**Minutes 20th April 2015**

**MORLEY PARISH COUNCIL**

7.15pm Before the meeting the topic of the Parish Clerk vacancy was discussed. It was agreed that due to recruitment issues R Cordey would take up the role as of the 1st July 2015

In attendance for the discussion Chairman Roger Cordey, Councillors, Brian Clarke, David Eckles, Craig McLeod, Jon Blake, David Hastings

Proposed by Councillor Eckles & seconded by Councillor McLeod

Present: Chairman Roger Cordey, Councillors Anna Allison, Brian Clarke, David Eckles, Craig McLeod, Jon Blake, David Hastings, District Councillor Michael Edney, County Councillor Margaret Dewsbury

In Attendance: (Clerk) Jo Rayner, & 2 member of the public.

**Meeting opened 7.30pm**

1. **To receive any apologies.** None
2. **To accept and sign the minutes from 23rd March 2015**. These were accepted as a true record *Proposed by Councillor Blake seconded by Councillor McLeod Signed by the Chairman Councillor Cordey*
3. **To accept any declaration(s) of interests.** None
4. **Adjournment for Public Participation** **Meeting Closed at 7.30pm**

* Member of the Village Hall Management Committee enquired about the progress of the Notice Board which is to be located at the entrance to the Village Hall. Councillor Eckles confirmed he would contact them directly once he had any further information.
* The Parish Clerk informed the Council that a phone call had been received from Tim Chenery requesting authorisation to place a temporary container in the car park as the door of their existing container is falling off due to the roller being damaged. Their new containers are on order. After discussion it was agreed that the temporary container be located between the 2 fire doors. Proposed by Councillor Hastings seconded by Councillor Cordey

**Meeting Re Opened at 7.32 pm**

1. **Matters arising from the minutes of the last meeting (previously circulated to all councillors)** 
   1. **Update on the Anglian Water/SNDC Site**. Although SNDC have not signed this off as yet, the relevant Director has emailed to confirm that the Council negotiates / completes with the Buck Inn. District Councillor Edney is to clarify if the recycling centre area is within the sale.
   2. **Update on the extension to the fence on the Turner Field**. All completed
   3. **Update on the drainage issue -Morley Village Car Park**. Awaiting Update

The matter of the Community right to bid was discussed regarding the boundaries incorporated within the Right to Bid for the Buck Inn. The documentation was previously circulated to the Councillors. SNDC have now requested that the Parish Council take the opportunity to review this area and identify whether they have any evidence of the area having been used for community purposes in the recent past.

The Parish Clerk would gather the evidence & send to SNDC before the next meeting the Parish Council confirm that the section of land in question was used as a beer garden up to 2013.

*Proposed by Councillor Blake & seconded by Councillor Eckles*

1. **Update on the Morley Youth Football Lease.**

The Parish Clerk confirmed that Tim Chenery has the lease and will forward via email before the next meeting. It was agreed that this will then be forwarded to all Councillors for confirmation that this is acceptable to ensure progress is made before the next meeting.

*Proposed by Councillor Cordey & seconded by Councillor Blake*

1. **Update on the Fortnightly Playground Inspections.** No Issues & will now include fortnightly inspections
2. **Update on the Footpath**

Councillor Blake confirmed that parishioner is now prepared to let the Parish Council use the land as a trod, dependant on a written agreement. After discussion it was agreed that a working group would be set up to organise the practicalities & bring this back to the Parish Council. Councillor Blake will coordinate the working group. Proposed by Councillor Cordey & seconded by Councillor Eckles

Councillor McLeod also requested that the signage requirements for the village should be discussed and the item to be place on next month’s agenda. Parish Clerk to action

1. **Annual subscription – Norfolk Playing Fields Association**

After discussion it was agreed to renew the annual subscription. Parish Clerk to Invoice Village Hall Management Committee. See payment below *Proposed by Councillor Eckles & seconded by Councillor Cordey*

1. **Annual subscription – Norfolk Rural Community Council**

After discussion it was agreed to renew the Bronze annual subscription. See payments below

*Proposed by Councillor Cordey & seconded by Councillor Eckles*

1. **Quarterly Accounts**

The clerk presented the accounts for the fourth quarter of the year including budget and % spent YTD These were approved. *Proposed by Councillor Cordey, seconded by Councillor Eckles*



1. **Annual Internal Audit**

Anne Barnes has now completed the internal Audit & reported back as follows. There are no matters to bring to the Councils attention. “The accounts have been maintained in an excellent manner & I thank your clerk for her help & co-operation in preparing for the internal Audit.”

The Agreement of Accounting Statement and Annual Statement of Governance 2014/15 (Green Form) and circulation of accounts summary for year 2014/15 have now been prepared. This was agreed by the members as a true record and was signed by the Chairman.

Annual accounts approved Proposed *by Councillor Blake& seconded by Councillor signed by Councillor Cordey* Parish Clerk to action

1. **Update for the Risk Assessment – Play Ground Equipment/ Insurance Figures**

The Parish Clerk confirmed that on speaking to the insurance company the Parish Council is covered for “new for old” in relation to the play equipment. Came & Co work in conjunction with the Play inspection Company & the figures that are stated in the stock valuation report (previously circulated to the councillors) are for the replacement of new equipment, installation costs & any safety surfacing. They have kindly agreed to cover the additional £11807.53 at no extra cost until the renewal in June at which time it would be an additional £53.83 pa. After discussion it was agreed that the additional £11807.53 be added to the policy *Proposed by Councillor McLeod & seconded by Councillor Eckles.* Parish Clerk to inform Came & Co

1. **Review the Annual Play Inspection report**

The Parish Clerk confirmed that if the kickboard & basketball hoop was to be included in the annual Play Inspection the Play Inspection Company would increase their price of the check to £100.00 plus VAT, from £59.95. This is a best practice suggestion from the insurance company but not a requirement as long as local fortnightly inspections took place. Therefore it was agreed that this would not be included in the annual inspection & Councillor Blake & Councillor Eckles would ensure they document these checks. Parish Clerk to inform the Play Inspection Company. *Proposed by Councillor Eckles & seconded by Councillor Blake*

Councillor Eckles then highlighted the work required from the annual play inspection report which was previously circulated to all councillors. After discussion is was agreed what action was required & an update on this work will be followed up at subsequent meetings. *Proposed by Councillor Cordey & seconded by Councillor Eckles*

1. **Annual Review of Business Continuity Plan & Health & Safety Policies**

After discussion it was agreed that following areas would be added to the above policies. Parish Clerk to action.

**Health & Safety**

Accident book to be implemented, Display Screen Equipment/Workstation Risk Assessment to be completed annually by Parish Clerk

**Business Continuity Plan**

Parish Clerk to complete Bank Reconciliation, Accounts spreadsheets & YTD precept calculation on a monthly basis.

Parish Clerk to complete Quarterly update to the Parish Council.

Parish Clerk to complete all annual duties for end of year financial internal & external audit.

Parish Clerk to review insurance & action where appropriate for any addition items that need to be insured

Play equipment to be inspected on a fortnightly basis to comply with Insurance regulations.

Parish Clerk to organise Annual Play equipment Inspection

Parish Clerk to work with guidelines of South Norfolk District Council to provide annual Precept budget

Parish Clerk to complete PAYE & RTI monthly submissions & end of year submission to be actioned along with any tax code amendments as penalties may apply

Parish Clerk to complete VAT refund application form (ideally quarterly)

*Grant awarding policy & Child Protection policy to be reviewed next month*

*Proposed by Councillor Allison & seconded by Councillor Eckles*

1. **To consider the view of the Parish Council regarding planning applications**

• **Any late applications**

**Planning application 2015/0637**

Location : 9 Chapel Road Morley St Botolph Norfolk NR18 9TF

Proposal : Increase in height and conversion of garage to provide annexe for family members.

Applicant : Mrs C Lawrence 9 Chapel Road Morley St Botolph Norfolk NR18 9TF

Agent : Mr Fran Munford 36 New Sporle Road Swaffham Norfolk PE37 7JQ

After discussing the Parish Council assesses that the application is not for the use of an annex & would like to see South Norfolk act accordingly. The concerns of the Parish Council are in regards to in the event of the application been successful that Mr Langton’s privacy would be significantly compromised. The size of the annex suggest a self-contained property rather than an annex. *Proposed by Councillor Cordey & seconded by Councillor Eckles.*

1. **Correspondence**
2. **Crime Stats.** None
3. **Late correspondence**

Annual Subscription for Norfolk Association of Local Councils**.**

After discussion it was agreed to renew the annual subscription. See payments below

*Proposed by Councillor Eckles & seconded by Councillor McLeod*

Letter received from Anne Barnes that she is has now retired & this year will be the last internal audit she will complete however Ann has given the Parish Clerk details of someone who she recommends.

1. **Payments of Accounts**
2. Clerk Wages for April 2015

Payment accepted 101255 £225.05 Mrs J Rayner & 101256 £0.20 HMRC PAYE

1. Clerks expenses for March 2015

Payment accepted 101257 £29.71 Mrs J Rayner

1. Annual subscription Norfolk Playing Field Association

Payment accepted 101258 £20.00 NPFA

1. Annual Subscription Rural Community Council

Payment accepted 101259 £20.00 Norfolk Rural Community Council

1. Annual Subscription – Norfolk Association of Local Councils

Payment accepted 101260 £135.85 Norfolk Association of Local Councils

1. Late Payments

Annual Internal Audit – Mrs Anne Barnes

Payment accepted 101261 £40.00 Mrs A E Barnes

D/D due from the 01 April 15 SNDC Annual Charge for emptying dog bins £220.68

*Proposed by Councillor Clarke & seconded by Councillor Allison*

1. **To receive reports from Councillors and Clerk**

Councillor Blake & Councillor Hastings reported Pot holes on Mill lane Morley St Botolph outside the Church & on Low Road near Wicklewood. Parish Clerk to report

Our local painter & decorator is retiring so will not be taking on any additional work. Parish Clerk to write a letter a letter of thanks

1. **Future Business.** None
2. **Date of Next Meetings**

18th May – 7pm Annual Parish Meeting

7.30pm Annual General Meeting

15th June 2015

20th July 2015

No Meeting in August

21ST September 2015

19th October 2015

16Th November 2015

No Meeting in December

**Meeting closed 8.31pm**