the door and windows. Cllr Stone and Cllr Adcock offered to carry out repairs in the Spring.

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

The form has been completed and submitted to Barclays. An update will be provided at the next PC meeting.

12. To confirm appointment of Internal Auditor for financial year ending March 2021.

Resolved to appoint Catherine Moore as the LwH Auditor for the year ending March 2021 as she had been the auditor for the previous year and had provided a detailed Internal Audit Report.

13. To receive an update on the Information Commissioners direct debit form.

The direct debit form was signed by signatories and posted. Clerk to action.

14. To discuss the complaint received regarding Langley Street. Agree upon a course of action.

The complaint had been circulated to councillors before the meeting. It was agreed that the Clerk should contact Cllr Caston to confirm the ownership of land in this part of Langley Street and make enquires about the damage caused to the ditches by the tractors.

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

The Chair confirmed that someone has been appointed to do the map but due to coronavirus has not been able to visit.

16. Planning:

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

None.

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

Broads Authority BA/2020/0350/COND. Approve subject to conditions.

Broads Authority BA/2020/0359/FUL. Approve subject to conditions.

17. Highways:

Signed.....

Date.....

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

The potholes outside Avenue Farm on Hardley Street still have not been filled. Clerk to action.

18. Finance:

- **To receive the income and expenditure figure.** It was noted.
- **To note the bank balance as at 30 November 2020 - £7536.51**
- **To note receipts:** - Barclays Bank – Interest £0.30
- **To note grants:** - None
- **To approve payments.**

All expenditure approved. Proposed by Cllr Stone and seconded by Cllr Adcock.

Payee	Value	Description
CGM Group	£197.13	Grass and hedge cutting
Mrs C Petersen	£877.06	Salary & administrative expenses September 2020 – November 2020
Contact Magazine	£35.00	Advertisement for councillor vacancies (2 issues)
Royal British Legion	£40.00	Wreaths x 2, s137
South Norfolk Council	£264.96	Dog bin annual charge
Total	£1414.15	

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

Cllr Kirkpatrick raised concerns about the condition of the land around Hardley Cross and Cllr Adcock was able to provide an update and reported that the Broads Authority are working on it at the moment. Cllr Kirkpatrick reported that she had weeded around Hardley Cross and Langley Cross. Cllr Kirkpatrick reported that Hardley Windmill visitor centre has had a new floor and a new kitchen, and the sails are off now as they are being recanvassed and will go back on again in the Spring.

Cllr Stone reported that the fingerpost sign at the junction of Hardley Road/Hardley Street has not been fixed. Clerk to action as Highways had confirmed that the works had been carried out. Cllr Stone reported that the Wherryman's Way sign has fallen down. Cllr Stone raised concerns about the bridge over the footpath. Cllr Stone and Cllr Adcock agreed to look at this in the Spring. Cllr Stone enquired about the setting up of Facebook and WhatsApp which had been discussed and agreed upon at the last PC meeting. Clerk to contact Chedgrave PC Clerk to see if she could help LwH to get these communication methods up and running.

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

None.

21. Confidential: Clerk annual appraisal.

The Chair, Cllr Stone and the Clerk left the room to carry out the annual appraisal. The completed appraisal form will be forwarded onto the Clerk for approval and signing. The Chair and Cllr Stone returned to the meeting whilst the Clerk remained in another room. The Clerk was then called back into the meeting. Due to a very satisfactory appraisal Council resolved to apply SCP9 from 01/04/2020.

22. To confirm date of the next Parish Council Meeting as Tuesday 12 January 2021 in Langley with Hardley Village Hall @ 7.30 pm.

Confirmed.

The meeting closed at 21.00 pm.

Signed.....

Date.....