

Langley with Hardley Parish Council

Minutes No: 2022/6

Minutes of Parish Council Meeting held on Tuesday 27 September 2022 at 7.30pm in Langley with Hardley Village Hall

Parish Councillors (7) present	Nigel Sullivan (Chair), Mike Caston (Vice-Chair), Frances Kirkpatrick, Tibby Bunn, Garry Moore, Cheryl Frost, John Wheeler.
County Councillor	None
District Councillors	None
Also in attendance	Emma Webster (Clerk)
Members of the public	None

1. A minute of quiet reflection and remembrance on the death of her Majesty, Queen Elizabeth II

This was observed and concluded with a short prayer.

2. To receive and approve apologies for absence

None.

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.

None.

4. To approve minutes of Council meeting held on 12 July 2022.

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. To discuss the issue of speeding in Langley Green as a result of contact from a local resident.

At the previous meeting it was agreed that the clerk should investigate moving the SAM2 speed awareness monitor to this part of the Parish and look into what is involved in order to lower the speed limit from the current 60 MPH. The clerk presented a SAM2 folder, with the SAM2 contract information and positions that the SAM2 can be placed which have been agreed by Norfolk County Council. The current SAM2 volunteer will be stepping down at the end of the year. After some discussion it was agreed that a new SAM2 volunteer should be sought and trained and that they could then take forward the work of moving the SAM2 monitor to the Langley Green area and looking into the lowering of the speed limit. Chair to take forward.

7. To discuss the brown tourist signs directing people to the currently closed Langley Abbey.

The Chair reported that he had heard from a representative from Langley Abbey that permission had been granted for the Parish Council to give times and contact details of how to arrange a visit to Langley Abbey and that this information could be placed on the Parish Council website. Clerk to action. It was also stated that amendments to the sign at the front of the property have been ordered (a type of sticker) which is due to be delivered soon. This will also give details on how a visit can be arranged. The representative had asked for a copy of a letter from the Parish Council which was believed to have been sent to Norfolk County Council from the Parish Council on the topic of brown tourist signs. The new Clerk had not sent one and had searched historical electronic files and paper copy files but could not locate such a letter. The Chair

confirmed that he had not signed any letter to the County Council on this topic. Clerk to inform the representative at Langley Abbey.

8. To discuss making an application for a grant to refurbish the Telephone Box community library.

There was some positive discussion on how well the community library was being used, and how a resident who lived near the library would be happy to be involved in its upkeep. It was agreed that the Chair would set up a working group (inviting the local resident) to tidy-up and clean the community library telephone box and put together a proposal of exactly how any grant funding would be spent. Chair to action.

9. To discuss the possibility of creating new parking spaces in the Parish.

Cllr Bunn proposed the creation of around 6 car parking spaces outside the council houses on the green where the Langley/Hardley village sign is. There was discussion around making this area safer for pedestrians, the increase in cars and/or vans per household, the lack of parking provision in this area, lack of driveways and garages to properties and how the land which currently has two footpaths could be better used. The Parish Council are aware that they do not have the necessary funding or appropriate powers to create parking but universally agreed that the request for new parking spaces should be taken up with the landowners, Norfolk County Council Highways and Saffron Housing. Clerk to action.

10. To discuss inviting the Police to a meeting of the Parish Council to discuss issues of concern to local residents.

Cllr Bunn raised concerns from residents around parking, speeding and drug dealing. There was a short discussion and it was agreed that the local policing team should be invited to the Parish meeting to give an update on how these concerns are being addressed. The Clerk also highlighted the regular Local Policing Community Meetings for Loddon, Chedgrave and the surrounding parishes which Councillors are sent e-mail invitations to take part. Clerk to action.

11. To agree the purchase of three commemorative poppy wreaths.

It was agreed to purchase one wreath each for the Churches at Langley and Hardley and one for the Langley War Memorial. Clerk to action.

12. To discuss renewing the Parish Council subscription to Community Action Norfolk (bronze level)

This was agreed at the sum of £20.00. It was noted that as part of the subscription there is access to an oil buying club which could be of interest to residents. Clerk to put details on Parish website.

13. To discuss renewing the Parish Council's Internal Auditor arrangements for the 2022/23 financial year.

This was agreed at the sum of £75.00. Clerk to action.

14. To discuss moving the Parish Council meetings to the first Tuesday of each month so information from that meeting can be submitted to Chet Contact magazine by the 8th of each month.

This was agreed. **New meeting dates for 2023**, all 7.30 start apart from 7 March which will be the annual Parish meeting at 7pm followed by the ordinary meeting at 7.30pm. Clerk to publish on Parish website.

Tuesday 1 November, Tuesday 3 January, Tuesday 7 March, Tuesday 2 May, Tuesday 4 July, Tuesday 5 September, Tuesday 7 November.

15. To note that the Lord-Lieutenant Lady Dannatt will be sending a representative to the next Parish Council meeting to present a plaque to mark the way that the community has pulled together over COVID.

This was noted in the meeting and subsequently Rev Hutton confirmed that he is able to make the revised date of 1 November.

16. Reports from:

- **Parish Clerk** – Reported that she is pleased to have passed the probationary period and is now permanently in the role. The clerk formally complained to Barclays on their handling of the change of mandate requests, the complaint was upheld and a formal apology issued to the Parish Council. The clerk still does not have access to online banking and has not received bank statements requested, dealing with Barclays continues to take up a disproportionate amount of Clerk time. The clerk requested permission to book on a budgeting course run by the Norfolk ALC on 8 November at a cost of £30, in order to help prepare the Parish Council's budget for the forthcoming year, this permission was given. The Clerk said that she was part way through a 3 session induction course for new Parish Clerks which she was enjoying.
- **County and District Councillor, Kay Mason Billig** – None
- **District Councillor Jeremy Rowe** – Circulated by e-mail
- **Police** – None
- **Tree Warden** – Cllr John Wheeler said that there were two people interested in becoming a Tree Warden (one of whom is a tree surgeon) and there was discussion on how the role could be shared. It is hoped the people interested will be able to attend the next meeting. A local resident e-mailed the Parish to ask if a tree could be planted in honour of the new King. It was agreed that a flowering Malice would be appropriate as it has year round interest with varying colour of foliage and flower. It was also agreed to plant two other flowering Malice, one in honour of Queen Elizabeth II and one to replace the tree planted for Freda, which has perished (although the plaque is still fine). These trees will be in the planted in the play area; and two plaques will be needed. Cllr Wheeler gave a quote of £28 per bare root tree available mid November, plus compost and stake. Cllr Frost offered to enquire if any discount could be given and place the order. The Parish Council agreed to the cost of the three trees, compost and stakes and asked the Parish Clerk to get some design ideas and quotes for the two new plaques to bring to the next meeting. Cllr Frost and Clerk to action.

17. Planning

Weekly planning applications and decisions made from both the Broads Authority and Broadland and South Norfolk Council are checked each week by the clerk for applications or decisions made within the Langley with Hardley Parish boundary. Results, including nil returns, are sent by e-mail to Parish Councillors on a weekly basis.

Cllr Wheeler mentioned the retrospective planning permission for the doors on the Groom's accommodation at Langley Abbey was likely to come back again for a new planning response.

18. Highways

The Parish Council noted that the height and thickness of the hedge at the bottom of Gentleman's Walk opposite the playground area has been reduced so that cars entering/leaving Gentleman's Walk can now see other cars turning in/driving along the road. Cllr Caston said that potholes on Church Lane, Hardley Road and Gentleman's Walk had been nicely filled.

19. Finance

- To consider any grant applications received in accordance with Langley with Hardley PC Grant Awarding Policy – None.
- To receive the income and expenditure figure. Up to date bank statements not currently available, although the Clerk has been chasing access to on-line banking with Barclays.
- To agree payment of invoices and other expenses. Cheques for the following invoices were signed during the meeting;

Cheque	To/For	Amount £
101028	Dean Baldry, grass cutting	156.25
101027	GS Tractor Services, grass cutting	156.25
101026	Norfolk Parish Training and support, new clerk induction course	100.00
101030	Catherine Moore, Internal Auditor	90.00
101033	Community Action Norfolk, bronze level membership	20.00
101032	Parish Clerk, salary and expenses	785.98
101031	This cheque was spoilt and subsequently shredded.	n/a

- To note any monies received – none
- To consider the Internal Audit Report prepared by the Auditor – agree on course of action. There were a number of recommendations made by the Internal Auditor which will be followed up by the Clerk in consultation with the Chair.
- To note the Internal Audit Report 21/22 – This was noted.
- To consider and approve Section 1 (Annual Governance Statement 2021/22) of the Annual Return – This was approved and signed.
- To consider and approve Section 2 (Accounting statements 2021/22) of the Annual Return – This was approved and signed.
- To consider and approve certificate of exemption (Annual Governance Statement 2021/22) Part 2 – This was approved and signed.

Clerk to send off the AGAR return to PKF Littlejohn and post on the Parish Council's website by the agreed extended deadline of Thursday 29 September 2022. PKF Littlejohn also asks for Parish Council Land Ownership and Cllr Caston and Cllr Sullivan confirmed that there was no change from the previous year's submission.

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

Cllr Wheeler noted that the RoSPA play inspection report had been received by the Parish in the last few days. This will be discussed in detail as an agenda item at the next meeting. In the meantime Cllr Wheeler asked the Clerk to contact the play equipment provider with a view to arranging a site visit to remedy some of issues highlighted in the inspection and to look into replacement signage. The Council also agreed to arrange for the removal of the damaged bench and remedial work to the goal area (grass and netting) as flagged in the report.

Cllr Caston asked is any grant was available to Hardley Church to help with grass cutting. Agreed to be brought forward to the next meeting as a grant request. Clerk to action.

Cllr Kirkpatrick said that there remains no access via Hardley Flood to the bird-hide whilst the Wherryman's Way improvements continued to take place.

On behalf of the village hall committee and in the spirit of working together, Cllr Bunn received a key which will open each of the three Parish noticeboards. Whilst Parish Council notices will take priority, Village Hall events can now use this space to put up their posters.

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

The clerk said that some of the Council's policies and procedures need a review and will be scheduled onto the next meeting. The RoSPA Play area report. Grant request for Hardley Church grass cutting.

22. To confirm date of the next Parish Council Meeting as Tuesday 1 November 2022 in Langley with Hardley Village Hall at 7.30 pm.

Confirmed.

The meeting closed at 9.10pm

DRAFT