**MORLEY PARISH COUNCIL**

**Minutes 23rd March 2015**

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

In Attendance: (Clerk) Jo Rayner, & 3 member of the public.

**Meeting opened 7.40pm**

Councillor Cordey stated the meeting my informing the Parish Council that he had received a resignation letter from the clerk. Due to other work commitments it is with regret that Jo has tendered her resignation, on behalf of the Parish Council I would like to formally thank Jo for her hard work.

1. **To receive any apologies.** None
2. **To accept and sign the minutes from 16th February 2015.** These were accepted as a true record *Proposed by Councillor McLeod seconded by Councillor Blake Signed by the Chairman Councillor Cordey*
3. **To accept any declaration(s) of interests.** Councillor Blake in relation to Agenda item 896f
4. **Adjournment for Public Participation. Meeting Closed at 7.45pm**

A member of the Village Hall Management Committee had several requests as below

If it would be possible to request a Village Hall arrow sign from NCC to be placed at the junction of Golf Links Road with Besthorpe Road & another to be placed at a second location. The second location will be confirmed by email. *Parish Clerk to request from NCC*

Which Notice Boards if any could they use to place posters & information on? *It was confirmed that the notice board at the recycling centre at Morley St Peter is the only open notice board within the village.*

What recycling bins are available to use at the village hall & what options regarding litter & recycling would the Parish Council be willing to consider. *It was confirmed by the Parish Council that within the terms of the agreement that people take their rubbish home as there is no caretaker in place.*

To continue with the good communication between VHMC & MPC would a Parish Councillor consider joining the VHMC*? It was decided that this would be put on hold until after the election in May.*

How is the PC getting on with the quotations for the posts for the Village Hall & Parish Council Notice Board? *Although the PC have received a proforma quote which had been agreed at the last meeting from Browns Timber Yard, Councillor Eckles would like to propose that a local company (Snellings) be used if a stamped quotation could be obtained. The posts would be at a cost of £15 per post. It was agreed that as long as this could be obtained the PC would use a local company.*

*Proposed by Councillor Eckles & seconded by Councillor Cordey*

Tim Chenery from the Youth Football Club updated the PC on

1. The YFC are having problems in locating their storage containers in the place earlier agreed due to the company they are using being unable to site a container away from solid ground as the delivery vehicle will sink and be unsafe. After discussion it was agreed that one container be placed next to the Village Hall & the possibility of a smaller container. The PC also agreed that it was a good idea for the YFC to obtain a key for the bowling green Gate & to use the Caravan. *proposed by Councillor Eckles & seconded by Councillor Cordey*

**Meeting Reopened at 8.15pm**

1. **Matters arising from the minutes of the last meeting (previously circulated to all councillors)** 
   1. **Update on the Anglian Water/SNDC Site.**  The item was withdrawn from the SLT meeting to give time for the Parish Council to put forward a (commercial) offer for the land if the Council are minded or are in a position to do so. Parish Clerk to contact SNDC to inform them of Morley Parish Council position that no financial offer will be made however the Parish Council would like to reiterate that the original offer made with the interest of the village in mind as the land is to be used as an asset to the community *proposed by Councillor Cordey & seconded by Councillor Blake*
   2. **Update of WiSpire to Morley St Botolph.** Currently WiSpire is in discussions with the DAC for a new installation method which will help reduce the visual impact of the equipment at the top of the church. We are currently in the process of creating a test unit which the DAC will consider and then hopefully accept. This method will then be considered for all existing and future installations – including St Botolphs. Once we have approval from the DAC on the new method of installation we can then look at moving forward with the installation of St Botolphs. Unfortunately I cannot give you a timeframe of when this will be accepted.
   3. **Update on the extension to the fence on the Turner Field.** See comments & actions above Agenda item 880 point 5
   4. **Update on the quote for the drainage of the Morley Village Car Park.** Quotation received from Brian Clarke £160 plus VAT. As this has been ongoing for a number of months & is becoming an issue it was agreed to go ahead with Brian Clarkes quotation. *proposed by Councillor Eckles & seconded by Councillor Cordey*

Councillor Hasting previously gave his apologies for needing to leave the meeting early left at 8.32pm

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

Tim Chenery informed the PC that they have had feedback from Muckle and they are suggesting some adjustments to the lease as well as the Club becoming a Charitable Incorporated Organisation (CIO). This has been put forward to the Clubs committee.

Muckle are to confirm what the points are and will forward to the PC. It was agreed that this would be taken up by the working party to ensure this moves swiftly for both parties. Parish Clerk to inform NP Law that the YFC are going with their solicitors

*Proposed by Councillor Cordey seconded by Councillor Eckles*

1. **Election Nomination Forms**

All forms completed apart from Councillor Eckles who will deliver to the Chairman at the weekend who will hand deliver to SNDC **.** *Proposed by Councillor Eckles & seconded by Councillor Cordey*

1. **Update on the Fortnightly Playground Inspections.** One Fence panel needs replacing. This will be discussed next month along with last year’s annual play inspection report
2. **Annual review of the Standing Orders (previously circulated to all councillors)**

After discussion the 2015 Standing orders (version2013) were adopted with amendments made to incorporate the new legal status around the recording, filming and reporting of all public meetings which is now permitted in **Section 3 MEETINGS GENERALLY** Wording taken from the NALC website**.** *Proposed by Councillor McLeod & seconded by Councillor Eckles*

District Councillor Michael Edney

1. **Annual review of Policies & Procedures (Previously Circulated to all Councillors)**

• Business Continuity Plan

• Child Protection Policy

• Equal Opportunities Policy

• Expenses Policy

• Grant Awarding Policy

• Health & Safety Policy

• Media Relations Policy

• Sickness Absence Policy & Procedure

• Training Policy

After discussion it was agreed that amendments for the Business Continuity Plan be made to include responsibilities around

Password changes, Accounts actions, Playground inspections, RTI deadlines, any Precept deadlines & what information is required on Permanent file. Updates to be reviewed at the next meeting along with the Health & Safety Policy

All the above polices except the Business Continuity Plan & Health & Safety Policy were reviewed by the councillors with no change. Parish Clerk to place the Business Continuity Plan & Health & Safety Policy on next month’s agenda

*Proposed by Councillor Allison seconded by Councillor Eckles & Financial Regulations signed by Councillor Cordey*

1. **Annual review of Financial Regulations. (Previously Circulated to all Councillors)**

The above policy was reviewed by the councillors with no change. A Financial Risk assessment & an effectiveness of internal control review has also been carried out as part of the Annual Risk assessment see agenda item 889.

Councillor Allison seconded by Councillor Eckles & Financial Regulations signed by Councillor Cordey

1. **Annual Asset Register review**

All actions completed apart from the update of play equipment insurance values. After discussion it was agreed that Councillor McLeod would look into the policy & a discussion would be held next month regarding to increasing the play equipment values. *Proposed by Councillor Cordey & seconded by Councillor Blake*

1. **Annual Risk assessment**

The Annual Risk Assessment was carried out which included a Financial Risk assessment & a effectiveness of internal control review this will be adopted at the annual meeting in May

*Proposed by Councillor McLeod seconded by Councillor Cordey & Financial Regulations signed by Councillor Cordey*

1. **Update on the Footpath**

Acceptance letter received from NCC relating to the Partnership Scheme 2015/16. Total scheme cost agreed £30,000. Morley Parish Council Contribution £15,000, NCC Contribution £15,000. Letter signed & returned with the comments that the Parish Council still need to raise funds to match this scheme & the Parish Clerk is to contact Linda McDermott at NCC for clarification

Councillor McLeod confirmed that he has spoken to the safety officer at Wymondham college & he would support the Parish Council if any signage is required.

The finances will be discussed next month to identity what funds will be allocated to the footpath project

Councillor McLeod will look into Community Right to Bid in relation to the section of land.

Traffic culling measures – Councillor McLeod & Blake to meet Paul Sellick from Highways

*Proposed by Councillor McLeod & seconded by Councillor Blake*

1. **To consider the view of the Parish Council regarding a Neighbourhood Plan**

The Chairman outlined that this has been looked into in the past & outlined the costs involved & stated that this was not feasible. It was agreed that this was still not appropriate for Morley Parish Council to consider.

*Proposed by Councillor Corday & seconded by Councillor Eccles*

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

**• Any late applications** Planning application 2015/0513

Location : 7 & 8 Deopham Road Morley St Botolph Norfolk NR18 9AA

Proposal : To fit an insulated system to the external envelope of the properties Applicant : Mr J MacCormick Saffron Housing Trust Saffron Barn Swan Lane Long Stratton Norwich NR15 2XP

The Parish Council has no views or comments about this application support

*Proposed by Councillor Eckles & seconded by Councillor Cordey*

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

Parish Clerk has spoken to Leah Mickleborough at SNDC who was appointed to review the appeal in her role as the Council’s Monitoring Officer. The appeal date has been extended until Friday due to a technical issue due to a piece of the land not been classed as part of the Public House. The legal team are in the process of clarifying whether a full or part restriction on the title deed can be used. If this information has not been clarified by Friday they will extend the decision for a further 2 weeks

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

Payment accepted 101250 £217.05 Mrs J Rayner & 101251 £8.20 HMRC PAYE

1. **Clerks expenses for February 2015**

Payment accepted 101252 £30.63 Mrs J Rayner

1. **Payment Browns Timber – Fencing on the Turner Field**

Non-payment cheque void See agenda item 880 point 5

1. **Abate Pest Management Services – Quarterly invoice**

Payment accepted 101254 £84.00 Abate Ltd

1. **Late Payments**

*Proposed by Councillor Cordey & seconded by Councillor Allison*

1. **To receive reports from Councillors and Clerk.** None
2. **Future Business**

Councillor Eckles to find previous information with regards to placing Parish Clerk Job Advert

1. **Date of Next Meetings**

20th April 2015

18th May 2015 - 7pm Annual Parish Meeting

7.30pm Annual General Meeting

15th June 2015

Meeting Closed at 9.30pm