

HARDINGHAM PARISH COUNCIL

Minutes of the meeting held on 2nd November 2015 in the Memorial Hall, Hardingham at 7.30pm

Present:

Henry Edwards (Vice Chairman)	Tim Barrett	Richard Burke
Binny Lenihan	Jane Strudwick	Lynn Whitwell (Clerk)

There were no members of the public present

In the absence of the Chairman and Vice Chairman Tim Barrett was elected to chair the meeting

1. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest

2. TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted from John Sharples, Chairman and Glen Gower

Henry Edwards (Vice Chairman) joined the meeting and took the chair

3. TO RESOLVE THAT THE MINUTES OF THE MEETINGS HELD ON 7th and 21st September 2015 BE SIGNED AS A CORRECT RECORD.

The minutes of the meetings held on the 7th and 21st September 2015, having been previously circulated, were agreed and signed as a correct record

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

C/F from 7/9/2015 - Clerk to amend Emergency Plan, telephone tree
Doggie bin and litter bin had been received

5. FINANCE

Barclays: £1263.11

Santander: £1594.83

a) Cheques Authorised

Hardingham Memorial Hall:	£17.00 (Hire of Hall 2 nd Nov. LGA1972 s111)
Mr T Barrett (Councillor)	£20.00 (Training LGA1972 s111)
Mrs R J Whitwell (Clerk)	£820.73 (Salary £768.73, Allowance £52 LGA1972 s111)
H.M.R.C.	£192.00 (PAYE LGA1972 s111)
Glasdon Limited	£ 301.02 (Litter Bin and two Doggie Bins Litter Act 1983 ss5,6))

b) Budget – details of Quarterly accounts, previously circulated

There were no questions

c) Notification of regular payments to Zen Internet Ltd

5th September 2015
5th October 2015
5th October 2015

£4.39 7th September 2015- 6th October 2015
£4.39 7th October 2015 – 6th November 2015
£11.98 Biennial Charge for Domain name

d) To consider and agree the Budget for the year ended 31st March 2017
The budget for year ended 31st March 2017 was agreed and the precept set at £3,500

PLANNING

For Information:

3PL/2015/1023/F – Peach Cottage, 14 Hackford Road – permission for single storey side extension

3PL/2015/0872/F – Top Yard Shed, Hardingham Station – permission for one bay extension to existing portal and lean-to railway coach maintenance building

6. HIGHWAYS

a) Feedback on Highway issues

The Clerk had joined Paul Sellick, Senior Engineer at Norfolk County Council for a tour of Hardingham. The roads appeared in good order. Paul explained that the grass growing down the centre of Sandy Lane would be scraped off with a bucket when considered “too long”. If damage was caused to the road during this process it would be repaired using the hot box method. It was not NCC’s policy to use weed killer. There were minor abrasions in Church Road and some crazing in High Common, these would be monitored. Low Street had been patched using the hot box method this will hold and keep the water out until the road is resurfaced sometime in the future.

Paul would check the boundary map to ascertain NCC’s responsibilities for maintenance of the road outside the drive to Hayloft Barn and Meadow Barn in Mill Road.

b) Reporting of Highway issues

The pothole outside Bramble House still needed filling.

ACTION: Clerk to chase

c) To consider and decide whether to take advantage of the option under the Delivering Local Highway improvements in partnership with Norfolk County Council matched funding for repairs to minor roads. Letter previously circulated.

The Council agreed that they would not make an application for funding under the above option. The County Council had a duty to repair potholes and although reduced funding might make this a slower process it should remain the County Council’s responsibility.

7. TO CONSIDER THE RISK ASSESSMENT REVIEW

Tim informed the Council that at a recent training course he had attended it had been pointed out that the Internal Audit Scrutineer should not also hold the position of Bank Signatory. Jane Strudwick was appointed Internal Audit Scrutineer.

8. PARISH PLAN

- a) To consider and agree a programme for the revitalisation of the "Homewatch Scheme"

It was agreed that Binny and Jane should draft an entry for the next Newsletter making residents aware of the scheme and the need to be vigilant.

Lynn would obtain some window stickers for distribution

**ACTION: Binny and Jane to draft entry for Newsletter
Lynn to obtain stickers**

- b) To consider and agree a programme for the conservation of designated verge

Richard presented an outline timetable for the conservation of the verge in Middle Road. More volunteers would ensure this could be carried out effectively. Richard thanked Henry for arranging for the verge to be cut at the end of the seeding period. It was early days to say whether the management regime was effective, the monitoring within the timetable would help ascertain this.

See attached schedule

- c) To agree a timescale for the Village Questionnaire

It was agreed that the Village Questionnaire would be issued February/March 2016. Questions would be agreed at the January meeting.

ACTION: Clerk to circulate copy of the questionnaire issued under the Upper Yare Partnership

- d) To consider and agree how to continue the campaign for better broadband in Hardingham

The Clerk informed the Council of a newspaper article where the second phase of the Better Broadband for Norfolk was announced. Unfortunately, Hardingham was not included in this phase. It was agreed that a letter/email should be sent to Karen O'Kane, with copies to George Freeman, MP, Pablo Dimoglu, District Councillor and Marie Strong, Chairman of the Broadband Working Group

ACTION: Clerk

It was also agreed that an article should appear in the Newsletter asking residents to lobby their providers.

9. FEEDBACK FROM COUNCILLORS (for information only)

Tim gave feedback on the training he attended. He circulated a leaflet that was issued to residents of Hingham outlining what the Council did and what residents could expect in a meeting.

The Clerk informed the Council that an insurance claim had been submitted for the replacement of the grit bin damaged as a result of the road traffic collision.

The meeting ended at 9.00pm

MAINTENANCE SCHEDULE FOR CONSERVATION OF VERGE IN MIDDLE ROAD

Schedule commences 1 st January 2016	Period from	Period to
1 st Quarter Survey of Flora & Fauna	11/01/2016	25/01/2015
Clear Bracken & Brambles	01/03/2016	31/03/2016
2nd Quarter Survey of Flora & Fauna	11/04/2016	25/04/2016
3rd Quarter Survey of Flora & Fauna	11/07/2016	25/07/2016
Cut and rake verge	25/08/2016	30/08/2016
Clear Bracken & Brambles	01/09/2016	30/09/2016
4th Quarter Survey of Flora & Fauna	11/10/2016	25/10/2016