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**Minutes of a Meeting of Harling Parish Council**

**Held in Harling Old School Hall on Tuesday 26th September 2023**

**PRESENT**

Cllr P Edge (Chairman) Cllr K Rayner

Cllr A Hayward Cllr G Denham

Cllr B Copping Cllr H Mackenzie

Cllr S Blades

Cllr J Jacobs Cllr J Denniss

Mrs K Filby (Clerk)

There were four members of the public present

**1. APOLOGIES WERE RECEIVED AND ACCEPTED**

Cllr L Mould & Cllr G Jubb

**2. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 25th July 2023**

 Item 9 – Defibrillator funding – Clerk still waiting for further information from central government

**3. MINUTES SIGNED AS A TRUE AND CORRECT RECORD BY THE CHAIRMAN**

**4. PUBLIC FORUM**

The Chairman closed the meeting and opened the floor up to the public for comments.

a) Resident asking when new allotments would be available

**5. DECLARATION BY COUNCILLORS OF ANY DISCLOSABLE PECUNIARY**

 **OR PERSONAL INTEREST(S) IN ANY AGENDA ITEMS**

 Cllr Rayner – Item 7h

Cllr Blades – Item 6b

Cllr Mackenzie – Item 10

**6. PLANNING**

a. 3PL/2023/0852 – 3 West Harling Road – *No objections raised*

b. 3PL/2023/0897 – 5 The Pyghtyle – *No objections raised*

**7. ACCOUNTS**

1. Npower £278.72
2. BT - £67.93
3. Staff costs - £3940.91
4. Newton Press - £276
5. KM First Aid - £158
6. K Filby - £52.47
7. Amazon - £39.25
8. Thurlow Nunn - £595.73
9. John Lewis - £719
10. Co Op - £108
11. Richard Frost - £100
12. Bailiwick IT - £45
13. TT Jones - £2331.51
14. Wix - £226.80
15. Nisbitts - £36.21
16. Iceland - £121.72
17. PKF Littlejohn - £504

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

**8. APPLICATION TO LCAS QUALITY LEVEL**

1. The Council confirms by resolution that it publishes online criteria 1 -18 of LCAS Foundation Level

2. The Council also confirms by resolution that it has in place criteria 19-26 listed on the LCAS application Foundation level in place

3. The Council confirms by resolution that it meets all requirements or the Foundation Award and that it also publishes on its website, criteria 1-10 of LCAS Quality level

4. The Council confirms by resolution that it has in place criteria 11-17 of the LCAS Quality level

**9. PARISH COUNCIL REPRESENTATIVES**

The council resolved that Cllr B Copping continue as PC representative to Harling Town Lands Trust?

 The Council resolved that Cllr P Edge continue as PC representative to Harling Combined Trust?

 The Council resolved that that Cllr L Mould continue as PC representative to Harling Education Trust?

**10. ALLOTMENT RENT REVIEW**

The Council resolved to increase all rents by 15%, and an annual review to take place. The Clerk reminded the Council that 12 months’ notice must be given for all rent increases.

**11. TT JONES STREET LIGHT MAINTENANCE CONTRACT**

The Council resolved to renew the current maintenance contract

**12. CHRISTMAS LIGHTING**

 The Council confirmed by resolution that the Christmas lighting would be completed in two phases. Phase 1 would see the replacement of lights along Market Street and the Market Place. Timer on Market Square column and outside Forget me not Cottage column. Specification of lights to be confirmed. Initial costing from TT Jones £4330. Phase 2 will see the replacement of the existing illuminated street sign next to the bike park.

**13. NORFOLK COUNTY COUNCIL PARISH PARTNERSHIP SCHEME**

Clarification required on high install costs with NCC

**14. COUNCIL’S ASSET INSPECTIONS**

Members of the Parish Council to be responsible for the regular checking of assets

**15. UPDATE ON MARKET PLACE REFURBISHMENT**

The Council were presented with details of phase 2 of the refurbishment and costings. A bus shelter, new bins, planters, benches. The Council resolved to accept the plan and costings, as precepted for. Clerk to enquire as to whether planning permission is required for bus shelter. Temporary repairs required to the Market Place surface, Cllr Blades is waiting for further quotes.

**16. LOCAL PLAN**

The Council were presented with a report on the current consultations that Breckland Council are running, what the local plan review means to Harling, and what residents should do to have their say.

**17. SECOND PUBLIC FORUM**

a. A resident raised a concern over the brightness of the Christmas lights around the Market Place

 b. Residents expressed an interest in community speed watch should it be able to be reprieved

18. **CORRESPONDENCE RECEIVED/CLERKS REPORT**

a. On the 15th August the Council agreed via email to fund from the Town Improvement Fund this year’s Parish Awards to the total of £1000

 b. Both ground men have now attended a one day first aid course

 c. The Clerk has applied for S106 funding for the creation of new allotment plots

 d. Site meeting with NCC and Cllr S Askew took place on the corner of Memorial Green. Further meeting with new Highways Engineer to take place

 e. Practice Manager to leave Surgery in December, invite accepted to attend October meeting

 f. Council’s annual return has been returned with no amendments. Clerk has published on council’s website

 g. Annual inspection report received from TT Jones

 h. Full Council training for all Councillors in September on Meetings, Risks and Planning

 i. Allotments inspections took place in August and tenants contacted that required attention

 j. OSH Christmas market to be offered the Poplars as a more suitable location

 k. £500 grant received from Norfolk Community Foundation for the Community garden

 l. Successful Parish Awards on the 8th September

 m. Complaints received from residents on traffic speeds on Lopham Road. Request for NSL to be moved back. Passed onto NCC

 n. Local Plan out for review

 o. Complaint received over traffic from resident in White Hart Street

 p. Bins on the Market Place have been used for domestic waste again. Reported to Breckland council who will investigate

 q. Welcome Hub is still going well with an average of 15 visitors weekly. The Hub was able to help with the purchase of a new fridge for the OSH.

 r. Councillors met with Paul LeGrice from Abel Homes for a site visit to view open spaces. Council asked if both play parks can be moved in one open space for ease of maintenance and management

 s. Due to new booking in the hall, Council meetings to now start at 7.15pm

 t. Clerk has handed August/Septembers accounts to Cllr Copping for internal review on managing of Councils finances

**19. DATE OF NEXT MEETING**

24th October 2023

K Filby

Clerk 15th August 2023