

HARDINGHAM PARISH COUNCIL

Minutes of the meeting held on Monday 11th May 2015 in the Memorial Hall, Hardingham at 7.30pm

Present:

John Sharples (Chairman) Henry Edwards (Vice Chairman) Tim Barrett
Richard Burke Lynn Whitwell (Clerk)

Members of the public present.

Pablo Dimoglou (Breckland District Councillor) Paul Claussen (Breckland District Councillor)
Glen Gower Jane Strudwick

ANNUAL MEETING OF THE COUNCIL

A G E N D A

The Chairman congratulated Pablo Dimoglou and Paul Claussen on becoming District Councillors welcoming them and Glen Gower and Jane Strudwick to the meeting.

1. ELECTION OF CHAIRMAN

John Sharples was elected Chairman

2. ELECTION OF VICE CHAIRMAN

Henry Edwards was elected Vice Chairman

3. DECLARATION OF ACCEPTANCE OF OFFICE TO BE SIGNED BY COUNCILLORS

All Councillors signed the declaration of acceptance of office

4. TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON 2nd March 2015, BE SIGNED AS A CORRECT RECORD. COPY PREVIOUSLY CIRCULATED TO MEMBERS

The minutes of the meeting on 2nd March 2015, were agreed and signed as a correct record

5. TO MAKE OTHER APPOINTMENTS

The following appointments were made:

Responsible Financial Officer	Lynn Whitwell (Clerk)
Trustee to Village Club	Glen Gower for a period of 3 years
Internal Auditor	Liz Stallion
Internal Audit Scrutineer	Tim Barrett
Emergency Liaison Officer and Deputy	Henry Edwards and Richard Burke
Homewatch contact	Heather Johnson
Fuel Allotment Trustees	Lynn Whitwell and Jenny George both for a period of 3 years

6. TO APPOINT COMMITTEES

There were no committees to appoint

7. REVIEW OF DOCUMENTS REVIEWED DURING THE PREVIOUS 12 MONTHS AS PER STANDING ORDERS PARA J AND NOT REQUIRING REVIEW AT THE ANNUAL MEETING

- (a) Standing Orders reviewed and adopted 3rd November 2014
- (b) Assets reviewed as part of the Risk Assessment 3rd November 2014
- (c) Complaints Procedure Reviewed and adopted 1st September 2014
- (e) REVIEW OF THE COUNCIL'S AND EMPLOYEE'S MEMBERSHIPS OF OTHER BODIES –
When the budget was set on 3rd November 2014 it was agreed to continue as a member of Norfolk ALC but

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not the Rural Community Council. Henry informed the Council that he had resigned from the Executive at Norfolk ALC

8. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER

The current insurance expires on 30th May 2015; to date no renewal notice has been received from Norfolk ALC

ACTION: Clerk to monitor

7.45 Paul Claussen left the meeting

9. REVIEW OF FINANCIAL REGULATIONS

The Clerk had reviewed the regulations and there were no recommendations.

10. REVIEW THE COUNCIL'S PROCEDURE FOR HANDLING REQUESTS UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998

It was agreed that a further review takes place when final details of the new audit regime is received.

11. REVIEW THE COUNCIL'S POLICY FOR DEALING WITH PRESS/MEDIA

The Clerk has reviewed the policy and there are no recommendations

12. CONFIRM THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL.

Dates set to January 2016

ORDINARY MEETING OF THE COUNCIL

It was agreed that Agenda Item 8 should be brought forward

FILLING OF VACANCIES ON THE COUNCIL

It was unanimously agreed that Glen Gower and Jane Strudwick be co-opted to the Council. With one vacancy remaining the clerk was asked to contact Mo Potter and Virginia Lenighan both had expressed an interest in becoming councillors.

ACTION: Clerk to contact

1. TO CONSIDER APOLOGIES FOR ABSENCE

There were none

2. TO RECEIVE DECLARATIONS OF INTEREST

There were none

3. MATTERS ARISING FROM THE MINUTES (FOR INFORMATION ONLY)

B/F (2nd March 2015)

The Clerk to investigate interest rates at Barclays with a view to transferring money from Santander to Barclays

The Clerk to make arrangements for Tim Barrett to become Cheque signatory

ACTION: Clerk

4. FINANCE

Barclays	£2977.19
Santander	£1590.83
Total:	<u>£4568.02</u>

a) Cheques and payments Authorised

Hardingham Village Club £ 17.00 (Hire of Hall 11/05/2015) LGA1972 s111

Mrs R J Whitwell £901.32 LGA1972 s111

Salary from 1st November 2014 to 30th April 2015 £772.58

Allowance for use of home and equipment £ 52.00

Expenses for Payments & Receipts Book £ 76.74

Mrs E Stallion £ 30.00 (Internal Audit) LGA1972 s111
Norfolk Association of Local Councils £ 95.49 (Annual subscription) LGA1972 s143
HMRC £193.00 (PAYE) LGA1972 s111

b) Regular Payments made to Zen Internet Ltd

11 th March	(7 th March – 6 th April)	£4.79
7 th April	(7 th April – 6 th May)	£4.79

c) Budget - details of actual against budget previously circulated

There were no questions

d) Year-end accounts

- i) The Internal Auditor's Report was considered by the Council there was nothing to note
- ii) The accounts for the year ended 31st March 2015 (previously circulated) were agreed and signed
- iii) The Councillors' attention was drawn to a potential conflict of interest if Mazars LLP provides personal accountancy and or tax advice, No conflicts of interest declared.
- iv) The National Audit Form was considered and completed

5. PLANNING

Information

3PL/2015/0046/F Browne's Farm, Manson Green - Retrospective permission for Free Standing Solar Panels
3PL/2014/1063/F Hill Farm, - Permission for Indoor Riding School
AG/2015/0011/AG - Application for prior notification of agricultural or forestry development – Hardingham Farms Ltd. Construction of winter storage reservoir. After a site meeting and publication of the details on both the Website and noticeboard, the Parish Council had no comments to make on this prior notification, however, resident concerns were notified to Breckland Council

6. NEIGHBOURHOOD PLAN

Feedback from the seminar on Neighbourhood Plans attended by John Sharples and Tim Barrett alongwith the summary previously circulated was discussed. The risk of major development in Hardingham was thought to be minimal and when considered against the large expense of formulating a Neighbourhood Plan the Council agreed not to formulate a plan. Pablo said he would find out from Breckland the level of risk to Hardingham and also informed the Council that a Village Appraisal would have to be considered by Breckland for the Local Plan. He suggested that Paul Claussen should be consulted for further advice.

ACTION: Chairman

7. ANNUAL VILLAGE MEETING –

- a) The Annual Report was agreed
- b) Final details were discussed and agreed

8. FILLING OF VACANCIES ON THE COUNCIL

Dealt with at the beginning of the meeting

9. HIGHWAYS

Most of the work requested had been carried out, however the breakup of the centre of the road from the crossroads leading to B1135 was still causing concern and the centre of Sandy Lane was outstanding
Repairs were required at the junction of Middle Road with B1135

ACTION: Clerk

The improvements to the junction of Hackford Road with B1108 had proved successful

It was agreed that a letter of appreciation should be sent to Nick Pounder recognising his contribution to the work of the Parish Council

The meeting ended at 9.55

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