

HARPLEY PARISH COUNCIL

Minutes of a meeting held on Thursday 27th July 2023 at 7.30pm at the Village Hall

Present: Councillors A Case (Chairman) P Peak, C Alexandra-Kaye, J Pocklington

County Councillor M Chenery

8 members of the public

043/23 Apologies

Apologies were received from Councillor N Steed

044/23 Declarations of Interest

None

045/23 To approve the draft minutes from the meeting held on 18 May 2023

It was PROPOSED (CAK) SECONDED (PP) and unanimously approved to agree the minutes as a true record with the following amendment:

029/23 – f) Defibrillator – tba (not Cllr Alexandra-Kaye)

046/23 Questions and Comments from the Public

None.

047/23 To receive reports from County Councillor, District Councillor & Clerk

Councillor Chenery attended the meeting and highlighted the items in the recent press releases he had circulated. Changes to bus services which did not really affect Harpley. There will be an additional service running from Kings Lynn to Thetford.

No report from the District Council.

The Clerk gave the following report to the meeting:

Draft minutes for the March 2023 meeting had been reissued and signed. They had been posted on the notice board and were on the website.

Bank update – further forms had been received that require countersigning and returning to the bank.

Replacement dog bin had been installed.

Minor repairs in children's play area following annual inspection had now been completed.

Replacement parts and quote requested for larger equipment which had been taped off until repairs can be undertaken.

The Clerk was still awaiting the quote requested from CGM for cutting back of perimeter hedging in play area.

Defibrillator – The Clerk reported that she was still having difficulty accessing the unit and would contact the manufacturers to confirm the code.

048/23 Correspondence

The list had been circulated and actioned or noted.

- Borough Planning weekly lists
- Norfolk PTS Newsletter
- Norfolk ALC newsletter
- Communications QEH – Modernising the hospital
- Norwich Western Link project update
- Norfolk CC highways – road closure order B1145 Litcham Road and Nethergate Street, surface water gulley works
- Borough Council – details of home improvements schemes
- Norfolk CC – Press release 22 new fire engines for Norfolk Fire and Rescue Service
- Norfolk CC – press release – funding to help nature recovery
- Norfolk Community Fund newsletter
- PKF Littlejohn – notice of completion of audit
- Cllr M Chenery – NCC Briefing & Bus service improvement

049/23 Planning

None.

050/23 Finance

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

Date	Payee	Description	Amount	cheque no
7.6.23	Fenland	Playground inspection	£ 144.00	300001
7.6.23	CGM	Grounds Maintenance	£ 58.06	300002
7.6.23	Microsoft	annual licence fee	£ 89.56	300003
7.6.23	Locum Clerk Services	Locum Clerk costs May	£ 158.00	300004
7.6.23	C Peak	Reimb Coronation event costs	£ 114.63	300005

7.6.23	Harpley Village Hall	Reimb defibrillator training	£ 120.00	300006
1.7.23	Salaries	Clerks Salary June, HMRC	£ 246.05	300007/8
30.6.23	Unity Bank	Charges	£ 18.00	
July				
27.7.23	Paul Campbell	Remedial work in children's play area	£ 50.00	300009
27.7.23	CGM	Grounds Maintenance	£ 38.70	300010
27.7.23	Glasdon UK	Replacement dog bin & fixings	£ 199.68	300011
27.7.23	Norfolk ALC	Induction training CAK	£ 30.00	300012
1.8.2023	Salaries, office costs	Office costs, stationery, postages, mileage	£ 365.09	300013/14
			£ 683.47	
	Balances at 25.7.23	Current account	£ 3,169.62	
		instant access account	£ 12,525.46	
		Total	£ 15,695.08	

051/23 Items For discussion

051/23/1 Parish Partnership Scheme (PPS)2024/25

The Council had received an invitation to apply for 50% funding for projects in the Parish. After discussion on the possibility of applying for funding for the posts required for the SAM unit to be moved to the various locations around the village, and possibly even an additional SAM unit, it was agreed to put together the various costs and possible sources of funding in addition to the PPS and add this to the September agenda for further discussion. Councillor Chenery said that he also had funding available in his grant allocation that could go towards this project.

ACTION: The Clerk would seek costs for posts and an additional SAM unit for further discussion in September.

Councillor Peak had received an email from County highways asking for a copy of the Memorandum of Understanding which gave permission for the SAM units to be installed in the highway and listed the approved locations. ACTION: the Clerk would look for this paperwork and supply a copy to Highways.

051/23/2 Request for wildlife area on verge opposite the village hall

The Parish Council had received a request from the resident of the Old Vicarage with a proposal to develop a wildlife area on the verge that runs along the wall opposite the village hall. Agreed that the Clerk would ascertain ownership of the land in the first instance before this project could be discussed further. Councillor Chenery agreed to approach the County Council to see if this was their land. The Clerk reported if the land belonged to highways, then a licence had to be granted to carry out any work on their land. ACTION: the Chairman agreed to ascertain if the land was registered, and Councillor Chenery would speak to County Highways regarding this matter.

051/23/3 To approve purchase of new dog bin

The Clerk reported that the Borough Council had asked the Parish Council to replace the dog bin in Short Lane which was damaged by early August. If this was not done, then they would stop emptying the damaged bin. As this required immediate action a new bin had been ordered and installed.

051/23/4 To approve recommendation of play area inspection report for minor repairs, replacement parts and additional signs

It was reported that some of the minor work had been completed and the Clerk was awaiting a quote for the installation of a replacement part for one of the larger pieces of equipment. This piece of equipment had been taped off and signs erected to inform the public it was out of use.

051/23/5 To approve quote for cutting back of perimeter hedging and trees in play area

Details had been sent to CGM and the Clerk was still awaiting a quote. ACTION: The Clerk would chase this matter.

051/23/6 To approve the Clerk as guardian of the defibrillator

Approved.

051/23/7 To approve Grant Awarding Policy

This had been circulated to all councillors and it was unanimously approved.

051/23/8 To consider any applications for co-option to the Council

None received. ACTION: The Clerk would continue to advertise.

051/23/9 Items for next agenda

- Parish Partnership Scheme – discussion on whether to apply for funding. Projects details to be considered.
- Discussion on map at the end of Brickyard Lane requires a replacement map and Perspex.

Action: The Clerk was asked to report the Keep Clear sign on the road opposite Church Lane which was now very faded and required repainting. It could hopefully be done at the same time as the road was reinstated following the drainage works in Nethergate Street.

051/23/10 Date of Next Meeting

Thursday 28th September 2023 7.30pm Village Hall

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

DRAFT