

LONGHAM PARISH COUNCIL

Minutes of the Annual Meeting of Longham Parish Council held at 8.20pm on Monday 17th May 2021 in the Village Hall, following the Annual Parish Meeting.

Present: Cllr Sue Douglas (Chair)
Cllr Margaret Dye
Cllr Paul O'Brien
Cllr Donna McLeod
Cllr Roddy McLeod

D/Cllr Roger Atterwill
D/Cllr Richard Duffield

Two members of the public
Sheryl Irving (Clerk)

1. Election of Chairman & Signing of Declaration of Acceptance of Office.

Cllr O'Brien proposed that Cllr Douglas be elected as Chairman, this was seconded by Cllr Donna McLeod and agreed by Council. Cllr Douglas duly signed her declaration of acceptance of office.

2. Election of Vice Chairman & Signing of Declaration of Acceptance of Office.

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

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting, apologies were received from Cllr Phil Collins and C/Cllr Mark Kiddle-Morris.

The Chairman reported that Cllr Collins had now resigned as a member of Longham Parish Council due to his move away from the village. On behalf of the Council, the Chairman thanked him for his invaluable work, he had contributed to many issues during his time as a councillor and will be greatly missed.

4. To receive any declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on 15th March 2021.

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

6. To receive an update re the vacancy for the parish councillor and consider the co-option of new councillors.

The Chairman reported there were now two vacancies to be filled. However, two prospective new members were in attendance and Council agreed to co-opt them both at the next meeting, once the required 'notice of vacancy' had been completed, following the resignation of Cllr Collins.

7. Meeting open for public participation.

There were no additional matters, following those raised at the preceding Annual Parish Meeting.

8. To receive County and District Councillors reports.

All three councillors had reported at the preceding Annual Parish Meeting and there were no further updates.

9. Planning issues.

a) Applications for consideration.

There were no applications for consideration.

b) Decisions to note.

Council noted the following three applications had been approved.

- 3PL/2020/1456/F – The Old Rectory, Honeypot Lane - Erection of single bed annexe to The Old Rectory.
- Beeston with Bittering: Bittering Quarry (Plant Site), Reed Lane, Bittering, Dereham, Norfolk NR19 2QS: Continued use of land for the storage of inert processed secondary aggregate until 31 December 2022 without compliance with conditions 1 (restoration date) and 2 (approved documents) of permission reference FUL/2019/0030: McLeod Aggregates Ltd.
- Longham: Bittering Quarry (Longham Site), Reed Lane, Bittering, Dereham: Continued use of Recycled Aggregates Facility until 31 December 2022 without compliance with conditions 1 (planning statement) and 2 (approved documentation) of permission ref. FUL/2019/0029: McLeod Aggregates Ltd.

c) To consider a request from Breckland: Invitation to book presentation: Housing for local people.

Council agreed to invite a member of the Strategic Housing Team to attend the next meeting and give a presentation on Housing for Local People.

10. Highway issues.

a) To receive updates on matters previously reported.

- Speed Limit request – Litcham Road – this matter is with the County Councillor who will be having a site meeting with the new Highways Engineer in the near future.

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

The County Councillor will be having a site meeting with the new Highways Engineer in the near future. Cllr O'Brien will contact the C/Cllr and arrange to attend the meeting.

c) To consider any new highway issues.

The following new issues were raised and will be reported:

- Junction to Beeston from Litcham Road – dangerous deep gully in bank.
- Junction of Litcham Road and Hoe Road – road surface badly broken up.
- Flooding on Hoe Road.

11. The Playing Field.

a) To receive an update in respect of the football pitch resurfacing.

As reported at the preceding Annual Parish Meeting, work had commenced but been delayed by bad weather.

b) To consider any new issues.

There were no new issues raised.

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

Cllr O'Brien had given a full update at the preceding Annual Parish Meeting but proposed that the Parish Council approve grant applications for funding towards the Clay Pits project, this was seconded by Cllr Douglas and agreed by Council.

13. To receive an update regarding the Village Hall.

There was no additional update to the report given at the preceding Annual Parish Meeting.

14. Finance and Governance

a) To nominate a replacement signatory for the Longham PC Bank Account.

Cllr Douglas proposed that Cllr O'Brien be the new signatory for the Parish Council bank account, this was seconded by Cllr Donna McLeod and agreed by Council.

b) To receive financial reports for the years ending 31st March 2021 and 31st March 2022.

There were no queries raised and the reports were noted (attached).

c) To receive a report regarding the renewal of the Council insurance policy.

Cllr Douglas proposed that, once the final queries had been resolved, the cheapest three-year quotation be accepted, this was seconded by Cllr Donna McLeod and agreed by Council.

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

Council noted that the report confirmed everything was in good order.

e) To approve the annual governance statement in the 2020-21 Annual Return.

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

f) To approve the Statement of Accounts in the 2020-21 Annual Return.

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

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

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

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 agreed by Council.

| | |
|--|-----------------------|
| • Clerk – Salary/Allowance (Apr/May) | £254.15 |
| • HMRC | £24.60 |
| • Clerk – Training Course – Planning | £7.33 |
| • Internal Auditor | £13.00 |
| • NALC Annual Subscription | £99.77 |
| • Council Insurance | £TBC |
| • Cllr O’Brien (refund for skip hire) | £170.00 |
| • Clay Pit Project – replacement steps | £177.72 (paid 8.4.21) |

15. Correspondence for circulation

The Chairman requested an explanation of a recent email from D/Cllr Atterwill regarding Section 106 monies being used for affordable housing in Dereham. The D/Cllr explained that the monies had originally been intended for a cluster of small parishes, including Longham, but the parishes had not been made aware of the existence of the fund. He had queried this with Breckland and awaited a response from the Director.

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

Cllr O’Brien requested that the presentation by Debbie Murray re grant applications be added to the next agenda.

17. To note the next meeting of the parish council will be held at 7.30pm on Monday 19th July 2021 in the Village Hall.

The date of the next meeting was noted and the meeting then closed at 8.41pm.

Signed:

Date:

LONGHAM PARISH COUNCIL
YEAR ENDING 31ST MARCH 2021
FINANCIAL REPORT - AT 31ST MARCH 2021

| BUDGET UPDATE | Budget 2020/21 | To date | % Spend |
|------------------------|-------------------|-------------|-------------|
| PAYMENTS* | | | |
| Admin | 1042 | 920 | 88% |
| Salary | 1485 | 1594 | 107% |
| Open Spaces** | 500 | 956 | 191% |
| Community Car | 200 | 44 | 22% |
| Donations | 1925 | 1925 | 100% |
| TOTAL | 5152 | 5439 | 106% |
| Clay Pit Reserve | 3000 | 250 | |
| Defibrillator | 1425 | 1561 | |
| RECEIPTS | | | |
| Precept | 6000 | 6000 | 100% |
| Bank Interest | 0 | 0 | |
| Grants | 0 | 0 | |
| Recycling | 200 | 232 | 116% |
| TOTAL | 6200 | 6232 | 101% |
| SURPLUS/DEFICIT | 1048 | 793 | |

*includes payments awaiting approval on this agenda.

**Budget does not include additional payment approved for Play Area Repairs (£465).

| | |
|-----------------------------------|-------------------------|
| Balance at 01.04.2020 | 11,774.70 |
| Plus Receipts at 31.03.2021 | 7,365.17 |
| Less Payments at 31.03.2021 | 7,761.69 |
| TOTAL | <u>11,378.18</u> |
| Bank Balance at 31.03.2021 | |
| Unity Trust Current Account | 11,378.18 |
| Unity Trust Instant Access | 0.00 |
| | <u>11,378.18</u> |
| including: | |
| Land Registry Reserve | 379.00 |
| Clay Pits Reserve | 4,100.00 |
| Village Hall Reserve | 1,700.00 |
| Football Pitch Resurfacing | 3,000.00 |
| General Reserve | <u>2,199.18</u> |

LONGHAM PARISH COUNCIL
YEAR ENDING 31ST MARCH 2022
FINANCIAL REPORT - MAY 2021

| BUDGET UPDATE | Budget 2021/22 | To date | % Spend |
|------------------------|-------------------|-------------|------------|
| PAYMENTS* | | | |
| Admin | 1107 | 239 | 22% |
| Salary | 1600 | 259 | 16% |
| Open Spaces | 500 | 0 | 0% |
| Donations | 1925 | 0 | 0% |
| TOTAL | 5132 | 498 | 10% |
| Clay Pit Reserve | 4100 | 148 | |
| RECEIPTS | | | |
| Precept | 6000 | 3000 | 50% |
| Bank Interest | 0 | 0 | |
| HMRC | 0 | 6 | |
| Recycling | 200 | 0 | 0% |
| TOTAL | 6200 | 3006 | 48% |
| SURPLUS/DEFICIT | 1068 | 2509 | |

*includes payments awaiting approval on this agenda.

| | |
|-----------------------------------|-------------------------|
| Balance at 01.04.2021 | 11,378.18 |
| Plus Receipts at 30.04.2021 | 3,006.40 |
| Less Payments at 30.04.2021 | 276.58 |
| TOTAL | <u>14,108.00</u> |
| Bank Balance at 30.04.2021 | |
| Unity Trust Current Account | 14,108.00 |
| Unity Trust Instant Access | 0.00 |
| | <u>14,108.00</u> |
| including: | |
| Clay Pits Reserve | 3,810.33 |
| Village Hall Reserve | 1,700.00 |
| Football Pitch Resurfacing | 3,000.00 |
| General Reserve | <u>5,597.67</u> |