

# LONGHAM PARISH COUNCIL

## Minutes of the Annual General Meeting held at 7.30pm on Monday 14<sup>th</sup> May 2018 in the Village Hall.

**Present:** Cllr Sue Douglas (Chair)  
Cllr Phil Collins (Vice-Chair)  
Cllr Anne Kerry  
Cllr Margaret Dye  
Cllr Roddy McLeod  
Cllr Donna McLeod

District Councillor Richard Duffield  
County Councillor Mark Kiddle-Morris (arrived at 8.05pm)

Sheryl Irving (Clerk to the Council)  
Four members of the public.

### **1. Welcome and apologies for absence.**

The Chairman welcomed everyone to the annual general meeting. Apologies were received from D/Cllr Robert Richmond and C/Cllr Mark Kiddle-Morris expected to be late arriving.

### **2. Election of Chairman & signing of declaration of office.**

Cllr Kerry proposed that Cllr Douglas be re-elected as Chairman, this was seconded by Cllr Collins and unanimously agreed. Cllr Douglas was duly elected as Chairman and signed the declaration of office. Cllr Collins congratulated the Chairman and thanked her for the excellent job she was doing.

### **3. Election of Vice-Chairman & signing of declaration of office.**

Cllr Douglas proposed that Cllr Collins be re-elected as Vice-Chairman, this was seconded by Cllr Kerry and unanimously agreed. Cllr Collins was duly elected as Vice-Chairman and signed the declaration of office.

### **4. To receive any declarations of interest.**

There were no interests declared.

### **5. To approve the minutes of the meeting held on 17<sup>th</sup> November 2017 and 9<sup>th</sup> January 2018.**

The Chairman proposed that both sets of minutes were accepted as true records which was agreed by Council. The minutes were duly signed by the Chairman.

### **6. Meeting open for public participation.**

The following points were raised by members of the public:

- The driveway access to the Clay Pit had been fenced off with temporary harris fencing and it was not possible to walk to the Clay Pit via this route. The Chairman confirmed that no permission had been granted to either block the entrance or erect fencing. The Clerk will write to the person concerned instructing them to remove the fencing immediately.
- At the recent garage sale there had been a possible security incident regarding some visitors. The member of the public was advised to notify the police and the Chairman will put an entry in the village magazine warning parishioners to be careful.
- It had been confirmed that some monies continued to be held in a separate bank account for the purchase of a defibrillator for the village. The landlord of the White Horse had kindly agreed that the unit can be sited on the exterior of the White Horse.

**7. To receive County and District Councillors reports.**

D/Cllr Duffield had no updates directly affecting Longham but gave an update regarding the Local Plan which continues to progress. He confirmed he will check on the planning status of a recent application which had been refused but was believed to have gone to appeal. There were no other questions.

**8. To discuss any matters from the November 2017 and January 2018 minutes (not on the agenda).**

There were no other matters for discussion.

**9. To confirm the appointment of the Clerk/RFO.**

The Chairman had circulated the contract and job description for information and the contract was signed by both parties. The Clerk has a six-month probation period.

**10. To discuss planning issues:**  
**a) Applications for consideration.**  
**b) Decisions to note.**

There were no new applications to consider or decisions to note.

**c) To consider the Council Planning Policy.**

The Clerk informed the Council that as Breckland were no longer granting extensions for councils to consider applications at normal council meetings, the council needed to adopt a policy on how to deal with those applications which were not able to be dealt with at normal council meetings.

The Council agreed that all applications should be considered at a meeting and an extraordinary meeting would be called when time constraints required. Standing Orders to be amended.

**11. To discuss any Highway issues.**

• **Flooding in Chapel Road.**

This issue had been recently resolved and thanks were given to C/Cllr Kiddle-Morris who had been instrumental in assisting in moving the issue forward.

- **Any new issues.**

A large pothole was reported on the Litcham Road – the Clerk will report to Highways.

## **12. Playing Field issues.**

### **a) To receive an update re purchase of signs.**

Cllr Donna McLeod reported that the signs had been purchased and should be installed very soon.

### **b) To receive an update on the play equipment.**

The Chairman was pleased to report that the new springer had been installed, which had been purchased using grant monies.

### **c) To consider membership of the Norfolk Playing Fields Association.**

The Council agreed to join the Norfolk Playing Fields Association at a cost of £20 per annum. The Association may be a useful source of funding information to obtain further equipment.

## **13. To consider approval of the General Data Protection Regulations policies.**

The Council approved the following policy documents/forms for adoption:

- Data Audit Schedule
- Information and Data Protection Policy
- Publication Scheme
- Information available under the Publication Scheme & Schedule of Charges
- Retention and Disposal Policy & Appendix A – List of Documents for Retention or Disposal
- Privacy Notice
- Consent Form
- Data Security Breach Reporting Form
- Subject Access Request Form

## **14. Financial Matters**

### **a) To receive a financial report for the year ending 31<sup>st</sup> March 2018.**

The Council noted the financial report – there were no questions.

### **b) To receive the Internal Auditor's report and to consider recommendations.**

The Council noted the Internal Auditor's report and the Chairman will follow-up on the outstanding queries raised.

### **c) To approve the Annual Governance Statement in the 2017-18 Annual Return.**

The Council approved the Annual Governance Statement as presented, which was duly signed by the Chairman.

### **d) To approve the Statement of Accounts in the 2017-18 Annual Return.**

The Council approved the Statement of Accounts as presented, which was duly signed by the Chairman.

**e) To approve certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.**

The Council approved the certificate of exemption as presented, which was duly signed by the Chairman.

**f) To receive a financial report for the year ending 31<sup>st</sup> March 2019.**

The Council noted the financial report – there were no questions.

**g) To authorise financial payments as set out below:**

The Council approved the following payments:

• Clerk (retiring) – ICO Refund	£35.00
• Clerk (retiring) – Salary	£408.45
• HMRC	£102.00
• Clerk – Salary/All (April & May)	£202.01
• HMRC	£45.40
• Clerk (retiring) – Expenses	£191.71
• AON UK Ltd	£11.70
• Mazars (external audit)	£660.00
• Internal Audit	£150.00
• Norfolk Playing Fields Association	£20.00
• NGF Play Ltd	£774.60

**h) To receive an update re internet banking.**

The Council agreed that an account should be opened with Unity Trust Bank at a monthly cost of £6.00. This would allow authorisation of bank transfers to be done by two councillors.

**i) To consider any actions from the internal auditor's report dated 18<sup>th</sup> April 2018.**

There were no outstanding actions from the report.

**15. Correspondence for circulation**

- Clerks & Councils Direct – noted.

County Cllr Mark Kiddle- Morris arrived at this point in the meeting and offered his congratulations to the Chairman upon her re-election, he also apologised for not being able to attend the previous meeting. C/Cllr Kiddle-Morris then gave the following update:

The consultation regarding the Western Link Road was now ongoing – this is a County Council priority and possibilities being looked at included both a viaduct or a tunnel under the Wensum Valley.

The 'Just Dual It' campaign is ongoing in an attempt to encourage Government to fund the dualling of the entire length of the A47 in Norfolk. The dualling of the A47 between Tuddenham and Easton is due to commence early in 2021.

New cameras (similar to the SAM II) are now in use. These cameras can detect mobile phones being used in vehicles – either hands free or on a handset.

The bus consultation is on-going and will be a slow process – C/Cllr Kiddle-Morris is trying to ensure that Longham retains at least one bus a week going to Dereham.

Potholes are an ongoing problem but the county council policy is that they should be repaired within four weeks of reporting.

The Chairman thanked C/Cllr Kiddle-Morris for his input and he then left the meeting.

**16. To receive items for the next agenda.**

The following items were received for the next agenda:

- The Clay Pit
- Defibrillator

**17. To note the 2018 – 2019 meeting dates.**

It was decided to move meetings to the third Monday in the month as the county and district councillors may be able to attend more often, as follows:

- Monday 16<sup>th</sup> July 2018
- Monday 17<sup>th</sup> September 2018
- Monday 19<sup>th</sup> November 2018
- Monday 21<sup>st</sup> January 2019
- Monday 18<sup>th</sup> March 2019

**18. To note the date of the annual general meeting which will be held at 7.30pm on Monday 9<sup>th</sup> July 2018 in the Village Hall.**

The meeting closed at 8.24pm.

Signed:

Date:

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