

LONGHAM PARISH COUNCIL

Minutes of the Annual Meeting of Longham Parish held at 8.20pm on Monday 16th May 2022 in the Village Hall, following the Annual Parish Meeting.

Present: Cllr Susan Douglas (Chair)
Cllr Donna McLeod (Vice Chair)
Cllr Roddy McLeod
Cllr Margaret Dye
Cllr Clare Mitton

District Cllr Roger Atterwill
District Cllr Richard Duffield
County Cllr Mark Kiddle-Morris (arrived late)
Sheryl Irving (Clerk)

1. Election of Chairman and signing of the declaration of acceptance of office form.

Cllr Donna McLeod proposed that Cllr Douglas be re-elected as Chairman, this was seconded by Cllr Roddy McLeod and unanimously agreed by Council. Cllr Douglas duly signed her declaration of acceptance of office form.

2. Election of Vice Chairman and signing of the declaration of acceptance of office form.

Cllr Roddy McLeod proposed that Cllr Donna McLeod be re-elected as Vice Chairman, this was seconded by Cllr Mitton and unanimously agreed by Council. Cllr McLeod duly signed her declaration of acceptance of office form.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting, apologies received from Cllr O'Brien were approved.

4. To receive any declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on 21st March 2022.

Cllr Dye proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Donna McLeod and unanimously agreed by Council. The Chairman duly signed the minutes.

6. To note the impending resignation of a Councillor and the related vacancy.

The Chairman reported she had accepted the resignation of Cllr Dewar and that a notice of the vacancy would be advertised as soon as possible.

7. Meeting open for public participation.

Cllr Mitton reported that the recent village litter pick had been well attended and twenty bags of litter had been collected. However, by far the worse location in the village was opposite the roofing company site on Hoe Road, with plastic etc being blown off site onto the adjacent roadway. Council agreed that a letter should be sent to the company requesting that they regularly clean up the litter.

8. To receive County and District Councillors reports.

In addition to the reports presented at the preceding Annual Parish Meeting, D/Cllr Atterwill enquired about the grass cutting, to date, in Longham and was informed that some junctions had been cut, with some not being done. He understood that Norfolk County Council was adopting 'no-mow May' which would be acceptable if everywhere had been cut in April but it hadn't been. The County Council will be chased up to cut the areas around the village sign and the grass area in front of the bungalows on Chapel Road.

D/Cllr Atterwill also reported that he was speaking to bus companies to try and get a Tuesday and Friday bus service back in Longham. He is waiting to hear from the companies and will keep Council informed. An initial trial would need to be successful for a permanent service to be introduced. Council agreed that any trial service should be well advertised to local residents.

9. Planning issues.

a) Applications for consideration.

There were no applications to consider.

b) Decisions to note.

Council noted there was no decision on the following application to date:

- 3PL/2021/1460/F – Hoe Road, Meadow - change of use of land from Agricultural to residential, the erection of 1No. self-build home and provision of 1No. Self Build Plot with associated car parking and landscaping. – red line amended and elevations changed.

Council noted the following application had been approved:

- 3PL/2022/0175/HOU – Fairwinds, Litcham Road - proposed single storey extension to side (Amended scheme to planning permission 3PL/2017/0183/HOU).

c) To receive an update regarding the Rural Exception Site Housing Scheme.

There was no update available.

d) To consider the Breckland call for Development sites and Local Green spaces.

Council agreed two sites, one on Chapel Road and one on Hoe Road/Ostrich Lane, should be submitted to Breckland for consideration for development.

10. Highway issues.

a) To receive updates on matters previously reported and to consider any new highway issues.

There were no matters to consider.

b) To receive an update regarding the pull-in on Hoe Road.

This matter is now being progressed and it was hoped that a pull-in with space for two vehicles will be installed in due course.

c) To receive an update regarding permissive pathway options.

The Chairman reported that a trod around the Old Rectory bends would be too expensive as the bank is too high and safety features such as a rail would be required. Alternative options now need to be considered.

11. To receive an update in respect of the Playing Field.

The Chairman reported that the grass contractor had withdrawn from the contract but an alternative had been appointed. The contract will go out to tender next year.

Cllr Roddy McLeod reported that the football pitch has been rolled to squash in the stones and may need doing again, however, it can only be done when the ground is wet.

A car had driven round the playing field and a fence will be erected to stop this happening again, with access permitted only to pedestrians and contractors.

12. To receive an update regarding the Clay Pits (a county wildlife site).

There was no further update on the report presented at the preceding Annual Parish Meeting.

13. To receive an update regarding the Village Hall.

The Chairman reported there had been no public support at the recent Annual General Meeting, which was disappointing if the village wanted to retain the asset.

14. To receive an update regarding the planting of the Jubilee Tree and the Jubilee Events.

The Chairman reported that plans continued to be put in place for a Jubilee Picnic being held on the 5th June at 3.00pm. There will be children's games, garden games, free tea and coffee, with people to bring their own picnic.

15. Finance and Governance

a) To receive a financial report for the years ending 31st March 2022 and 31st March 2023.

The financial reports were noted.

b) To receive the internal auditors report and consider any recommendations.

The internal auditors report was noted and the minor recommendations put in place.

c) To approve the annual governance statement in the 2021-22 Annual Return.

Cllr Donna McLeod proposed approval of the annual governance statement, this was seconded by Cllr Douglas and unanimously agreed by Council. The Chairman duly signed the statement.

d) To approve the accounting statements in the 2021-22 Annual Return.

Cllr Donna McLeod proposed approval of the accounting statements, this was seconded by Cllr Douglas and unanimously agreed by Council. The Chairman duly signed the statements.

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

Cllr Donna McLeod proposed approval of certificate of exemption from a limited assurance review, this was seconded by Cllr Douglas and unanimously agreed by Council. The Chairman duly signed the certificate of exemption.

f) To note the Council Insurance renewal due on 1st June 2022.

Council noted that the insurance will renew on the 1st June, year two of a three year deal, and the cover remains adequate for the Council needs.

g) To consider approval of a Safeguarding Policy.

Cllr Donna McLeod proposed approval of the Safeguarding Policy, this was seconded by Cllr Douglas and unanimously agreed by Council.

h) To authorise financial payments as set out below:

Cllr Donna McLeod proposed approval of the following payments, this was seconded by Cllr Douglas and unanimously agreed by Council.

• Clerk – Salary/Allowance (Apr/May)	£286.64
• (including incremental salary increase)	
• HMRC – PAYE	£1.80
• Insurance Renewal	£373.32
• Clay Pit – Shingle	£168.00 (paid)
• Clay Pit – Boardwalk Construction	£1080.00
• Clay Pit – Boardwalk Materials	£60.00
• Internal Auditor	£35.00

16. Correspondence for circulation

Council noted the Norfolk County Council Local List for Validation of Planning Applications Consultation Draft and no action was required.

17. To receive any new items for the next agenda.

There were no new items for the next agenda.

At this point in the meeting, C/Cllr Mark Kiddle-Morris arrived; there were no matters raised for him.

18. To note the next meeting of the parish council will be held on Monday 18th July 2022 at 7.30pm in the Village Hall.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.56pm.

Signed:

Date:

LONGHAM PARISH COUNCIL
YEAR END AT 31ST MARCH 2022
FINANCIAL REPORT - MAY 2022

BUDGET UPDATE	Budget 2021/22	To date	% Spend
PAYMENTS*			
Admin	1107	1066	96%
Salary	1600	1599	100%
Open Spaces	500	851	170%
Donations**	4925	4965	101%
Defibrillator	0	28	
TOTAL	8132	8482	104%
RECEIPTS			
Precept	6000	6000	100%
Bank Interest	0	0	
Wayleaves	0	226	
HMRC	0	6	
Recycling	200	97	49%
TOTAL	6200	6329	102%
SURPLUS/DEFICIT***	-1932	-2153	

**includes £3000 Donation for football pitch from Reserve Fund

Bank Reconciliation	
Balance at 01.04.2022	11,378.18
Plus Receipts at 31.03.2022	11,823.09
Less Payments at 31.03.2022	16,967.46
TOTAL	6,233.81
Bank Balance at 31.03.2022	
Unity Trust Current Account	6,233.81
Unity Trust Instant Access	0.00
	6,233.81
Less any outstanding payments	0.00
TOTAL	6,233.81
including:	
Clay Pits Reserve	1,938.33
Village Hall Reserve	1,700.00
General Reserve	2,595.48

CLAY PIT PROJECT as at	
Income	9,100.00
Expenditure	7161.67
Balance	1,938.33

LONGHAM PARISH COUNCIL
YEAR ENDING 31ST MARCH 2023
FINANCIAL REPORT - MAY 2022

BUDGET UPDATE	Budget 2022/23	To date	% Spend
PAYMENTS*			
Admin	1,132	463	41%
Salary	1,649	268	16%
Open Spaces	1,000	0	0%
Clay Pit Maintenance	1,000	0	
Donations**	1,925	0	0%
Defibrillator	100	0	0
TOTAL	6,806	732	11%
RECEIPTS			
Precept	7000	3500	50%
Wayleaves	0	0	
Salary/HMRC	0	20	
Recycling	100	0	0%
TOTAL	7100	3520	50%
SURPLUS/DEFICIT***	294	2788	

*includes payments as listed on agenda.

Bank Reconciliation	
Balance at 01.04.2022	6,233.81
Plus Receipts at 28.02.2022	5,065.62
Less Payments at 28.02.2022	70.00
TOTAL	11,229.43
Bank Balance at 30.04.2022	
Unity Trust Current Account	11,229.43
Unity Trust Instant Access	0.00
TOTAL	11,229.43
including:	
Clay Pits Reserve	1,938.33
Village Hall Reserve	1,700.00
General Reserve	7,591.10

CLAY PIT PROJECT as at 05.05.2022	
Income	9,100.00
Expenditure	7301.67
Balance	1,798.33