**HARPLEY PARISH COUNCIL**

**Minutes of a meeting held on Thursday 23rd May 2024 at 7.40pm at the Village Hall**

Present: Councillors A Case (Chairman), N Steed, J Pocklington.

8 members of the public

# **024/25 Apologies**

Apologies were received from Cllr C Alexandra- Kaye.

**024/26 Election of Chairman**

It was (NS) SECONDED (JP) and unanimously approved to elect Cllr Case as Chairman for the forthcoming year.

**024/27 Election of Vice Chairman**

It was PROPOSED (AC) SECONDED (JP) and unanimously approved to elect Cllr N Steed as Vice Chairman for the forthcoming year.

**024/28 Appointment of Representatives**

1. **Village Hall –** Cllr A Case
2. **Harpley Primary School –** Cllr C Alexandra-Kaye
3. **Parochial Church Council –** Cllr J Pocklington
4. **Community Car Scheme –** Cllr N Steed
5. **Playground –** Cllr C Alexandra-Kaye
6. **Defibrillator –** Cllr N Steed
7. **SAM unit -** Vacant

# **024/29 Declarations of Interest**

Cllr A Case declared an interest in agenda items planning application for Ravens Yard.

# **024/30 To approve the draft minutes from the meeting held on 21 March 2024.**

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

# **024/31 Questions and Comments from the Public**

A resident raised concerns regarding the loss of grass verge outside their house which was being eroded by vehicles pulling off the road. The Clerk would report this to County Highways.

The Council were asked to see if the Rangers would be able to cut back the foliage in Brickyard Lane which was now very overgrown.

# **024/32 To receive reports from County Councillor, District Councillor & Clerk**

**County and District Council reports**

These had already been circulated. Councillor Chenery reported that the mile marker outside the barns between Harpley and West Rudham was being removed.

He also highlighted the changes that would take place with the boundary review next year which would mean a more equal distribution of residents for the Councillors.

# **Clerks report.**

Funding Information – Circulation of that information to other organisations. - Agreed that the Clerk did not have enough time to circulate this type of information. Organisations looking for funding could add themselves to the circulation lists and receive them direct.

Website update – work now complete

End of Year accounts financial year 2023 24 now completed – paperwork circulated.

Playground inspection – booked with new company Wicksteed Leisure. Will take place in approx. 12 weeks.

Broken bench in play area removed by grounds maintenance company Nurture.

Harpley Trods – confirmation that maintenance work would be completed when contractors next in the area.

Norfolk Highways – grit bin audit confirmation of locations Back Street/Cross Street junction, School Lane (Wall Lane) outside school, St. Lawrence Close – confirmed.

**Correspondence**

* Notification of Norfolk Community Biodiversity Awards
* KLWNBC – Weekly planning lists
* Norfolk PTS – newsletters and training information
* CPRE Norfolk – Spring newsletter
* Norfolk Police – updates on Operation Randall
* Confirmation of order for free portrait of the King – delivered. Agreed this would be put in the village hall.
* Norwich Western Link - newsletter
* Notice of Houghton Festival 2024
* TRO – Road closure Litcham Road, Great Massingham

Church Lane, Harpley, Bagthorpe with Barmer /Fakenham Road

* Norfolk Community Foundation – Newsletter
* NALC – newsletters
* Notice of Great Massingham community car scheme AGM 9 May
* KLWNBC – Notice of Gypsies and travellers and travelling show people site allocation and policy consultation – consultation ends 21 June
* Gallagher – Insurance renewal notification
* Mark Burghall Freebridge housing plans for St. Lawrence Court, Harpley – an agenda item for discussion.

# **024/33 Planning**

*Cllr A Case declared an interest and took no part in the discussion.*

24/00068/F – Change of use from commercial to create 4 no dwellings at Ravens Yard, Nethergate Street. It was reported by the Clerk that a response of no comments had been submitted from the Parish Council.

Plans for development of St. Lawrence Court, Harpley by Freebridge Community Housing –

The Parish Council would submit the following comments: They would like to see 30% affordable housing not 18% as stated. In line with other housing in the village they would like to see included in the criteria that the properties were offered to families or relatives of residents in Harpley first and then neighbouring villages if not filled.

They would ask if there was a demand as one property had been empty since vacated a couple of years ago – what was happening with this property.

The Council would like to receive residents’ views prior to this being submitted to planning.

# **024/34 Finance**

The following accounts had been circulated and were read to those present at the meeting. It was unanimously agreed to approve the payments. PROPOSED (AC) SECONDED (JP)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACCOUNTS FOR PAYMENT April/May 24** |  |  |
| 2.4.24 | Contracts and Salaries | salaries, admin, paye | £ 263.64 |
| 2.4.24 | Norfolk PTS | Annual Subs | £ 67.98 |
| 1.5.24 | Contracts and Salaries | salaries, admin, paye | £ 263.24 |
| 1.5.24 | Kings Lynn WNBC | Annual dog bins fee | £ 570.96 |
| 1.5.24 | Maxine Hayes | Office costs, expenses, stationery, training, mileage April, May | £ 105.18 |
| 1.5.24 | Ewing Accounting | Annual payroll fees | £ 130.80 |
| 1.5.24 | Nuture | Grounds Maintenance | £ 19.36 |
| **Payments** |  |  |  |
| 23.5.24 | Gallagher Insurance | Annual Fee | £ 818.03 |
| 23.5.24 | Nuture | Grounds Maintenance | £ 77.43 |
| 1.6.24 | Contracts and Salaries | salaries, admin, paye | £ 263.64 |
|  |  |  |  |
|  |  |  | £ 2,580.26 |
| Income | KLWNBC | Precept | £ 6,798.00 |
|  | HMRC | VAT Refund | £ 359.55 |
|  |  |  | £ 7,157.55 |

024/34/2 The Clerk had circulated the bank statements & monthly reconciliations which were approved. Balances Current Account: 8387.88 Business Account: 8749.34

024/34/3 It was PROPOSED (AC) SECONDED (JP) and unanimously agreed to note and approve the Internal Auditors Report for financial year 2023/24.

024/34/4 It was PROPOSED (JP) SECONDED (NS) and unanimously agreed to approve the Annual Governance Statement for financial year 2023/24.

024/34/5 It was PROPOSED (AC) SECONDED (NS) and unanimously agreed to approve the Certificate of Exemption for the financial year 2023/24.

024/34/6 It was PROPOSED (JP) SECONDED (AC) and unanimously agreed to approve the Annual Accounting Statement for financial year 2023/24.

# **024/35 Items For discussion**

024/35/1 **West Norfolk Falls Project** – nothing further to report.

024/35/2 **Community Payback Scheme** – The Clerk had received an email stating that they needed to complete the current project before being able to undertake the work at the village hall. They currently had low numbers and would get back to the Council when they were able to confirm a date.

024/35/3 **SAM locations** – work scheduled to install the posts and County Highways would confirm when they were in the area and able to commence the work.

024/35/4 **Dog Bins** – Nothing further to report.

024/35/5 **Map end of Brickyard Lane** – Councillor Case reported that the total cost for a replacement map, laminating and Perspex was likely to be in the region of £350. He would bring exact costs to the July meeting for approval.

024/35/6 **Hedgecutting/grasscutting** – following the site meeting quotes had been received from Nuture for increased cuts and removal of cuttings and hedge cutting around the playing field.

Agreed: to seek a further quote for grasscutting and removal of cuttings.

PROPOSED (NS) SECONDED (AC) and unanimously agreed to approve phase 1 of the hedgecutting at a cost of £780 plus VAT. This had been included in the budget for this financial year.

**Hedge Works Quotation (Phase 1):**

* Cut back sides of hedges at the rear, side and front of Harpley playing field to original growth point.
* Cut back the ivy which is encroaching onto Brick Yard Lane.
* Remove all low hanging branches, up to 2.5 meters from ground level.
* Remove all waste from site.

**Total: £780 Plus VAT**

024/35/7 **Playing Field** – Project to replace the signs ongoing.

024/35/8 **Clerks Annual Leave** – Approval was given for the Clerk to carry over 14.49 hours into this year’s allocation. It was PROPOSED (NS) SECONDED (AC) and unanimously approved.

**024/36 To consider applications for co-option to the Council.**

No applications had been received.

**024/37 Items for next agenda**

Brickyard Lane replacement map – Quote

Grasscutting – Quote

**024/38 Date of Next Meeting**

Thursday 25th July 2024.

**024/39 Staffing**

During the Clerks appraisal discussions, it was agreed that as the Clerk only worked 4 hours per week and would be unable to take on any additional duties.

Signed……………………………………………………………………Dated……………