

Langley with Hardley Parish Council

Minutes No: 2022/7

Minutes of Parish Council Meeting held on Tuesday 1 November 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	Reverend Matthew Hutton, Emma Webster (Clerk)
Members of the public	One

1. To receive and approve apologies for absence

None.

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 27 September 2022.

Subject to one amend (changing is to if in the second paragraph of item 20), the minutes were approved and signed by the Chair.

4. To welcome Rev Matthew Hutton to the meeting. Rev Hutton is representing the Lord-Lieutenant Lady Dannatt to present a plaque to the Village Hall to mark the way that the community has pulled together over COVID-19.

Rev Matthew Hutton was welcomed to the meeting and gave a short overview on the role of the Lord Lieutenant (currently Lady Dannatt) and how they are supported around the County to represent the Crown by a number of representatives from a variety of backgrounds. The Lieutenancy responds to points of interest and concern in the County and recognises individuals and groups for awards. The Lieutenancy responds when approached, assists when invited, improves where possible, sustains when necessary and encourages where practicable. Tibby Bunn, on behalf of the Village Hall organising committee accepted a commemorative plaque to mark the way in which the community has pulled together over COVID-19. A photograph was taken to be published in Chet-Contact magazine. Matthew thanked the Parish Council for their warm welcome and for all they do on behalf of the two villages.

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.

There has been no interest as yet in the SAM2 volunteer role. Chair to include a mention in the article for CHET News. Clerk to find out what is involved to lower the speed limit in this area and circulate to councillors by e-mail.

7. To receive an update from the Telephone Box Community Library working group. Agree if a grant application will be made for funding.

The Chair has set up a working group with Cllr Bunn to tidy-up and clean the telephone box community library and a good start has been made in tidying up the shelves and removing spoilt books. The need for improved shelving has been recognised and Cllr Bunn had a contact who would be able to build some bespoke shelves. There was no decision made on whether a grant application will be made for funding. Bring forward to next meeting for a further update.

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

There was a short discussion on this topic, mainly around the cost. There was no update from the clerk on this topic so it was agreed to bring forward to the next meeting when hopefully a response will have been received from Highways.

9. To discuss issues raised in the RoSPA play inspection report for Langley St Playing Field dated September 2022. Agree on a course of action.

The report had been read by all Councillors, and hard copies made available. There are no areas of immediate concern ('red' flags), but there are a number of items that require attention in the near future, ('yellow' flags), such as the zipwire and trim trail. Since the last meeting the broken bench has been removed and the goal nets re-pegged and the goal mouth area re-seeded. The clerk was asked to approach the original equipment supplier and ask for a quote that would address each area mentioned in the RoSPA report. The playground signage needs updating to be compliant. BHIB, the council's insurer requires the playarea to be checked weekly and records kept. Cllr Wheeler offered to be responsible for overseeing the playarea repairs and checks and the whole Council agreed to Cllr Wheeler's appointment to this role. Cllr Wheeler had drafted a play area checklist and agreed to complete monthly (as weekly would be unmanageable). Clerk to write to the Insurance company to inform them that checks are to be made monthly rather than weekly and forward their response to all Councillors. There was some discussion around purchasing a replacement bench for the play area, it was decided that plastic composite would be a durable material and one suitable for wheelchair users should be purchased, when funding allows. This item to be included in next year's budget.

10. To discuss the Parish Council's contribution to the CHET neighbourhood plan in response to a request from Chedgrave Parish Council. Agree on a course of action.

The Chair also mentioned the Transport East Rural Questionnaire' that has recently been received. The Chair agreed to respond to both consultations on behalf of local residents with the following focus; parking, speed limits, trees (both maintenance of existing and new planting), problems with drug dealing. Cllr Bunn also agreed to ask those coming to the community lunch on Friday for suggestions and to forward these to the Chair to be included in the submission.

11. To discuss items to be included in the Parish Council budget 2022/23. Agree which items should be included (the Clerk will use this information to draw up a budget to present to council in advance of the meeting on the 3rd of January)

In addition to the standing items in the budget each year the Council asked the clerk to budget for;

- Replacement bench for the play area £700
- New signage for the play area £100
- Maintenance of the play area – including complete overall of the zipwire. Cost TBC
- Telephone Box Community Library refresh £200
- Ensure that the grass cutting budget meets inflationary rises
- IT software, Microsoft license
- Training – increase in last years budget to accommodate training for new Councillors and Parish Clerk
- Repair of Village sign, materials and labour £100

- Planting budget – £150
- Clerks salary – NALC pay award plus annual increment. Cost TBC
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12. To review the Parish Council’s standing orders. Agree on a course of action.

It is a requirement that the standing orders are regularly reviewed. The last time they were reviewed was 7 May 2019. Not all Councillors had had the opportunity to read the standing orders prior to the meeting so this item will come back to the next meeting.

13. To review the Parish Council’s Financial Regulations. Agree on a course of action.

It is a requirement that the financial regulations are regularly reviewed. The last time they were reviewed was 3 March 2020. Not all Councillors had had the opportunity to read the financial regulations prior to the meeting so this item will come back to the next meeting.

14. To consider adopting the Local Government Association (LGA) Model Councillor Code of Conduct and to agree a response to the consultation being undertaken by the District Council on this topic.

After a short discussion in favour, it was unanimously agreed to adopt the LGA Model Councillor Code of Conduct. Clerk to inform the Governance Manager at Broadland and South Norfolk Council.

15. Reports from:

- **Parish Clerk** – Reported that she had spoken to Barclays who had agreed to grant access to the Parish online banking within the next 5 working days. The clerk reported that she had been matched by the Norfolk ALC with a mentor, an experienced Parish Clerk for 12 months (this service was included in the NALC membership fee). The clerk explained that the Parish Council had been offered the opportunity to opt-out of central external auditor appointments, and all councillors were e-mailed on the topic and asked for their comments on 4 September. As no comments had been received, the clerk and the Chair took the decision not to opt-out of central auditor appointments and that this decision can now be minuted.
- **County and District Councillor, Kay Mason Billig** – None
- **District Councillor Jeremy Rowe** – Circulated by e-mail
- **Police** – None
- **Tree Warden** – The three trees agreed at the last meeting have now been purchased. Cllr Wheeler will plant these in the play area. Clerk to look into purchasing commemorative stakes. Cllr Wheeler will keep in touch with the two prospective new tree wardens.

16. 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. Applications decided since the last meeting;

Application 2022/1655 Chet Cottage Approved with conditions

Application 2022/1654 Langley Abbey Approved with conditions

17. Highways

There was some discussion on what highways issues needed to be reported within the Parish. Cllr Wheeler agreed to contact the Highways department with regard to a light that needs a repair and a sign that had been knocked down on Forge Road.

18. Finance

- To consider any grant applications received in accordance with Langley with Hardley PC Grant Awarding Policy – An application has been received from Hardley Church for a £500 contribution to grass cutting. Agreed.
- To receive the income and expenditure figure. Up to date bank statements not currently available.
- To agree payment of invoices and other expenses. Cheques for the following invoices were signed during the meeting;

Cheque	To/For	Amount £
101034	Norfolk ALC budget training	30.00
101035	GS Tractor Services, grass cutting and playground maintenance	342.64
101036	Playsafety Limited, playarea safety inspection	288.00
101037	Royal British Legion 3x poppy wreaths	60.00
101038	Clerk salary and expenses	339.76
101039	Dean Baldry, grass cutting	156.25
101040	Homestead Nurseries, trees	94.00
101041	Hardley Parochial Church	500.00

- To note any monies received – £4,225.00 – 50% of annual precept.

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

Cllr Moore discussed the Parish Council's on-line offer, and had run a WordPress Security Analysis (non intrusive) on the Parish website which had flagged up 5 issues (non serious). Cllr Moore asked for the website password which was given in order to do more analysis. The Chair thanked Cllr Moore for the work he had done and suggested that the Parish Council's IT offer, including Facebook, was added to the agenda for the next meeting.

20. To receive any items for inclusion on the next agenda, including budget setting and a review of the Parish Council Standing Orders (for information only).

Items for inclusion on the agenda for the meeting on 3 January should include;

Budget setting, policy and procedure reviews, Consideration of the Parish IT offer, update on the telephone box community library.

21. To confirm date of the next Parish Council Meeting as Tuesday 3 January 2022 in Langley with Hardley Village Hall at 7.30 pm.

Confirmed.

The meeting closed at 9pm.