

## HARPLEY PARISH COUNCIL

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### **Minutes of a meeting held on Thursday 28<sup>th</sup> September 2023 at 7.30pm at the Village Hall**

Present: Councillors A Case (Chairman) N Steed, P Peak, C Alexandra-Kaye, J Pocklington  
10 members of the public

#### **052/23 Apologies**

No apologies received.

#### **053/23 Declarations of Interest**

Councillor N Steed declared an interest in agenda item 8 grant application from Great Massingham Area Community Car Scheme.

Councillor A Case declared an interest in agenda item 7 – planning application 23/01517/F 01518/LB.

Councillor Alexandra- Kaye declared an interest in agenda item 8 – quotes for cutting back of foliage as one of the quotes submitted was from a contractor that had done work for her.

#### **054/23 To approve the draft minutes from the meeting held on 25<sup>th</sup> July 2023**

It was PROPOSED (CAK) SECONDED (PP) and unanimously approved to agree the minutes as a true record and were signed by the Chairman.

#### **055/23 Questions and Comments from the Public**

A resident who had approached the Parish Council about developing the verge outside her house thanked them for putting her in touch with Mr Jeffries from the County Council. He had agreed that she could develop the area providing no trees or large shrubs are planted. They also discussed a sycamore sapling on the opposite verge and he had agreed to have it removed. As no action had yet been taken the Clerk agreed to chase Mr Jeffries on this matter.

#### **056/23 To receive reports from County Councillor, District Councillor & Clerk**

No reports from the County Councillor or District Councillor.

The Clerk reported that there had been a few issues with the website but these had now been resolved. She would like to add an update of the site which was now 5 years old to the next agenda for discussion.

It was reported that one of the signs in the play area had been vandalised. Agreed to seek quotes for a metal replacement.

#### **057/23 Correspondence**

- KLWNBC – Notification of consultation on Permitted Development Rights

- KLWNBC – Decision notice regarding breach of Code of Conduct – The Clerk reported that the Monitoring Officer had approved no further action required.
- KLWNBC – Notice of planning department update
- West Norfolk Falls Project notice asking if Harpley Parish Council would like to be involved in this project to recruit volunteers – Councillor Alexandra-Kaye would contact them for further information on how Harpley Parish Council could get involved.
- Harpley Village Hall – Notification of increase in hire costs – noted and accepted.

### 058/23 Planning

23/01517/F 01518/LB

Replacement of existing soft wood and crittal windows to the side and rear of the Properties with hardwood double glazed units with the same openings at 4,5 & 6 Almshouses, Nethergate Street, Harpley PE31 6TN – Parish Council support this application.

*Councillor A Case took no part in this discussion.*

### 059/23 Finance

The following accounts had been circulated and were read to those present at the meeting. It was unanimously agreed to approve the payments.

059/23/1 It was PROPOSED (PP) SECONDED (NS) and unanimously approved to pay the accounts submitted.

<b>August</b>			
Date	Payee	Description	Amount
02.08.2023	Contracts and Salaries	Clerks Salary, Office costs, expenses, mileage	£ 295.25
03.08.2023	CGM	Grounds Maintenance	£ 38.70
04.08.2023	P Campbell	Repairs and maintenance play area	£ 50.00
04.08.2023	Glasdon UK	Replacement dog bin	£ 199.68
			£ 583.63
<b>September</b>			
28.09.2023	Contracts and Salaries	Clerks salary, office costs, Clerks expenses, mileage, training costs	£ 307.00
28.09.2023	NALC	Training course Councillor Induction	£ 108.00
28.09.2023	CGM	Grounds Maintenance	£ 19.36
			£ 434.36
	<b>Balances at 31.8.2023</b>	<b>Current account</b>	£ 2,516.15
		<b>instant access account</b>	£ 12,525.46
			£ 15,041.61
		Less up cheques	-68.70
		<b>Total</b>	£ 14,972.91

059/23/2 Update on banking

The Clerk reported that the process was almost complete.

059/23/3 To receive bank balances and reconciliation

These had been circulated to all councillors and they were unanimously approved.

059/23/4 To consider grant application from Great Massingham Area Community Car Scheme for £200.

Members of the public were given the opportunity by the Chairman to talk to the representative from the car scheme about their work and how the scheme helps people in Harpley.

It was agreed to readvertise the scheme for newer residents in the village.

It was PROPOSED (PP) SECONDED (AC) and unanimously agreed to make a donation of £200.

*Councillor N Steed took no part in this discussion.*

059/23/5 To discuss and approve quotes received for the cutting back of the foliage in the seating areas which had been circulated.

It was PROPOSED(PP) SECONDED(NS) and unanimously agreed to award the work to R & G garden services at a cost of £150 which includes the removal of all rubbish from the site.

*Councillor Alexandra-Kaye took no part in this discussion.*

059/23/6 To approve payment of £24 for Clerks training

It was PROPOSED(JP) SECONDED(CAK) and unanimously approved to pay £24 (shared cost) for clerks training course.

## **060/23 Items For discussion**

060/23/1 Parish Partnership Scheme (PPS)2024/25

Discussion took place over the possibility of making an application for a second SAM unit. It was agreed that as County Highways had concerns over a couple of the proposed locations for the existing unit no decision would be made until this had been resolved. The Clerk was asked to organise a site meeting with County Highways to discuss the locations and concerns raised in their email. The PP scheme would be added to the November agenda for a final decision on whether to apply to the scheme this year.

060/23/2 Map end of Brickyard Lane

Discussion deferred to the November meeting.

060/23/3 Dog Bins – Cleaning

It was agreed that the Clerk would seek quotes for the cleaning of the bins.

060/23/4 Community Payback Scheme

The Clerk had been chasing this with the probation service. She had received a reply which had been circulated to Councillors and to the village hall with regard to the future of the scheme in Harpley. The hall had contacted the Clerk to say that there were a few projects that they thought the community payback scheme could be involved in. The Parish Council were asked to put forward detailed information to the scheme co-ordinator including materials being provided as in the past materials had

not been available to complete the work. They stated that they would like all projects to go through the Parish Council. The Clerk would liaise with the village hall over this.

060/23/5 SAM units, positions and operation

This had been covered under agenda item 9.1

060/23/6 Hedges

The Clerk had reported the overgrown hedges. One had been cut and the Clerk would chase progress on the other one located in St Lawrence Close which was on an empty property owned by Freebridge.

**061/23 Appointment of Clerk – completion of probationary period**

It was PROPOSED (AC) SECONDED(CAK) and unanimously agreed that the probationary period had been successfully completed.

**062/23 Vacancies – to consider any co-option applications to the Council**

One application had been received. It was PROPOSED (AC) SECONDED (CAK) and unanimously approved to co opt Steve Winder to the Council. The Clerk would progress the necessary paperwork.

Councillor Peak gave his notice of resignation to the Council. It was acknowledged and he was thanked for all his hard work on the Council and on behalf of the Parish.

**063/23 Items for the next agenda**

Parish Partnership Scheme  
Replacement Perspex and Map end of Brickyard Lane  
Dog bin quotes  
Website 5 year update  
Budget and Precept

**064/23 Date of Next Meeting**

Thursday 30<sup>th</sup> November 2023 7.30pm Village Hall

Signed.....Dated.....