

Minutes of Hardingham Parish Council meeting held on 9th January 2017 at 7.00pm at Hardingham Village Memorial Hall

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

In attendance: H Frary (Clerk)

OPEN FORUM

None

- 1) **Apologies for absence.** Cllr Jane Strudwick (JSt)
- 2) **Declarations of Interest.** None
- 3) **Minutes of the Parish Council meeting held on 14th November 2016** were circulated prior to the meeting. They were initialled and signed by the Chairman.
- 4) **Matters Arising from the minutes of the last meeting (not already on the agenda):-**
Open Forum – Karen O’Kane has arranged a meeting with William Edwards to discuss pruning of estate trees in the parish.
Item 4 – The Facebook page is being planned to link with the Village Hall and Fete. **Clerk to report to a future meeting.**
Item 7 – Public rights of way and the Definitive Map. The Clerk to circulate a copy of the current definitive map for discussion at the next meeting. **To be added to the next agenda.**
Item 12 – The bus shelter has been cleaned and a resident has agreed to sweep it when necessary.

5) Financial Matters

Payment of accounts and precept update

• Clerks Wages December	s/o	£113.67
• Clerks Wages January	s/o	£113.67
• HMRC	chq 534	£85.40
• Clerks reimbursements	chq 535	£32.26
• Hardingham Village Hall	chq 536	£85.00
• Hardingham PCC	chq 537	£150.00

Proposed: RB, seconded: TB

Further financial matters

- The precept was agreed to be set at £3,562 for 2017/18 which represents no increase to a Band D property payment. Proposed: HE, Seconded: TB. It was agreed not to subscribe to CPRE and for the next financial year to subscribe to both NALC and NPTS with a view to membership of only one organisation for 2018/19.

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

- None.

7) Correspondence

- Toad Patrol. A resident has suggested forming a ‘toad patrol’ in the Parish. It was agreed that the council support this and will advertise where appropriate.
- Video conferencing response. JSh had previously circulated a draft response which was agreed.
Clerk to submit
- Battle’s Over – A Nation’s Tribute. It was agreed that there should be some form of commemoration on 11th November 2018. **Glen to discuss with the Village Hall Committee and Clerk to add to the next agenda.**
- Breckland Planning Customer Satisfaction Survey. Discussed and Clerk to submit response.
Clerk to action

- 8) To ratify the following: Disciplinary, Equalities, Filming at Council Meetings, Grievance, Risk Assessment, Sickness Absence, Statement of Internal Control and Training Policies.**
The Clerk circulated these before the meeting. It was agreed that the policies, including the updated risk assessment be adopted. Proposed: HE, seconded: GG **Clerk to add to website**
- 9) To confirm the Asset inspection report**
The Clerk circulated a draft document to allow for quarterly inspection of assets which will then be recorded with the annual audit documentation. It was agreed to proceed with this format and the Clerk to share the information with JSt. Proposed: JSh, seconded: HE **Clerk to action**
- 10) To update progress towards the defibrillator**
RB reported that the defibrillator is hoped to be installed at the village hall during January / February and a training session will be arranged for a similar time. There was discussion surrounding the possibility of subscribing to a scheme for replacement parts and RB will circulate more details in due course. Weekly checks to be completed by RB initially however a rota or volunteer to be considered in the future.
- 11) To consider any Highway issues**
Hackford Road potholes just before the farm entrance and Low Street potholes and drain covers dropped are still outstanding.
The drain along Station Road opposite the stables has received some maintenance however needs rodding.
Clerk to report to Highways
- 12) Date of Next Meetings**
13 March, 8 May, 10 July, 11 September and 13 November 2017 all at 7pm
- 13) Feedback from Councillors**
JS confirmed that the Clerk has completed her probation period. Proposed: TB, seconded: GG
HE asked for the welcome pack to be updated to include other post offices and a map of the Parish.

Meeting closed at 8.25pm