

LONGHAM PARISH COUNCIL

Minutes of a meeting of Longham Parish Council held at 7.30pm on Monday 3rd October 2022 in the Village Hall.

Present: Cllr Donna McLeod (Vice Chair)
Cllr Roddy McLeod
Cllr Paul O'Brien
Cllr Clare Mitton

D/Cllr Roger Atterwill
D/Cllr Richard Duffield
Six Members of the Public
Sheryl Irving (Clerk)

A minute's silence was held to honour the late Queen Elizabeth II.

1. Welcome and apologies for absence.

In the absence of the Chairman, Cllr Douglas, Cllr Donna McLeod took the chair. Apologies received from Cllrs Douglas and Dye were approved. Apologies were also received from County Cllr Kiddle-Morris.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on 18th July 2022.

Cllr Mitton proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Roddy McLeod and unanimously agreed by Council. The Chairman duly signed the minutes.

4. To note the vacancy for a parish councillor and consider any applications for co-option.

In the absence of a prospective councillor, this item was remitted to the November meeting.

5. Meeting open for public participation.

Members of the public queried the Rural Housing Exception Site and were informed that it was not currently going ahead as a need had not been identified in the recent survey.

However, D/Cllr Atterwill reported on the recent call for development sites in respect of the Breckland Local Plan which had resulted in three sites in Longham being submitted, two of those from the Parish Council. Breckland will review the sites and determine if they are suitable for development; residents and the parish council will then have a further opportunity to comment. The Local Plan is not due to be completed until 2026/27.

Queries were raised as to whether Longham wanted or needed any development in that many residents had moved to the village because it was so quiet. However, it was recognised that without younger families moving to the village, because of a lack of affordable housing, the remaining facilities are likely to die.

Council will consider a village appraisal at the November meeting to identify what local people want in the village for the future.

6. To receive County and District Councillors reports.

D/Cllr Atterwill reported that he continued to progress a local bus service in the village on a Tuesday and Friday.

He also reported that a Family Hardship Support Fund is now available with grants of up to £300. If anyone requires assistance, they should contact either District Cllr who will be able to assist them in taking this forward.

D/Cllr Duffield reported that a Community Hotspot Fund is available to set up local 'warm places', with up to £2,000 available.

The Chairman thanked both Councillors for their reports.

7. Planning issues.

a) Applications for consideration.

- 3PL/2022/0929/HOU – Honeywood, 19 Hoe road - erection of single storey extension to rear and erection of detached garage building with first floor storage – Council considered this application and agreed a 'no comment' response.
- 3PL/2021/1460/F – Meadow, Hoe Road - change of use of land from Agricultural to residential & the erection of 1No. self-build home and provision of 1No. Self Build Plot with associated car parking and landscaping – Council considered this application and agreed a 'no comment' response.

b) Decisions to note.

There were no decisions to note.

c) To receive an update regarding the Rural Exception Site Housing Scheme.

Council noted that no need had been identified in the recent survey but agreed to attend a meeting with Broadland Housing to consider feedback and to discuss any next steps.

8. Highway issues.

a) To receive updates on matters previously reported and to consider any new highway issues.

Council noted the following updates:

- Hoe Road/Hoffield Plantation – Give Way Sign – now reinstated.

- Bittering Road- Pig Farm – mud on road – the situation has improved recently with the dryer weather but C/Cllr Kiddle-Morris is dealing with this matter on behalf of Council and a report is awaited.

b) To receive an update regarding the pull-in on Hoe Road.

In the absence of C/Cllr Kiddle-Morris, there was no update.

c) To receive an update from the County Cllr regarding the grass cutting on Chapel Road (responsibility of County Council).

In the absence of C/Cllr Kiddle-Morris, there was no update.

9. To receive an update in respect of the Playing Field and to consider any action in respect of the 2022 Inspection Report.

Cllr O'Brien reported that he had inspected the Play Area and will continue to monitor the items raised in the inspection report which are not currently hazardous. In respect of the loose screws, although not dangerous, these will be tightened.

10. To receive an update regarding the Clay Pits (a county wildlife site).

Cllr O'Brien reported that an autumn clearance day will take place in October to clear the ponds and paths and this will be carried out by the Conservation Volunteer Group.

Additional funding is now required to continue works and further grant options are being considered.

11. To receive an update regarding the planting of the Jubilee Tree.

The Chairman volunteered to obtain quotes for the next meeting.

12. To receive a report from the County Cllr regarding recycling.

In the absence of C/Cllr Kiddle-Morris, there was no report.

13. To consider taking responsibility for grass cutting at Longham church at the same cost as the current donation.

Council noted that the church was being closed for services and Cllr O'Brien proposed that the Parish Council continues to fund the grass cutting of the churchyard, this was seconded by Cllr Roddy McLeod and unanimously agreed by Council.

14. Finance and Governance

a) To receive a financial report for the year ending 31st March 2023.

The financial report (attached) was noted.

b) To appoint an internal auditor for the year ending 31st March 2023.

Cllr Mitton proposed that Mrs Dann be appointed internal auditor for the year ending 31st March 2023, at a cost of £35, this was seconded by Cllr O'Brien and unanimously agreed by Council.

c) To consider the option to opt out of the SAAA central external auditor appointment arrangements.

Council agreed not to opt out of the current arrangements.

d) To consider a monthly standing order for salary/office allowance payments.

Cllr O'Brien proposed approval of a monthly standing order for salary/allowance payments, this was seconded by Cllr Mitton and unanimously agreed by Council.

e) To consider amending bank authority to dual authorisation.

Cllr O'Brien proposed approval of dual authorisation for bank payments, this was seconded by Cllr Mitton and unanimously agreed by Council. Financial Regulations will be amended accordingly.

f) To review the following policies:

Cllr Mitton proposed approval of the following documents, to include the amendment for Financial Regulations at 14.e above, this was seconded by Cllr O'Brien and unanimously agreed by Council.

- Financial Regulations
- Equality Policy
- Asset Register
- Risk Assessment & Management Policy

g) To authorise financial payments as set out below:

Cllr Mitton proposed approval of the following payments, this was seconded by Cllr O'Brien and unanimously agreed by Council.

- | | |
|--|---------|
| • Clerk – Salary/Allowance (Aug/Sept) | £278.04 |
| • HMRC | £26.60 |
| • Previously approved and/or in budget and paid: | |
| • Play Area Inspection | £144.00 |
| • Clay Pit – Path Work | £360.00 |

15. Correspondence for circulation

Council noted the following correspondence and no actions were agreed.

- Breckland Local Plan (Partial Review) Regulation 19 Consultation
- Norfolk Minerals and Waste Local Plan: Pre-Submission - Invitation to make representations.

16. To receive any new items for the next agenda.

Council agreed to add a Village Appraisal to the next agenda.

17. To note the next meeting of the parish council will be held on Monday 21st November 2022 at 7.30pm in the Village Hall.

Council noted the date of the next meeting and the Chairman closed the meeting at 8.23pm.

Signed: _____

Date: _____

LONGHAM PARISH COUNCIL					
YEAR ENDING 31ST MARCH 2023					
FINANCIAL REPORT - SEPTEMBER 2022					
BUDGET UPDATE	Budget	To	%	Bank Reconciliation	
	2022/23	date	Spend	Balance at 01.04.2022	6,233.81
PAYMENTS*				Plus Receipts at 31.08.2022	5,176.05
Admin	1,132	591	52%	Less Payments at 31.08.2022	<u>3,887.00</u>
Salary	1,649	807	49%	TOTAL	<u>7,522.86</u>
Open Spaces	1,000	120	12%	Bank Balance at 31.08.2022	
Clay Pit Maintenance	1,000	0		Unity Trust Current Account	8,026.86
Donations	1,925	1000	52%	Unity Trust Instant Access	0.00
Defibrillator	100	0	0		8026.86
TOTAL	6,806	2518	37%	Less outstanding payment	504.00
RECEIPTS				TOTAL	<u>7,522.86</u>
Precept	7000	3500	50%	including:	
Wayleaves	0	0		Clay Pits Reserve	548.33
Salary/HMRC	0	20		Village Hall Reserve	1,700.00
Recycling	100	110	110%	General Reserve	5,274.53
TOTAL	7100	3630	51%		
SURPLUS/DEFICIT***	294	1113		CLAY PIT PROJECT as at 31.08.2022	
<i>*includes payments as listed on agenda.</i>				Income	9,100.00
				Expenditure	<u>8551.67</u>
				Balance	548.33