

Minutes of Hardingham Parish Council meeting held on 27th June 2016 at 7.30pm at Low Street Farm, Low Street, Hardingham

Present: Cllrs John Sharples (Chair) JS, Tim Barrett (TB), Richard Burke (RB), Henry Edwards (HE), Glen Gower (GG), Virginia Lenihan (VL) and Jane Strudwick (JS).

In attendance: H Frary (Clerk)

OPEN FORUM

None

1) **Apologies for absence.** None

2) **Declarations of Interest.** None

3) **Minutes of the Parish Council meeting held in May 2016** were circulated prior to the meeting. They were initialled and signed by the Chairman. Proposed: RB, seconded: TB

4) **Matters Arising from the minutes of the last meeting (not already on the agenda):-**

Annual General Meeting

Item 5: Tony Baker was agreed to be appointed as Internal Auditor as the current auditor is no longer available. Proposed: JS, seconded: GG.

Item 8: The insurance cover has been arranged through Zurich Insurance.

Parish Council Meeting

Item 3 – The bench will be refurbished in due course. **GG, TB and JS to action**

Item 6 – The Annual Parish Meeting was a success with a higher attendance than normal. HE agreed to write an article for Group News with this information. **HE to action**

Item 7 – The potholes have been filled.

Item 8 – HE has confirmed the grass cutting arrangements with Carl Cowles.

Item 8 – The complaints about rights of way have been settled.

5) **To consider adopting the General Power of Competence**

The Clerk explained the power and it was discussed. Hardingham Parish Council declare its eligibility and adopt the General Power of Competence at this meeting. The Council will review this power at the next Annual General Meeting and consider readoption if required. Proposed: HE, seconded: JS and unanimously agreed.

6) **Payment of accounts and precept update**

• Payment of Accounts and precept update

• Zurich Insurance	chq 518	£201.48
• Clerks Wages (L Whitwell)	chq 519	£88.85
• Clerks Wages May / June (H Frary)	chq 520	£175.28
• Clerks Wages July	chq 521	£113.67
• HMRC	chq 522	£94.20
• Clerks reimbursements	chq 523	£42.65
• Zen Internet	d/d	£4.79
• Cllrs expenses (R Burke)	chq 524	£53.07
• Cllrs expenses (J Sharples)	chq 525	£70.00
• Cllrs expenses (J Strudwick)	chq 526	£11.00

Proposed: VL, seconded: TB

- To agree to pay the Clerk by monthly standing order. Proposed: HE, seconded: TB
- The mandate for Barclays Bank to be updated to remove R Whitwell as signatory and change the postal address to the new Clerk. Proposed: TB, seconded: HE
- The mandate for Santander to be updated to remove R Whitwell and add J Sharples as signatories and change the postal address to the new Clerk. Proposed: TB, seconded: HE

7) To consider the view of the council about the following planning applications

- 3PL/2016/0468/F: Latchets, Hackford Road – Conversion of outbuilding into annex. No views or comments. Proposed: HE, seconded: VL

8) Correspondence

- Parish Partnership update. The Clerk explained that Highways are requesting Parish Councils apply for match funding for projects relating to the Highways. Clerk to ask if a SAM2 sign can be used outside 30mph limits and add to the next agenda. **Clerk to action**
- National Playing Field Association - Centenary Fields scheme. To be passed to the Village Hall committee. **JS to action**
- PCC – The new PCC has arranged meetings with Parish Councillors. If anyone is interested in attending please book directly.
- NALC – Total Transport Survey. Retained by the Clerk
- BDC – Locla Plan Consultation. Retained by the Clerk
- NCC – Safeguarding for adults. Leaflets taken by TB for the next APM

9) To agree to apply for Transparency Funding via NALC

The Clerk explained that there is funding from central government to provide IT equipment for Parish Councils to enable them to comply with new legislation. It was agreed that the Clerk should apply.

Proposed: JS, seconded: RB. **Clerk to action**

10) Parish Questionnaire results

RB shared comments both positive and negative. It was noted that the website is not well used and the Clerk explained that both she and her predecessor found it difficult to manage. It was agreed that as NALC provide a free site which is easier to operate it should be changed as soon as possible.

Proposed: RB, seconded: GG **Clerk to action**

11) Update on defibrillator fund

Notes from the defibrillator group meeting were circulated and discussed. VL explained that £1465 has been raised to date and there is more due. Lucy's Life Saving Appeal have agreed to fund any shortfall. VL was thanked for all her hard work. **GG to ask Village Hall about payment for the insurance. VL to invite The Community Heart Foundation to the next parish council meeting and draft an item for Group News.**

12) Review of the Parish Action Plan in line with the meeting focus schedule

The action plan was reviewed and it was agreed that it should be updated to reference the new Transparency Act. Proposed: JS, seconded: HE. **Clerk to action**

13) Agreement of Clerks Contract and job description

The document was agreed and will be signed outside the meeting. Proposed: JS, Seconded: GG **Clerk to action**

There is a Parish Council Filing cabinet which was held by the previous clerk and is currently with HE. It was agreed that the disposal should be discussed at the next meeting. **Clerk to add to next agenda.**

14) Date of Next Meetings

12th September and 14th November. Clerk to update Standing Orders to reflect the change of date.

Proposed: JS, seconded: GG. **Clerk to action**

15) Feedback from Councillors

None

Meeting closed at 9.40pm