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

**Held in Harling Old School Hall on Tuesday 28th November 2023**

**PRESENT**

Cllr P Edge (Chairman) Cllr K Rayner

Cllr A Hayward Cllr H Mackenzie

Cllr B Copping

Cllr L Mould

Cllr J Jacobs

Mrs K Filby (Clerk) Cllr S Blades *(joined part through the meeting)*

There were two members of the public present

**1. APOLOGIES WERE RECEIVED AND ACCEPTED**

Cllr G Jubb, Cllr G Denham, Cllr J Denniss & Cllr Nunn

**2. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 24th October 2023**

Item 11 – repairs have now been carried out

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

**4. PUBLIC FORUM**

Members of the Parish Grounds team discussed the upcoming Christmas light switch on.

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

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

Item 14 - Cllr Edge & Cllr Copping

**6. PLANNING**

a) 3PL/2023/1084 *– The Parish Council stand by its comments made in March 2023 on this application and any other corresponding applications for developments on this site or any other*

**7. ACCOUNTS**

**a**) Npower - £321.01

**b**) BT -£53.15

**c**) Staff costs - £4614.34

**d**) Norfolk Christmas Trees - £204

**e**) Wave - £48.61

**f**) SLCC - 229

**g**) East Harling Post Office - £24.00

**h**) Glasdon - £78.14

**i**) N Miles - £4315

**j**)Whiterod - £1788

**k**) Flowers by Laura - £40

*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. POPLARS**

The Council resolved to accept the quote from JBS Gardening Services for £973.43. Clerk to write to all allotment holders to ask for any compost or other items to be moved away from the existing fencing.

**9. PARISH PRECEPT 2024/25**

An application for Norfolk County Council funding has been processed for Vehicle Activated flashing signs on Church Road/Market Street through its Parish Partnership Scheme. No costings have been received by the contractor but this will be published once received. The Clerk will meet with Cllr Copping on the 11th December to put together precept and budget proposals for the Council.

The wall around the allotments is in need of inspecting and repairs in places. Cllr Blades suggests to be able to fully inspect the wall, tenants need to remove all items, and compost, sheds, and greenhouses away from the wall to create a 1mt walk way. Clerk to write to all tenants. Inspection and quotes to be sourced once area is cleared.

Council to precept costs for a new tractor.

**10. COUNCIL ADOPTED MODEL COUNCILLOR CODE OF CONDUCT POLICY 2020**

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**11. COUNCIL POLICIES AND PROCEDURE REVIEW**

The following were reviewed and updated where necessary:

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| --- | --- | --- |
| Complaints | Equality & Diversity | Press & Media |
| CCTV | Risk Assessment & Management | Filming, Videoing |
| Volunteer | Community Engagement | Financial Risk Assessment |
| Grievance | GDPR Privacy Notice | Disciplinary |
| Internal Controls | Safe Guarding | Training & Development |

**12. BIODIVERSITY**

Council accepts its responsibility to conserve and enhance bio diversity in our community. Cllr Mackenzie and Cllr Mould to create a plan of action and policy for adoption by the Council.

**13. APPLICATION FOR FUNDING**

The Council approved Harling Old School Hall’s application for £100 funding.

**14. EXCLUSION TO THE PRESS AND PUBLIC (item 17)**

Council approved the exclusion of the press and public in accordance with Public Bodies Admission to Meetings Act 1960 s1 (2) as amended due to the confidential nature of the business to be transacted.

**15. CORRESPONDENCE RECEIVED/CLERKS REPORT**

a) Wall on School lane partly collapsed, contractors have removed the rubble and will be removing a further 2mt before work can start to rebuild

b) Fireworks event was a great success with £6295 being raised for Harling Recreation Ground Trust

c) Men’s Shed breakfast to be held on 13th January

d) Match funding available for a defibrillator, cost to Parish will be £750. The Chairman is confirming with the Surgery for location. Also speak with Abel Homes

e) New bus stops have been announced by NCC, new locations will cater better for residents in Brewsters

f) Owner of the Bakery has asked if she could put up a sign on the front of the Bakery. As the refurbishment on this area will hopefully begin in the New Year, and not wanting to encourage other businesses do request the same it was felt this request could not be agreed to

g) Online training on Neighbourhood Plans being held on 16th January

h) Inviting to look at Local Plan virtually on 13th December

**16. DATE OF NEXT MEETING**

Precept meeting – Tuesday 9th January 2024

Fully Council meeting – Tuesday 22nd January 2024

**17. CLERKS APPRAISAL AND SALARY**

An appraisal was carried out with the Clerk by the Personnel working party and goals for 2024 were set. The Chairman thanked the Clerk for her work during 2023 and her commitment to the parish Council. The Chairman confirmed that the pay offer from the National Joint Council Local Government was a flat annual increase of £1925 dated April 2023.

K Filby

Clerk 8th November 2023