

Langley with Hardley Parish Council

Minutes No: 2021/01

Minutes of Annual Parish Council Meeting held on Tuesday 18 May 2021 at 7.30pm in Langley with Hardley Village Hall

Parish Councillors (5) present	Nigel Sullivan (Chair), Mike Caston, Frances Kirkpatrick, Roger Stone, Tibby Bunn
County Councillor	None
District Councillors	None
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 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. Election of Chairman and signing of Declaration of Acceptance of Office

Resolved that Cllr Sullivan be elected as Chairman for the forthcoming year. Declaration of Acceptance of Office signed.

2. Election of Vice-Chairman and signing of Declaration of Acceptance of Office

Resolved that Cllr Caston be elected as Vice-Chairman for the forthcoming year. Declaration of Acceptance of Office signed.

3. To receive and approve apologies for absence

None.

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

None.

5. To approve minutes of Council meeting held on 18 December 2021

Minutes were approved and signed by the Chair.

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

None.

7. To consider the insurance quotes and appoint an Insurance provider. Agree the payment of the Insurance Premium.

The Clerk had received the insurance renewal from Zurich and then sought to obtain like-for-like quotes from two different insurance providers. One quote had only been received that day and the premium was similar to Zurich. The other quote received had been from BHIB and their documents had been circulated to Councillors prior to the meeting. It was noted that BHIB gave a discount for Local Council Awards Scheme, also included Parish Online mapping and further discount if the policy was fixed for three years. The policy schedule had been looked over by the Councillors. It was agreed to go ahead with the BHIB policy on a 3-year Long Term Undertaking with an annual premium of £568.37. This represents a saving compared to the renewal quote that had been received from Zurich which was £830.34.

8. To determine dates of Council meetings for the next year

Resolved the dates of the Council meetings for the next year will be: 13th July 2021, 14th September 2021, 9th November 2021, 11th January 2022, 8th March 2022, and 10th May 2022 (Annual Parish & Annual Parish Council).

Due to COVID-19 restrictions the Annual Parish Meeting will be held this year on 13 July 2021 and will start at 7.00 pm and be followed by the Parish Council Meeting. A speaker will be invited to the Annual Parish Meeting and light refreshments will be laid on. All parishioners are most welcome to attend.

Signed.....

Date.....

9. To agree banking arrangements for the year and to agree to any changes to the nominated signatories

The Clerk explained the difficulties she had encountered with Barclays recently and due to being removed for no reason had not been able to access the bank account or start any payments. New cards and login details have now been received. Cllr Stone is still encountering difficulties with Barclays adding him as a signatory. The Clerk reported that many parishes have moved their banking from Barclays to Unity Trust Bank and briefly explained her experience of using Unity Trust Bank as her other parish banks with them. Unity Trust Bank do charge £6 per month fee however that can be offset by the hours spent hanging on the telephone when trying to get actions carried out by Barclays. It was agreed that Cllr Stone would try further to be added and if no progress by the next meeting then Unity Trust Bank will be considered.

10. To review and agree the GDPR Data/Information Audit

Resolved to agree the document.

11. To consider and agree upon Member and Officer responsibilities.

Member and Officer responsibilities were agreed upon. Cllr Adcock had already expressed an interest in being responsible for the Play Area and will need training for this role. Clerk to action. A copy of Member and Officer Responsibilities is available on the website.

12. 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. The two recommendations were noted; BACS payments will be included in the Risk Assessment and Council will set a General Reserve Policy. The observation was noted too in that the Council has reduced its reliance on balancing budgets with the use of reserves, dropping this down to £1000 for the 2021/22 budget meaning that a balanced budget should be possible for 2022/23. The report is available to read on the Parish Council website.

13. To note the Annual Internal Audit Report 2020/21

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

14. To consider and approve Section 1 (Annual Governance Statement 2020/21) 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.

15. To consider and approve Section 2 (Accounting Statements 2020/21) 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.

16. To consider and approve Certificate of Exemption (Annual Governance Statement 2020/21) Part 2

Resolved Langley with Hardley Parish Council was exempt from external audit for the year 2020/21 as its annual turnover 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.

17. Reports from:

- **Parish Clerk** – Attended virtual networking sessions on 18 March and 14 April 2021, circulated planning applications by email, submitted the agreed Precept request to SNC, contacted Chris Townsend about the flooding on Langley Street, attended Town And Parish Council Forum meeting on 22 January and 22 April 2021, completed and submitted Langley with Hardley Parish Trust Charity Commission annual return, received confirmation that Langley Poor Marsh have appointed Shirley Keeler and Susan Wheeler as new trustees, contacted CGM Group several times regarding grass cutting invoices, prepared the end of year accounts and delivered and collected them from the Internal Auditor, submitted the VAT reclaim as at 31 March 2021, circulated the Internal Audit Report prepared by Catherine Moore, circulated the Annual Governance documents prior to the meeting, Notice of Public Rights will be set for 14 June 2021 to 23 July 2021, prepared the GDPR/Information Audit, updated the asset register, uploaded the agreed budget onto the website, completed some units of the online Cyber Training, on a regular basis forwarded on the coronavirus email updates.

Signed.....

Date.....

- **County Councillor Kay Mason Billig** - None
- **District Councillor Kay Mason Billig** - None.
- **District Councillor Jeremy Rowe** - A copy is available on the parish website.
- **Tree Warden** – It is lovely to see the new spring growth and blossoming trees and hedges, along with spring flowers along the hedge rows and in our woods which are currently adorned with bluebells and wild orchids now that the wild primroses have finished flowering. Our trees took a bit of a hammering over the winter and there were quite a few losses. The strong and gusty winds including the wind we had from the north on one occasion led to a number of large mature trees being blown over both on the exposed marshes in Langley and Hardley and in our woods such as Hazelmere. It is not all gloom and doom though, far from it, as a number of saplings have sprung up near by to compensate for the losses. It is so sad to see mature trees bite the dust, but it is nature's way to make way for new life. Unfortunately, there are some cases of Ash trees dying from the Ash disease across the parish. All in all, it's such a lovely time of year along our highways and byways and to see such an abundance of new growth and life. We are so lucky to live where we do.
- **Play area inspector** – None.

18. Planning:

- **To receive new planning applications and make comment**
None.
- **To receive results and updates on outstanding applications**
South Norfolk Council. 2021/0193 Granted with conditions.
South Norfolk Council. 2021/0004 Granted with conditions.
South Norfolk Council. 2021/0319 Granted with conditions.
Broads Authority. BA/2021/0056/HOUSEH Approve Subject to Conditions
Broads Authority. BA/2021/0113/HOUSEH Approve Subject to Conditions

19. Highways:

- **To receive a report on outstanding highways issues**
None.

20. Finance:

- **To receive the income and expenditure figure.** It was noted.
- **To note the bank balance as at 18 May 2021** - £9653.13
- **To note receipts:** -
 - UK Powernetworks. Wayleave. £19.92
 - Barclays Bank. Interest. £0.05
 - South Norfolk Council. Precept first half. £3737.00
 - HMRC. VAT reclaim 2020/21. £248.33
- **To note grants:** - None
- **To sign the ICO direct debit form.** Signed by two bank signatories. Clerk to action.
- **To approve payments.**

It was noted that there are two invoices outstanding for CGM Group. The Clerk has asked CGM Group to only charge the PC per cut and not an average cost per month. It was agreed that when the invoices are amended that payment can be made for these immediately. All expenditure approved. Proposed by Cllr Caston and seconded by the Chair.

Signed.....

Date.....

Payee	Value	Description
Mrs C Petersen	£1530.43	Salary & administrative expenses December 2020 – May 2021
Norfolk Playing Fields Association	£20.00	Subscription 2021/22
HMRC	£57.20	Income Tax
Norfolk Association of Local Councils	£159.08	Subscription and website
Catherine Moore	£60.00	Internal Audit
Total	£1826.71	

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

Cllr Kirkpatrick reported on the urgent work that is required on the access path to the bird hide. She had sourced two quotes. One quote was for £1000 and the other quote, with the work being carried out by Cllr Stone and Cllr Adcock, was £450 (including a small amount for any unknown expenditure). Clerk to contact Loddon and Chedgrave Parish Councils to enquire if they would be willing to contribute to the costs. The Clerk also suggested that County and District Councillors could also be approached for funding.

Cllr Kirkpatrick reported that Hardley Cross is getting more and more waterlogged and there is a risk that the Cross could sink. It was suggested that Broads Authority might be able to put gravel and chippings around the Cross to help keep it safe.

Cllr Kirkpatrick reported that Hardley Mill currently has no sails on, the canvasses have been repainted and it will be opening to visitors very soon.

Cllr Kirkpatrick reported that a grocery van now visits the villages.

Cllr Kirkpatrick suggested that it would be a good idea to plant daffodils in November so that they can flower next year.

Cllr Stone commented on the outstanding dog bin invoice which had been sent to Mr Hagger last year. Clerk to chase up the payment.

Cllr Caston enquired about a grant for grass cutting at Hardley Church. The Clerk advised that the Parish Council adopted last year a Grant Awarding Policy and will forward a copy of the application form to Cllr Caston for completion. The completed form will then be considered by Council at the next available meeting.

Cllr Stone reported that the SAM2 is due to be returned to Langley with Hardley at the end of the month. He reported having a training session from Cllr Balmer at Claxton PC. It has already been agreed that two further brackets are required for the SAM2 and Cllr Stone offered to order these and be reimbursed.

The Chairman reported visiting the residents of 11 Hardley Road about concerns that they had raised regarding the nearby elm trees. One of the elm trees is dead and the other is at a strange angle and they are concerned that they might collapse. It should be noted that in heavy winds at the end of last year a tree fell on a car and luckily no-one was hurt. The Clerk has contacted SNC to ascertain who is responsible for the land. The Chairman also reported on low tree branches by the pathway near 11 Hardley Road. Due it being the nesting season for birds it might not currently be possible to cut the branches.

The Chairman reported that the Book Exchange is being very well used.

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

Land ownership responsibility for trees, Bird Hide, banking, grass cutting.

23. To confirm date of the next meeting. The Annual Parish Meeting will be held at 7.00 pm on Tuesday 13 July 2021 and then be followed by the Parish Council Meeting @ 7.30 pm in Langley with Hardley Village Hall. Confirmed.

The meeting closed at 08.50 pm.

Signed.....

Date.....