

LONGHAM PARISH COUNCIL

Minutes of a meeting of Longham Parish Council held in the Village Hall on Monday 16th July 2018 at 7.30pm.

Present: Cllr Sue Douglas (Chair)
Cllr Margaret Dye
Cllr Anne Kerry

County Cllr Mark Kiddle-Morris
District Cllr Robert Richmond
Sheryl Irving (Clerk)

Three members of the public.

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr Phil Collins and District Councillor Richard Duffield. The Chairman confirmed that with three councillors present a quorum was in place.

2. To receive any declarations of interest.

There were no declarations received.

3. To approve the minutes of the annual general meeting held on 14th May 2018 and the extra-ordinary meeting held on 26th June 2018.

The Council approved the minutes of the meeting held on the 14th May 2018 and the minutes of the extra-ordinary meeting held on 26th June 2018 which had been held due to a planning matter. The minutes were duly signed by the Chairman.

4. Meeting open for public participation.

A member raised the issue of the lawfulness, or otherwise, of members of the public being able to take part in debates. The Chairman confirmed that this was set out in Standing Orders and at her discretion. The issue will be further researched for the next meeting.

5. To receive County and District Councillors reports.

C/Cllr Mark Kiddle-Morris gave the following update:

Cliff Jordan, the leader of the County Council, had recently tendered his resignation and sadly died very shortly after. A new leader, Andrew Proctor, has been elected, together with a new deputy, Graham Plant.

The Police & Crime Commissioner (PCC) has decided to go to public consultation with his bid to take over the Norfolk Fire Service. The County Council are opposed as the Service is deeply embedded in the Council and provides much more than just a fire fighting service. There are many flaws in the PCC business case. The consultation is available on the PCC website.

D/Cllr Robert Richmond gave the following update:

Capita, the group currently responsible for Planning in Breckland, were recently grilled at a scrutiny committee and lots of questions were raised. One issue has been to confirm that local officers are those visiting sites and that applications are not being decided by Distant Planning Officers who have no knowledge of the local area. Capita have a 15 year contract which commenced in 2010.

The small grant scheme remains open for applications, up to £10,000, for play equipment. The scheme will fund 50% of applications. There is also a scheme for larger grants, up to £20,000, which will fund 30% of the application. The District Council are keen to encourage social engagement and physical activities for young people.

The Chairman thanked both Councillors for their inputs.

6. To discuss any matters from the May 2018 minutes (not on the agenda).

There were no matters raised.

7. To discuss planning issues.

a) Applications for consideration.

There were no applications to consider.

b) Decisions to note.

3PL/2018/0654/F - One and a half storey replacement dwelling, Meadow Drift 19 Hoe Road Longham – Undecided.

c) To discuss any new issues.

There were no new issues raised.

8. To discuss any Highway issues.

- Flooding in Chapel Road – this had been previously resolved by a broken drain and overflow pipe being repaired.
- To receive an update regarding the Parish Partnership Scheme – C/Cllr Mark Kiddle-Morris outlined the scheme which can fund 50% of small highway projects such as trods or village gates. The Council will consider if they wish to submit an application.
- To discuss any new issues – there were no new issues raised.

9. To discuss any issues relating to the Playing Field.

a) To receive an update re purchase of signs.

In the absence of Cllr Donna Mcleod, there was no update.

b) To receive an update on the play equipment.

The equipment is in good repair and is being well used by the local community.

c) To discuss the inspection programme.

A schedule for a regular inspection programme had been produced and was approved. Regular (monthly) inspections will now commence.

d) To discuss any new issues.

A request was made by a member of the public for additional adult exercise equipment and this will be considered.

10. To discuss any issues relating to the Clay Pits.

There was no update in respect of the Clay Pits.

11. To receive an update regarding the installation of a defibrillator.

Confirmation was awaited as to the funds available for this project. A local resident has volunteered to advise the Council regarding the purchase of the unit and assist with training.

12. To review and adopt the following documents:

- a) Standing Orders
- b) Financial Regulations
- c) Risk Strategy and Management Policy
- d) Asset Register
- e) Code of Conduct

Cllr Douglas proposed that Council approve and adopt the documents as set out above. This was seconded by Cllr Kerry and agreed by Council. The documents were duly adopted.

13. Financial Matters

a) To receive a financial report for the year ending 31st March 2019.

There were no questions in respect of the report.

b) To receive an update regarding internet banking.

In the absence of Cllr's Collins and D Mcleod, this matter could not be progressed as they were two of the new signatories.

c) To receive an update regarding the internal auditors report.

The Clerk confirmed that an application for a VAT refund had been made twice by the previous Clerk and that, following contact with HMRC, a repayment of £1,582.72 must be made. This was approved by Council.

d) To authorise financial payments as set out below:

Council approved the following payments.

• Clerk – Salary/Allowance (June/July)	£201.40
• HMRC	£45.40
• BHIB Insurance Brokers	£291.83
• Donation to Village Hall	£1,000.00
• Donation to Church	£900.00
• Donation to Citizens Advice Bureau	£25.00
• HMRC (VAT repayment)	£1,582.72

The Chairman, on behalf of the Village Hall Committee, requested that the Parish Council waive the loan previously made to the Village Hall, assist with the costs of becoming a charitable incorporated organisation (CIO) and either fund the costs of a surveyor to report on the value of the cottage or fund the legal costs of having a contract drawn up with a builder who will renovate the cottage in return for a 20 year rental income from the property. The Village Hall will then be

financially secure for the future and the village will have an asset which can be let, with priority given to local families.

A member of the Village Hall Committee who was present opposed this plan and suggested the most appropriate option was for Parish Council to fund the cost of a quantity surveyor to value the property and for it to be sold. The loan to the Parish Council could then be repaid and the Village Hall will have some funding for the future. Other options were to find money for the repairs by way of a mortgage or not to do anything and let the property fall into even greater disrepair.

The Chairman confirmed that the mortgage route had been previously ruled out as unattainable and to let the property fall into greater disrepair was not an option. It was important that the Village retain some control over the property as it was in a sensitive location and problems could arise if it was sold privately.

C/Cllr Kiddle-Morris said how important it was for Village Halls to be CIO registered as it then became easier for funding applications to be made.

The Chairman repeated her earlier proposal, which was seconded by Cllr Kerry, and all councillors were in agreement. Accordingly, the Parish Council will waive the loan, provide finance for the Village Hall to become CIO registered and fund up to £5,000 for either a surveyors report or legal contract in respect of the building works. This will allow the Village Hall to move forward with the project. A report from the Village Hall Committee will be submitted which will address the risks and other issues, prior to any decisions being made regarding which option to take. It is important that the both the Parish Council and the village in general are in agreement as to the way forward.

14. Correspondence for circulation

- Norfolk Constabulary Newsletter – noted.

15. To receive items for the next agenda.

There were no new items for the next agenda.

16. To note the date of the next meeting which will be held at 7.30pm on Monday 17th September 2018 in the Village Hall.

The date of the next meeting was noted.

The meeting closed at 8.40pm.

Signed:

Date:
