# Logo

# Minutes of a Meeting of Harling Parish Council,

# Held virtually via Zoom on Tuesday 26th May 2020

**PRESENT**

Cllr P Edge (Chairman)

Cllr J Jacobs (Vice Chair) Cllr R Allen

Cllr L Mould Cllr G Denham

Cllr G Jubb Cllr B Copping

Cllr K Rayner Cllr S Blades

Mrs K Filby (Clerk) Cllr J Denniss

CC S Askew

One member of the public was present

## APOLOGIES WERE RECEIVED AND ACCEPTED

There were no apologies

## MINUTES OF THE MEETING HELD ON 28th April 2020

Minutes were signed and dated as a true and accurate record by the Chairman

## MATTERS ARISING

7a. internal audit approved by Council

## FIRST PUBLIC FORUM

No matters raised

## DISTRICT/COUNTY COUNCILLORS REPORTS

Updates received from CC Askew

## DECLARATION BY COUNCILLORS OF ANY DISCLOSABLE PECUNIARY OR PERSONAL INTEREST IN AN AGENDA ITEM

None

## PLANNING

It is minuted herewith that the Planning Working Group met on the 5th March 2020 with the developer of Phase 3 Rusina Fields, Kenninghall Road, to listen to his proposal for the land. The notes from that discussion have been filed by the Clerk.

## RECEPTION OF REPORTS - RUA

* 1. Site meeting to be arranged with the Trust and members of the Bowls club to discuss the building of their new extension to ensure access is not compromised to storage sheds.
  2. It was agreed via email that the Parish Council would pay the electricity costs for watering of the ground during this dry spell, approximate cost is £1 per hour.

## ACCOUNTS

1. EON £367.68
2. TT Jones £577.27
3. BT £63.60
4. Staff Costs £2,493.80
5. Anglian Water (Wave) £60.98
6. Came & CO £4,124.14
7. Norfolk Parish Training £40.00
8. Harry Stebbing Workshop £16.20
9. NP Law £600
10. Zoom £14.39

The Parish Councillors were presented with copies of receipts of payments and bank reconciliation showing year to date spending and balances for main current account. It was explained that these figures do not include the Town Improvement Fund and Petty Cash funds.

## COUNCILS’ STANDING ORDERS UPDATED TO INCLUDE REMOTE MEETINGS

## REVIEW OF COUNCILS’ POLICIES AND PROCEDURES

1. Disciplinary Procedure – Reviewed
2. GDPR – Reviewed
3. Data Protection – Reviewed
4. Grievance Policy– Reviewed
5. Publication Scheme – Updated
6. Risk Assessment and Management – Updated
7. Complaints Procedures – Updated
8. Communication Policy – Reviewed
9. CCTV Policy - Reviewed

## TRAINING AND DEVELOPMENT POLICY ADOPTED

## COUNCIL ACTION PLAN WAS ADOPTED

## RENEWAL OF COUNCILS’ INSURANCE POLICY

This was accepted at a premium of £4,124.14. Long term agreement expires 2021

## ANNUAL RETURN FOR YEAR ENDING 31ST MARCH 2020

Council approved section 1 of the Annual Governance Statement and section 2 of the accounting statement.

## LOCAL COUNCIL AWARD SCHEME

The Council conveyed their wish that the Clerk apply for this award at Foundation level.

## PARISH COUNCIL WEBSITE

It was agreed that the Councils’ website needs updating and the Clerk is tasked with carrying out this project.

## CORRESPONDENCE RECEIVED

* 1. Contact Magazine going on-line, Clerk has written a report but Editor requesting any other news items.
  2. Fly tipping along Quidenham Road
  3. Resident requesting speed limit be moved further out of village on Lopham Road
  4. Eccles Road closure 8-12 June
  5. NCC report received from S Askew

## ANY OTHER BUSINESS

* 1. Allotment inspections to take place in June
  2. Kitchen now finished at Youth Centre
  3. Road closure 1st June for 3 days on West Harling Road
  4. Overgrown hedge in Middle Harling, Clerk to report to Highways
  5. Groundsman to be asked to clear garden at Town Farm Bungalow, invoice Town Lands Trust
  6. Hedge needs cutting back at residence on Quidenham Road
  7. Update on Crisis Team given
  8. Bins full and a lot of rubbish on Recreation Ground
  9. Clerk to begin process of setting up Recreation Ground Trust

## DATE OF NEXT MEETING

Tuesday 23rd June 2020

Signature


K Filby Clerk

3rd June 2020