

Parish Clerk report

To: Langley with Hardley Parish Council Meeting Date: 7 November 2023

Subject: Report from the Parish Clerk and Responsible Financial Officer

I would like to present the following report to Langley with Hardley Parish Council for your consideration at the upcoming meeting on 7 November 2023.

1. **Kerb Painting Around Langley War Memorial:** The Norfolk County Council Highways Department has granted approval for a local resident to paint the kerb around Langley War Memorial. This work is to be completed in time for Remembrance Sunday.
2. **Dog Waste Bin at Fish's Lane:** There has been a delay in the installation of the dog waste bin at Fish's Lane. This delay is due to the Norfolk County Council taking an extended period to undertake a site survey. The Council should monitor progress and, if necessary, the Clerk will follow up with the County Council to expedite the approval for installation process.
3. **Speed Monitor Demonstration:** I have attended a free 1:1 demonstration with Westcotec on how to set up and take down the speed monitor. I am willing to provide further explanations to anyone interested in taking on this role. This is an important step in improving road safety within our community, and I encourage the Council to identify a responsible individual to manage the speed monitor. The downloading and reporting of data is not essential.
4. **Closure of Savings Accounts:** The Chairman and Vice Chair have been asked during this meeting to sign a letter to Barclays to approve the closure of the two remaining savings accounts. The balance on both accounts is now less than £5, representing the interest gained since the switch to Unity Bank. I recommend that the council supports this action as it is in line with the council's financial policies. The Unity Bank account is working as expected and it is likely the Clerk will be asking for Council approval at a future meeting to open a savings account with Unity which will attract greater rates of interest.
5. **Playground Sign:** Delivery is expected before the meeting on 7 November. A volunteer will be required to put the sign up once it arrives. Please let me know if any councillor is available to assist in this task.
6. **Commemorative tree plaque (King Charles III):** Delivery is expected before the meeting on 7 November. A volunteer will be required to put the sign up once it arrives. Please let me know if any councillor is available to assist in this task.
7. **Parish Updates and E-mails:** Parish updates have been sent to councillors on various dates since the last meeting. These updates have included a list of e-

mails received in the Parish inbox, which have subsequently been forwarded. I kindly request that the council considers if any action needs to be taken as a result of these e-mails. Of note, one e-mail details the arrangements being made to mark D-Day. I recommend that a councillor reviews the literature for this event and decides whether or not to recommend to the council that Langley with Hardley Parish Council participates.

8. **Community Infrastructure Levy (CiL):** Councillors will remember that a total of £2,262.54 is due to the Parish for planning application 2021/2553. The Clerk has chased payment and the CiL and S106 Officer at the District Council has asked that I assure Councillors they are working to resolve the matter ASAP.
9. **Parish/Town Council summit:** The Clerk will be attending this in-person meeting on 9 November and will report back to Council.
10. **County Broadband:** This company called the Parish mobile to ascertain who to speak too in order to book the Village Hall for a information event. They wanted to offer the Village Hall free for life wi-fi, to which the Clerk replied, yes, how lovely! County Broadband must have took this as authorisation to commit the Village Hall to services as a contract was sent immediately after the call by e-mail. The Clerk has no authority to commit the Council to goods or services and no commitment was given or implied. The contract was sent back unsigned with a request that it was cancelled with immediate effect.
11. **Litter Pick equipment.** If anyone knows the whereabouts of the Council litter pick equipment would you please inform the Clerk.
12. **Appraisal.** If you have any comments on my work as Clerk please pass these to Cllr Sullivan who will shortly be inviting me to an appraisal meeting. Ideally Three Councillors should be present at my appraisal which should be held separately to any meeting of Full Council.

In light of the above, I recommend that the council notes the content of this report and takes appropriate action on the items mentioned. Please be prepared to discuss these matters during the council meeting on 7 November 2023.

If you require any additional information or clarification on any of the matters discussed in this report, please do not hesitate to contact the Clerk.