

## LONGHAM PARISH COUNCIL

Minutes of a meeting held on Monday 20<sup>th</sup> May 2019 at 8.05pm in the Village Hall, immediately following the Annual Parish Meeting.

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

District Cllr Richard Duffield  
District Cllr Roger Atterwill  
County Cllr Mark Kiddle-Morris  
Sheryl Irving (Clerk)  
Three members of the public

### **1. Election of Chairman and signing of declaration of office.**

Cllr Dye proposed that Cllr Douglas be elected as Chairman, this was seconded by Cllr Collins and agreed by Council. Cllr Douglas duly signed the acceptance of office form.

### **2. Election of Vice Chairman and signing of declaration of office.**

Cllr Dye proposed that Cllr Collins be elected as Vice Chairman, this was seconded by Cllr Kerry and agreed by Council. Cllr Collins duly signed the acceptance of office form.

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

The Chairman welcomed everyone to the meeting, apologies were received from Cllr's Donna and Roddy McLeod.

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

There were no declarations received.

### **5. To approve the minutes of the meeting held on 18<sup>th</sup> March 2019.**

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

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

There were no matters raised by members of the public.

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

In addition to the reports received during the preceding Annual Parish Meeting, C/Cllr Kiddle-Morris reported that a review of the number of county councillors and size of wards was ongoing and the parish council would be consulted in due course.

**8. To consider options to fill the one councillor vacancy.**

It was agreed to take no action at the present time as no volunteers had come forward during the recent election period.

**9. To discuss planning issues:**

**a) Applications for consideration.**

- 3PL/2019/0414/VAR – Meadow Drift, Hoe Road – variation of conditions.  
Council agreed to object to this application on the grounds that the rare species on the site must be protected.

**b) Decisions to note.**

- 3PL/2018/0912/F – Proposed dwelling and garage – Land adjacent The Old Rectory – appeal to Secretary of State – Council noted this application had been refused.
- 3PL/2018/1324/F – New dwelling – land off Ostrich Lane – appeal to Secretary of State – Council noted that a decision is still awaited.
- 3PL/2019/0121/O – Renewal – House & Garage, Manor Cottage Wendling Road – Council noted that permission had been granted.

**10. To discuss Highway issues.**

**a) To receive updates on matters previously reported.**

The pothole/roadside degradation at the Wendling Road junction had been repaired.

**b) To consider any new issues.**

Some hedges along Hoe Road require cutting back – the relevant residents will be contacted.

At this point in the meeting, C/Cllr Kiddle-Morris left the meeting.

**11. To discuss any issues relating to the Playing Field.**

**a) To receive an update re the purchase of additional seating for the Playing Field.**

The Chairman reported that a quote was being obtained to install the two new benches.

**b) To consider any new issues.**

There were no new issues to consider.

**12. To receive a report regarding the refurbishment of the football pitch.**

The Chairman reported that this is ongoing and two further applications for grants had been submitted.

**13. To discuss issues relating to the Clay Pits.**

There were no issues to consider.

**14. To receive an update re the registration of Parish Council land.**

This application is ongoing and is currently in the hands of the solicitors. It had been discovered that the charity scheme in relation to the three plots of parish land had been closed in 2008. It was agreed that, as there is no income from the land, it will be held by the parish council with no reference to any charitable purpose.

**15. To discuss any issues regarding the Village Hall.**

The Chairman reported that the application to the Charitable Incorporated Organisation for charitable status was ongoing.

**16. To receive an update regarding the installation of a defibrillator.**

The Chairman had been unable to progress this matter but hoped to report fully at the next meeting.

**17. Finance and Governance**

**a) To receive a financial report for the year ending 31<sup>st</sup> March 2020.**

The financial report was noted.

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

The internal auditors report was noted, all issues raised at the previous year's audit had been addressed.

**c) To approve the annual governance statement in the 2018-19 Annual Return.**

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

**d) To approve the Statement of Accounts in the 2018-19 Annual Return.**

Cllr Dye proposed approval of the statement of accounts, this was seconded by Cllr Kerry and agreed by Council. The Chairman duly signed the statement.

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

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

**f) To consider approval of the Clerk's annual incremental pay increase.**

Cllr Collins proposed approval of the incremental pay increase, this was seconded by Cllr Dye and agreed by Council.

**g) To consider any training requirements.**

There were no current training requirements.

**h) To consider approval of a direct debit payment to the ICO – Data Protection Registration.**

Cllr Collins proposed approval of the direct debit payment, this was seconded by Cllr Dye and agreed by Council.

**i) To authorise financial payments as set out below.**

Cllr Collins proposed approval of the following payments, this was seconded by Cllr Dye and agreed by Council.

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|--|---------|
| • Clerk – Salary/Allowance (April/May) | £257.84 |
| • BHIB Insurance Renewal (year 3 of 3) | £302.92 |
| • Norfolk ALC Subscription             | £99.94  |
| • Internal Auditor                     | £25.00  |

**18. Correspondence for circulation**

The following correspondence was noted by Council.

- Police Parish Newsletter – April edition
- Fly the Red Ensign for Merchant Navy Day
- George Freeman – Offshore Ring Main
- Homes England Consultation
- Rights of Way - 2026 deadline
- Western Link Update

**19. To receive any new items for the next agenda.**

The following items were received for the next agenda:

- Hastings Charity Land
- Definitive Map – lost footpaths.

**20. To note the meeting dates for the year 2019/20 (all 7.30pm).**

The following meeting dates were noted.

- Monday 15<sup>th</sup> July 2019
- Monday 16<sup>th</sup> September 2019
- Monday 18<sup>th</sup> November 2019
- Monday 20<sup>th</sup> January 2020
- Monday 16<sup>th</sup> March 2020

**21. To note the date of the next meeting which will be held on Monday 15<sup>th</sup> July 2019 in the Village Hall at 7.30pm.**

The date of the next meeting was noted.

The meeting closed at 8.35pm.

Signed:

Date:

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