

## **Minutes of Hardingham Parish Council meeting held on 8<sup>th</sup> May 2017 at 7.00pm at Hardingham Village Memorial Hall**

**Present:** Cllrs John Sharples (Chair), Tim Barrett (TB), Richard Burke (RB), Henry Edwards (HE), Virginia Lenihan (VL) and Jane Strudwick (JSt)

**In attendance:** H Frary (Clerk) and two members of the public

### **OPEN FORUM**

Two residents explained that planning permission has been granted for the Low Street development and the application being discussed tonight is request by the applicant to vary some aspects of the individual plots to improve the street scene. If this variation is not agreed, then the original application will still stand and the development will be inline with that permission.

#### **1) Election of Chair and Vice-Chair and signature of acceptance of office.**

HE proposed JS as Chair of the Council. This was seconded by TB and unanimously agreed.

RB proposed HE as vice-Chair of the Council. This was seconded by TB and unanimously agreed.

#### **2) Apologies for absence.** Cllr Glen Gower (GG)

#### **3) Declarations of Interest.** None

#### **4) Minutes of the Parish Council meeting held on 13<sup>th</sup> March 2017** were circulated prior to the meeting. They were initialled and signed by the Chairman.

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

Item 15 – William Edwards has met with OpenReach to consider trees which may need trimming prior to the Broadband upgrade but has not had any response.

#### **6) To review the FOI publication scheme / core classes and documents, asset register, document retention policy, statement of Internal Control and Financial Regulations.**

Further to a comment from a resident, it was agreed that agendas should not be routinely circulated via email other than to Councillors as all papers are now available on the Parish Council website. It was agreed that until the 'subscribe' function of the website is fully functional, all extraordinary agendas will be circulated to interested parties. Proposed: JS, Seconded: VL. **Clerk to inform relevant residents.** Freedom of Information Publication Scheme and risk assessment were agreed. Proposed: TB, Seconded: VL

Asset Register: There is confusion surrounding the grit bin. This to be clarified and the asset register agreed at the July meeting. **Clerk to investigate and add to July agenda.**

Document Retention Policy: The existing policy and model documents had been circulated outside the meeting and were agreed pending a cross check of the current document. Proposed: HE, Seconded: RB **Clerk to action**

Statement of Internal Control: Agreed Proposed: RB, Seconded: TB

Financial Regulations: Agreed with amendments as discussed at the meeting. Proposed: HE, Seconded: RB **Clerk to circulate updated document**

#### **7) To receive the Internal Auditors Report**

This had been circulated outside the meeting and was agreed. Proposed: JSt, Seconded: VL

#### **8) To agree the Accounting Statement and Annual Statement of Governance**

This had been circulated outside the meeting and was agreed. Proposed: TB, Seconded: HE

#### **9) To decide whether to retain the General Power of Competence**

It was agreed that the trial period had been successful and the power should be retained. Proposed: TB, seconded: HE

## 10) Financial Matters

- Agreement to the disposal of the council metal storage box. It was agreed that the box was no longer suitable for the Council use and should be removed from the register.
- To consider registration under the Data Protection Act. JS led the meeting through the previously circulated document and it was agreed that the Clerk should register on the Council's behalf.

**Proposed: JS, seconded: HE**

- Payment of accounts and precept update
  - Clerks Wages (April) s/o £113.67
  - Clerks Wages (May) s/o £113.67
  - NPTS Subscription chq 542 £35.62
  - Clerks reimbursements chq 543 £51.26
  - Norfolk ALC membership chq 544 £105.23
  - Norfolk Pension Fund (April) chq 545 £40.07
  - Norfolk Pension Fund (May) chq 546 £40.07
  - Norfolk Pension Fund (June) chq 547 £40.07
  - Village Hall Hire (AGM and APM) chq 548 £34.00
  - T Baker (Internal Audit Fee) chq 549 £50.00
- To consider Information Commissioners Office membership s/o £35.00

8.04pm VL left the meeting

## 11) To consider the view of the council about the following planning applications

- 3PL/2017/0450/VAR: Erection of 6 dwellings with associated access and open space – variation of conditions. No comments. Proposed: HE, Seconded: RB. **Clerk to submit the response**
- Land to the West of No 2a Beeches Lane – Appeal to the Secretary of State. It was agreed that the existing comments made by the Council in relation to this application should stand. The Clerk to write to the Secretary of State to confirm the comments and highlight further the disruption and stress that the planned development would cause to local people. **Clerk to action.**

## 12) Correspondence

- None

## 13) To consider any celebration of the 'Battle's Over – A Nation's Tribute' on 11<sup>th</sup> November 2018

There was an initial discussion surrounding possible option and it was agreed that a working party should be formed to liaise with the Village Hall Committee to take the matter forwards. Working Party to comprise JSt and JSh.

## 14) To discuss the following personnel issues: Confirmation of Clerks appraisal & job description update and review of information to be shared with Councillors.

The document had been circulated and was agreed.

## 15) To consider any Highway issues

The current situation for Highway issues are recorded by Highways is as follows:

- |  |  |
|--|--|
| • High Common Warning bend tilted              | Nothing Found  |
| • Mill Road potholes                           | Highways Monitoring the situation  |
| • Hackford Road potholes                       | Nothing Found  |
| • Low Street – surface water by 'The Smithy'   | Contractor arranged to jet all gullies                                     |
| • Hardingham Road / Hackford Road sign missing | Highways Monitoring the situation  |
| • Low Street – sunken drains                   | Anglian Water have responsibility and have been asked to address the issue |

Councillor Comments in addition

- Hackford Road potholes need repair Clerk to contact Highways again
- Mill Road –the cow parsley is very high. Clerk to contact Highways and ask when the next scheduled cut is due. Clerk to also ask for details for the Parish to take responsibility for verge cutting in the parish. **Clerk to action**

- It was agreed that a highways page on the website to report all ongoing issues would be helpful.  
**Clerk to action**

**16) Date of Next Meetings**

10 July, 11 September and 13 November 2017 all at 7pm

**15) Feedback from Councillors**

JSh circulated a draft of the Annual Newsletter. The updated draft to be emailed outside the meeting and will include the Parish Council web address. **JSh and Clerk to action**

Meeting closed at 8.30pm