

Langley with Hardley Parish Council

Minutes No: 2023/5

Minutes of Parish Council Meeting held on Tuesday 7 November 2023 at 7.30pm in Langley with Hardley Village Hall

Parish Councillors (6) present	Nigel Sullivan (Chair), Tibby Bunn, Garry Moore, Stuart Adcock, Michael Caston and Rob Baldwin.
County Councillor	None.
District Councillors	None.
Also in attendance	Emma Webster (Clerk).
Members of the public	Five

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.

Dispensation granted to Cllr Adcock to vote for his Wife under item 5 on the agenda.

3. To approve minutes of the Parish Council meeting held on 5 September 2023.

Agreed as an accurate record of the meeting, signed by the Chair during the meeting for the minute book and copy will now be published on-line with the DRAFT watermark removed. **Clerk to action.**

4. 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.

The Chairman welcomed members of the public to the meeting, there were no questions or comments raised.

5. To discuss the applications received for the vacancy of Councillor. Agree on a course of action.

The Council confirmed to the Chairman that they had received Kimberly Adcock's application to be co-opted onto the Council. Mrs Adcock read her statement, and confirmed that she met the eligibility criteria to stand as a Parish Councillor. The Chairman asked for a vote, which was unanimous, and Mrs Adcock was duly appointed.

6. To discuss the appointment of a Tree Warden. Agree on a course of action.

The Chairman was made aware of a potential volunteer for this position during the meeting. The Clerk was asked to send a copy of the role and responsibilities for the potential volunteer to consider, with a view to them being appointed at the next meeting. The Chairman asked the Clerk to write and thank the current Tree Warden for their service when a replacement is found. **Clerk to action.**

7. To discuss the appointment of Cllr Stuart Adcock as the Parish Council representative for the Wherryman's Way project group run by Norfolk County Council in conjunction with the Broads Authority. Agree on a course of action.

Agreed. Clerk to inform the Wherryman's Way project group. **Clerk to action.**

8. To discuss the current status of Langley with Hardley Parish Trust charity. Agree on a course of action

Councillors agreed that they had all read the report circulated in advance for this item. The Chairman thanked Cllr Moore for his work in this regard, and for the information he provided for the report. The

Chairman said that he agreed with the Purpose Assessment, however winding the Charity up would not be an easy thing to do. Council noted that the Clerk was unable to be the administrator for the Charity. There was discussion around engaging professional Charity law experts but there was no decision made to do so, with cost being a consideration. The Chairman suggested that he would investigate the responsibilities further and report back at the next meeting, which was agreed. **Chairman to action.**

9. To discuss the latest update on the Parish Council's access to the HMRC on-line account and agree on a course of action. To note a penalty notice issued by HMRC.

Councillors agreed that they had all read the report circulated in advance for this item. Council agreed to give Cllr Moore the authority to assist the Parish Clerk in gaining access to the Langley with Hardley Parish Council HMRC Employer account.

10. To discuss increasing the frequency of meetings of the Parish Council to 11 per year (excluding August). Agree on a course of action.

Cllr Moore talked through the report prepared and circulated in advance of the meeting. Cllr Adcock suggested that the Clerk's workload may not increase if the number of meetings were increased and Cllr Moore referred to the report giving increased costings of around £2k per year. What was of note was that the current Clerk has stated that she is unable to support regular additional meetings of Full Council. Cllr Baldwin said that continuity and consistency of Clerking is important due to the level of maturity of the Council and now progress is being made it would be a backward step to replace the Clerk and the Council would find itself back in the position they were 10 months ago. It was agreed to remain meeting bi-monthly until the Council are a tighter unit and more efficient. Working Groups can be convened if needed for specific topics in between meetings. It was agreed to review this decision at the meeting in November 2024 (at the latest). **Clerk to action.**

11. To consider the quotes received for Internal Audit services 2023/24. Agree on a course of action.

Councillors agreed that they had all read the report circulated in advance for this item. It was unanimously agreed to accept the recommendation in the report. **Clerk to action.**

12. To discuss items to be included in the budget 2024/25. Agree on a course of action.

There was a short discussion regarding items that should be added to the budget for 2024/25. The Clerk was instructed to increase the following budgets;

Provision of IT - Updating the software, hardware and making provision for .gov e-mail addresses

Biodiversity

Increase in training budget.

Increase in playground maintenance budget with a view to addressing the bird mess issue on the equipment.

13. To receive an update from Cllr Baldwin on the working group, to consider the draft policy and procedure documents. Agree on a course of action.

Councillors agreed that they had all read the report circulated in advance for this item. The Chairman thanked Cllr Baldwin for his work on producing the updated policies and procedures. It was agreed to adopt the policies and publish them on the Parish Council's website. **Clerk to action.**

14. To receive an update from Cllr Baldwin on the proposed renovation of the heritage road signs. Agree on a course of action.

Councillors agreed that they had all read the report circulated in advance for this item. Cllr Baldwin explained that a response was awaited from the Highways department and that he would follow this up and report back at a future meeting.

15. To note progress on the Parish Action Plan, and discuss issues arising. Agree on a course of action.

Cllr Baldwin reported that he had updated the Parish Action Plan to reflect the objectives as a Council and objectives as individuals. He asked that Councillors check which specific tasks had been allocated to them and to let him know if there were any issues or updates please. **All to action.**

16. To discuss ways of raising visibility of the Parish Council amongst local residents. Agree on a course of action.

There was discussion around how to raise the visibility of the Parish Council amongst local residents and get more people to like and engage with Parish Council Facebook page. Cllr Moore said that leafleting residents encouraging them to like the Parish Facebook page could be successful and ask them to sign up for regular alerts. Council agreed this was a good idea and agreed to fund 200 leaflets. Cllr Baldwin said that two way communication was important and to understand what residents would like the Parish Council to do. Cllr Moore agreed to explore this idea further and report back to Council either by e-mail or at the next meeting.

17. Play area: To consider maintenance of the play area and agree on a course of action and to consider a request from a parishioner to plant a commemorative tree in the play area, together with appropriate plaque, to mark the life of a local resident and ex Parish Councillor

After a short discussion it was agreed that the Council would be willing to fund a memorial to mark the passing of a local resident and ex Parish Councillor. Cllr Baldwin suggested a tree at Hardley Staithe, rather than the play area, as this was an area the resident liked to spend time. Cllr Adcock (S) agreed to speak to the family and gain their permission. Cllr Baldwin took the action to discuss with the land manager who is responsible for Hardley Staithe to ask for his permission for a tree and stake to be placed on the land.

Action Cllrs Adcock (S) and Baldwin.

Maintenance of the play area: Cllr Adcock (S) asked the Clerk to send a copy of the CGM grass cutting specification in order to help prepare a new specification for future use. **Clerk to action.** A canopy to protect the slide from bird mess was agreed by Council to be a good idea that should be explored and money should be included in the budget for permanent solutions to reduce bird mess on the play equipment, like a canopy. **Clerk to action.**

18. To consider what the Parish Council can do to meet the statutory duty under the 2021 Environment Act to conserve and enhance biodiversity in England. Agree on a course of action.

The Parish Council has a responsibility to conserve and enhance biodiversity, and the statutory duties were circulated in advance of the meeting. Cllr Baldwin suggested that he would be happy to organise a bulb planting session, and Cllr Moore agreed that his company, Genmar IT Consulting, would donate bulbs to the value of £50, which was gratefully accepted. Cllr Baldwin agreed to take forward the Council's response to this duty and asked that it is an agenda item for the meeting on January 9th. **Actions – Cllr Baldwin/Clerk.**

19. Reports from;

a. Parish Clerk

Councillors agreed that they had all read the report circulated in advance for this item. There were no further questions.

b. County and District Councillor, Kay Mason-Billig

None received.

c. District Councillor, Jeremy Rowe

Circulated by e-mail.

d. Police

None received.

e. Tree Warden

Report noted.

20. Planning:

To receive new planning applications and make comment, To receive results and updates on outstanding applications.

Application received BA/2023/0309/FUL: To change the use of two agricultural barns into Holiday lets.
This has been determined as refused.

21. Highways:

To receive a report on outstanding highways issues.

The Chairman said that no update had been given by the District Authority on the lowering of the speed limit along Langley Street and Langley Green, however as soon as a result was received it would be circulated.

22. Finance

Councillors agreed that they had all read the report circulated in advance for this item. The Clerk said that there was one additional invoice payment to be added to those circulated;

To/For	Amount £
Clerk salary and expenses	411.62

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

None.

24. To receive any items for inclusion on the next Parish Council meeting agenda.

- Biodiversity
- Budget

25. To confirm date of the next Parish Council Meeting as Tuesday 9 January 2023 in Langley with Hardley Village Hall at 7.30 pm.

Confirmed.

The meeting closed at 20.33