

HARPLEY PARISH COUNCIL

Minutes of a meeting held on Thursday 30th November 2023 at 7.30pm at the Village Hall

Present: Councillors N Steed (Chairman for meeting) C Alexandra-Kaye, J Pocklington, S Winder.

6 members of the public

065/23 Apologies

Apologies were received from Cllr A Case.

066/23 Declarations of Interest

None.

067/23 To approve the draft minutes from the meeting held on 28th September 2023.

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

068/23 Questions and Comments from the Public

A resident informed the Council that they were setting up a Speedwatch group and would like to have the Parish Councils endorsement of the group. The Parish Council agreed they fully supported the group and would put this in writing.

Another resident raised their concerns about the continual flooding of Nethergate Street and he had been in touch with County Highways and the County Councillor Portfolio holder for Highways. It was agreed that this matter would get worse as the colder weather approached and the water would turn to black ice. The Parish Council agreed to write to the Parish Council giving their support to the residents and asking for signs to be erected to warn motorists of the dangers and to ask what action could be taken to resolve this in the longer term.

069/23 To receive reports from County Councillor, District Councillor & Clerk

No reports from the County Councillor or District Councillor.

Clerks report

055/23 Sapling tree - The Clerk had chased this item with highways, and they had agreed to action this.

056/23 Metal sign vandalised – No further progress – request to defer until January meeting.

Bank - Changes to signatories have now been completed.

Highways Community Ranger visit January – the Clerk asked for any items they wished to add to the workload for the visit.

The Clerk was asked to include the removal of silt from the 2 gullies leading into Back Street pond.

Cut back foliage over the footpath at the bottom of Nethergate Street.

The Clerk reported that repair work to play equipment has now been undertaken by the supplier and Certificate of Completion received.

070/23 Correspondence
Correspondence

- Enquiry from resident regarding flooding – they had been directed to County Highways to report the situation.
- Borough Planning – list of applications and decisions.
- Norfolk Police – newsletter updates.
- Norfolk ALC & Norfolk PTS newsletters and updates.
- Norfolk CC Highways – Temporary Road Closure Order Back Street pipe repair work – Temporary Road Closure notice Nethergate Street for sewage jetting works.
- Norfolk ALC/Norfolk PTS update of salary pay scale agreement.
- LC Hedgehog Highway project. – Noted.
- Housing East Hascoe Group (for information) allocation of property Millers Lane.
- KLWNBC – confirmation no request for by election PC able to co-opt to fill vacancy.
- Great Massingham Community Car Scheme – Thank you letter for donation.
- KLWNBC – copy of presentation for Parish Council planning update session.
- Invitation to Norfolk CC budget consultation.
- Newsletter QE Hospital.
- Norfolk Community Foundation funding newsletter.
- KLWNBC – notification of call for sites Gypsies, travellers and travelling show people.

071/23 Planning

23/01517/F 01518/LB 4,5,6 Almshouses, Nethergate to replace existing soft wood and Crittal windows with hardwood double glazed unit – APPROVED.

23/01457/LB The Mill, Mill Road, Harpley single storey extension and internal alterations - APPROVED.

072/23 Finance

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

072/23/1 It was PROPOSED (CAK) SECONDED (JP) and unanimously approved to pay the accounts submitted.

HARPLEY PARISH COUNCIL			
ACCOUNTS FOR PAYMENT			
NOVEMBER/ DECEMBER2023			
Payments			
01.11.23	Contracts and Salaries	Clerks Salary	£ 246.05
01.12.23	Administration	Office costs	£ 42.20
01.12.23	Contracts and Salaries	Clerks Salary	£ 246.05

01.12.23	KLWNBC	Admin costs uncontested election	£ 54.60
01.12.23	CGM 256971	Grounds Maint	£ 19.36
TOTAL			£ 608.26

072/23/2 Bank – It was reported that all of the paperwork required to add signatories had been approved and concluded.

072/23/3 The Clerk had circulated the bank statements & monthly reconciliations which were approved.

073/23 Items For discussion

073/23/1 West Norfolk Falls Project – Cllr Alexandra-Kaye had been in touch with the Project co-ordinator to request further information. They were currently researching the practicalities of how the project would work and how to train the volunteers to lift the elderly who had fallen. There were several national projects running and they would update Cllr Alexandra-Kaye when they had progressed with the project.

073/23/2 Parish Partnership Scheme Funding – After discussion it was agreed that the Parish Council would not apply for funding for a second SAM unit until the unit which had been purchased last year was up and running. The Parish Council were currently awaiting to get approval for the suggested locations from the Highways department. County Cllr Chenery had agreed to pay for the purchase and installation of posts from his grant funding.

073/23/3 Map end of Brickyard Lane – The Clerk had contacted Ordnance Survey and County Footpaths about who originally supplied the map and where a replacement could be sought. She would report back when this information had been received. Replacement perspex could then be ordered.

073/23/4 Dog Bins cleaning – The Clerk reported that she had had no luck in finding a company who could clean the bins and had contact the Borough Council to see which contractors they used. She would report back to the Council.

073/23/5 Community Payback Scheme – The Clerk had circulated notes from the meeting held with the Probation service and the village hall to discuss possible projects that could be included. The Village Hall and emailed their list to the Clerk and this had been forwarded to the Probation service for approval. They would continue to work in the nature reserve, and it had also been suggested that they might be able to clean the bus shelters on the A148.

Once the programme of work had been approved it would be signed by the Parish Council and the Village Hall management committee.

073/23/6 SAM unit – Following the site meeting held with County Highways the Parish Council were awaiting approval of locations for the unit to be placed. There had been contact from residents who lived near one of the proposed locations and it was agreed that an alternative location would be found.

073/23/7 Hedges – It was reported that hedge in Lawrence Close had still not been cut.

073/23/8 Poppy Wreath – It was agreed that the Parish Council would purchase a poppy wreath next year. They would purchase a wreath that was fully biodegradable.

073/23/9 Recording Parish Council meetings – It was unanimously agreed that all future meetings would be recorded. This helped to produce more accurate minutes. Once the draft minutes of that meeting had been approved the recording would be deleted.

073/23/10 Public Participation Policy – Had been circulated and was unanimously approved.

073/23/11 To consider and agree budget for 2024/25 – all information had been circulated prior to the meeting by the Clerk. It was PROPOSED (CAK) SECONDED (JP) and unanimously agreed to approve a budget of £7866.00 and to keep the precept the same at £6798 with no increase.

074/23 Vacancies – to consider any co-option applications to the Council.

No applications received.

075/23 Items for the next agenda

Replacement Perspex and Map end of Brickyard Lane
Dog bin quotes
Website 5-year update

076/23 Date of Next Meeting

Thursday 25th January 2024.

077/23 Closed session.

Staffing matters

It was Unanimously approved to increase the Clerks salary in line with the recommendations of the National Association of Local Council with immediate effect and backdated to June 2023.

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