**Minutes of Morley Parish Council meeting held on 12st September 2015 at Morley Village Hall, Morley, Norfolk.**

**Present**: Cllrs Anna Allison (AA), Craid McLeod (CM), Brian Clarke (BC), David Eckles (DE), Jon Blake (JB) and David Hastings (DH).

**In attendance:** H Frary (Locum Clerk) and 4 members of the public.

**82) Apologies:** DC Michael Edney

**83)** The **Minutes** from 20th July 2015 were agreed as a true record and signed by the Chair. Proposed by JB seconded by CM.

**84) Declarations of Interest.** JB declared an interest in item 95b as he is the applicant

**85) To consider the appointment of a new Parish Clerk**

DE proposed Gareth Roderick-Jones be appointed as the new clerk. This was seconded by CM and unanimously agreed. Mr Roderick-Jones accepted the post.

**86) Adjournment for Public Participation.**

The meeting was adjourned at 7.31pm for members of the public to state any interest they may have in items on the agenda, or any items they wished to have added to the next agenda.

A member of the public asked when the soil currently within the Village Hall grounds would be moved by the football club so that the gate could be closed. DE advised the meeting that no date is yet confirmed however progress is being made.

Meeting re-opened at 7.35pm

It was agreed to take item 95 early in the meeting.

**95) Planning**

b) 2015/1928: 20 Chapel Road.

JB had previously declared an interest in this item and left the room.

The meeting was closed at 7.38pm to allow a member of the public to explain the application and share the plans with the Council.

Meeting opened at 7.40pm.

The Council had no views or comments on the application. Proposed: AA, seconded: CM.

JB re-entered the room at 7.42pm

a) 2015/1891: Westwode Barn, Deopham Road. No views or comments. Proposed: CM, seconded: DE

**The incoming Clerk to respond to SNC.**

**87) Matters Arising from the minutes of the last meeting (not already on the agenda):-**

* Update on Anglian Water site: AA reported that DC Edney has informed her that Anglian Water are proposing to advertise the site to let again but there has been no action to date.
* Update on Village Hall land registration. DE reported that the land was transferred before compulsory registration however he holds all the relevant documentation and will begin the process of registration. **DE to action**
* Update on responsibilities under Child Protection Policy. AA was concerned about the legal responsibility for the Chair as ‘designated person’. Locum Clerk to e-mail the current policy to DE for information. To be added to next agenda. **DE and Locum Clerk to action**
* Update on grant bid for path to primary school. AA has researched possible sources of funding however as the path leads to a school is does not fulfil the criteria for many grant awarding bodies. She did however note that walking to school is a priority for MPs which may be useful for future applications. There was discussion around the possibility of promoting the path as a route to the community woodland.

**88) To consider the purchase of Outlook software**

The Council agreed to the principle of purchasing Outlook software for the Parish Council laptop. The incoming Clerk to look at the options and make his recommendations to the next meeting. **To be added to the next agenda.**

**89) Update on the Morley Youth Football Club lease**

DE is waiting for the Football Club to respond to his last communication.

**90) Playground**

To receive the annual independent inspection report.

* DE reported that the whole area is low risk. The specific issues raised in the report were discussed. The grass under the new activity centre was killed with weedkiller when the equipment was installed which leads to insufficient cushioning under the equipment. Options are rubber mats however this would require a concrete bed and would be expensive, or plastic mesh to allow the grass to grow through. Quotes have been received in the region of £250 for the essential area which has a drop of over 600mm. If the whole area has mesh fitted the cost will rise to approximately £1,000. It was noted that as the installer deliberately killed the grass he should be approached to replace the grass. **DE to draft a letter**
* The ‘over hang bars’ are constructed of metal posts with concrete bases which are level with the grass, these need digging out and replacing with concrete below soil level.
* The rubber mat around the slide needs replacing along with the wooden border to prevent soil ingress under the mats.
* The rubber mats under the seesaw and swings are held in by steel pins. These need to be removed and secured with more suitable way
* Swings – the link size chain is too big however regulations state that if replacing chains the link size must be reduced, however it does not need changing.
* Parallel bars – the mats have sunk and grass is growing between. To be completed with new matting
* Springy – not fully stable as no concrete base. This was legally and correctly fitted to British Standards so no action to be taken.
* Wooden rails on fence next to ditch need maintaining.
* Sign – doesn’t meet BS1176 regulations as there are no contact details displayed.
* Bench seat – this may need lowering.
* The total cost likely to be in the region of £2000. However as the work is all low risk it can be programmed over a period of time. DE to complete an action plan and costings. Incoming Clerk to add to permanent file and look for possible grants to complete the work. **Incoming clerk to action**

Update on the Fortnightly inspections.

This Inspection was completed today with no issues.

Update on insurance claim

Following reports of an accident at the play area, DE has met with a loss adjuster from the insurance company who was happy that there was no uneven ground and will recommend to Aviva insurance that the claim should be rejected. He has supplied the last two annual inspections and three of the last four weekly checks and will send the accident book entry along with the Council’s declaration of truth. Incoming Clerk to ensure the accident book is easily available for use. **Incoming Clerk to action**

* to consider setting up a playground working group. This would mean that issues could be addressed quickly. **To delegate power to shut the play area to be given to the clerk added to the next agenda.**

**91) Update on the footpath to College**

A memorandum of agreement was drafted and circulated. Final version was agreed and will be signed by the owner and incoming clerk. Proposed: DE, seconded: AA.

**92) Update on speed limits / village signage**

This is ongoing

**93) Grounds maintenance contract**

DE reported that he has received a quote from the current contractor and will be approaching another two companies for quotes. The locum Clerk explained that the Council endeavour to obtain three quotes however the aim is for the Council to provide best value which does not necessarily mean accepting the cheapest quote. AA has a list of companies who may have quoted in the past. **Locum clerk to e-mail names of known contractors to DE.**

**94) To receive the Audit Report on the Annual Return 2014/15**

This has been received with no actions or comments raised. The incoming Clerk to display and add to website as per legislation. **Incoming clerk to action.**

**96) Correspondence**

* Crime figures for July and August. July – one ‘theft other’. August – one ‘burglary dwelling’.
* NCC - A good education for Every Norfolk Learner. Retained by the Chair.

**97) Payment of Accounts**

* Mazars for External Audit cheque number ??? £120.00
* Play Inspection Co cheque number ??? £71.94
* Abate Pest Control cheque number ??? £84.00

The above cheques were agreed and signed. Proposed: DE, seconded: CM

**98) To agree new cheque signatory**

Signatories were agreed as follows:

Brian Clarke to remain as signatory

Craig McLeod to be added. Proposed: DE, seconded: JB

David Eckles to be added. Proposed: JB, seconded: CM

Jon Blake to be added. Proposed: AA, seconded: CM

All Councillors were given the correct forms to complete and return to the incoming Clerk for submission.

**99) To receive reports from Councillors and Clerk**

DE – Parish Council now own two printers. Incoming Clerk to use one printer until the ink is emptied then consider the best way forwards.

CM – a BT better broadband update has been circulated. There will be five new cabinets within the next year to allow for superfast broadband in the parish.

**100) Future Business**

Appointment of new councillor.

**101) Date of next meetings**: 19th October and 16th November 2015

There being no further business the meeting was closed at 9.30pm