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| Clerk: Erica WilliamsE-mail: langleyclerk@googlemail.com13 Princes Close, Balsham, Cambridgeshire CB21 4EEA MEETING OF LANGLEY PARISH COUNCIL HELD VIRTUALLY VIA ZOOM ON **MONDAY 13th July 2020 at 8.00pm** |

**MINUTES**

**Attended:** Cllr Elkington (Chair), Cllr North (Vice Chairman), Cllr Barnes, Cllr Gaillard, Cllr Bull, Cllr Rivett, Cllr Edward Oliver (UDC) arrived at 8.45pm, Jane Kidd

**Minutes:** Erica Williams (Clerk)

**1.** **APOLOGIES FOR ABSENCE**

Cllr Clark

**2. DECLARATION OF INTERESTS**

It was proposed and agreed by all that Langley Parish Council is a registered owner of the village green and Councillors declare general

interests in all agenda items relating to the village green. Any other interests would be declared in the usual way.

* Cllr Elkington: 8.1, non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built.
* Cllr North: 8.1, non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built.
* Cllr Rivett: 8.1, non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built and wife is a member of Langley Community Centre Committee.
* Cllr Barnes: 8.1, non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built.
* Cllr Gaillard: 8.1, non-pecuniary, member of the Parish Council that owns the land on which the Community Centre will be built and husband is a member of Langley Community Centre Committee.
* Cllr Bull: 8.1, non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built.

**3. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST**

3.1 Four members of the public attended. Concerns were raised about loss of light and privacy to properties on Sparrows should the proposed development at 1 & 2 Grange Cottages go ahead. Another member of the public also raised concerns about road safety at the proposed development site with traffic entering the road at a blind spot.

**4.** **MINUTES OF THE LAST MEETING**

4.1 Councillors were asked to review the Minutes of the Parish Council meeting held on Monday 8th June as a true and accurate account of the proceedings of the meetings. All, except Cllr Bull (who did not attend the last meeting) agreed with previous minutes and Chair will sign them off.

**6.** **FINANCIAL CLARIFICATION**

6.1 **Financial Report** *–* Bank reconciliation as at 23rd June, the current account balance was £12,573.28. PC unpresented cheques, £1,374.86 resulting in a current account balance of £11,198.42. Broken down as follows: Playground funds £1,230.48; Highways Devolution Project £1,000, PC funds £8,967.94. PC deposit account £13,149.56 (interest of £3.53) – reserves unrestricted of £9,149.56 and reserves restricted (playground fund) of £4,000.

6.2 All informed and happy with cheques to be included in Cheque Run.

6.3 Following discussion, all Cllrs agreed to transfer £2,487.68 (grant money that was awarded to LCCC) from unrestricted reserves back into contingencies.

**Items 6.4 – 6.11 presented to Council by Jane Kidd**

6.4 Year-end accounts (ending 31st March 2020), including Bank Reconciliation, Receipts and Payments and Analysis of Variances. Approved by Council and will by signed by Chair once hard copies have been collected from Jane Kidd.

6.5 Internal Control Statement for Year Ending 31st March 2020. Approved by Council and will be signed by Chair once hard copies have been collected from Jane Kidd.

6.6 Financial & Management Risk Assessment last reviewed in June 2019; to be reviewed again in May 2021.

6.7 As neither the gross income nor gross expenditure exceeds £25,000 the PC are exempt from an external audit/limited assurance review. Certificate of Exemption approved by Council and will be signed by Chair and RFO once hard copies have been collected from Jane Kidd. Signed document to be submitted to PFK Littlejohns by 31st July 2020 together with completed contact details form.

6.8 Internal audit completed by AC Dorren and Council fully compliant. Invoice received for this work and will be included on the next cheque run.

6.9 Council reviewed and approved by resolution the Annual Governance Statement 2019/2020 – to be signed and dated by RFO and Chair when hard copies are collected from Jane Kidd.

6.10 Council reviewed and approved by resolution the Accounting Statements 2019/2020 - signed and dated by RFO and Chair when hard copies are collected from Jane Kidd.

6.11 Copies of the following documents to be published on website by 1st September 2020

 a) the completed certificate of exemption;

 b) the completed, signed and dated annual internal audit report;

 c) the completed, approved, dated and signed annual governance statement;

 d) the completed, approved, dated and signed summary accounting statements;

 e) an analysis of variances

 f) a bank reconciliation;

 g) notice of the period for the exercise of public rights; (this year there is no requirement for a common period for the exercise of public rights. However, smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-day working day period for the exercise of public rights should start on or before the first working day of September). Dates set as Tuesday 1st September to Monday 12th October. Notice to be published on website and noticeboards on Friday 28th August 2020. Cllr North will put notice on the noticeboard.

 Note: All financial documents have now been signed off by Chair and Clerk RFO on the 14th July 2020.

**7. PLANNING APPLICATIONS/PROPERTY**

7.1 UTT/20/1583/OP 1 and 2 Grange Cottages, Upper Green Road, Upper Green CB11 4RY

 Following discussions, the Parish Council object to the proposed development on the following grounds:

1. Density – too many properties proposed for the site
2. Highways safety issues – Vehicles at the proposed site entering Upper Green Road at a blind spot. (bend in road as traffic exits Langley)
3. Proximity to existing properties at Sparrows
4. Loss of light/privacy to existing properties at Sparrows

8. **LANGLEY VILLAGE PROJECT**

8.1 Community Centre – Kitchen being fitted from 13/7. Car park just about finished and gardening being done ready for pebbles to go down around the hall. Following meeting to look at the finances the following was noted:

 2020 money donated/raised etc - £178,526

 2019 money donated/raised etc - £35,000

 Total money received/raised - £213,000

 Total build cost - £213,566. This figure is significantly down on tender figures which were way over £400,000. Everyone in this village and others have given so much in both money and time to get this project done.

 Last things on the list are kitchenware, fire extinguishers, blinds, more chairs and tables and a cycle shelter (around £7,000).

 Church – The Church is now open again for services but without singing. There is a just giving page and text giving being set up to raise funds. Re-starting fundraising once the Community Centre is finished. Gathering names for people who wish to purchase a pew.

**9. VILLAGE GREEN**

9.1 New noticeboard for Lower Green. Cllr Rivett has found a company who have provided a quote for a dual door oak noticeboard for £1,000 plus VAT. All Councillors agreed to go ahead and order. Cllr Rivett to order and request invoice to be sent to Clerk. Steve Whitehead has kindly agreed to install new noticeboard.

**10. LOCAL ENVIRONMENT**

10.1 Affinity Water complaint letter. Affinity have now had a complaint letter from Paddy Riordan and the PC, along with supporting photographic evidence. The water meters around the village green are damaged and sunken and we have requested Affinity visit the site and inspect the damage. Mr Riordan informed us that Affinity were providing assistance to a neighbouring property this week so he took the opportunity to ask the representative to log the issue as well. Mr Riordan also drew Councillors attention to the damage done to the entrance of the track by various vehicles using it in recent times. Cllr Elkington suggested that we revisit this discussion when all surrounding building work in finished. Clerk to note this and diarise to chase Affinity Water.

10.2 Cllr Rivett wrote to Mr Balaam and informed him that the PC were happy to support his request for extra footpath cuts and write to Highways Public Rights of Way Department to request an extra cut.

10.3 Cllr North has spoken to Gigaclear Area Manager. Major review of installation in our area and they are not sure it is viable to continue the project in our area. Way forward will be clearer towards the end of this year. Cllr Barnes confirmed we are not on Super Fast Essex as Gigiclear have the project on a commercial basis and it was taken out of the hands of BT. Cllr North will write to SuperFast Essex and put our case forward.

10.4 Cllr Rivett has had an email from Highways today to say that pothole work has been completed. Unsure of location at this stage so will take a look in the coming days. Still no satisfactory reply about Bull Lane yet.

**11. PLAYGROUND**

11.1 Playground inspection report received. 11 pieces rated green, 5 yellow and 0 red. Mainly wood rot and minor damage to bottom of posts to deal with.

11.2 New equipment installation commences on Wednesday. Fencing will be going up in preparation tomorrow to enclose the area. Cllr Elkington has carried out COVID re-opening risk assessment and will send to all Councillors. Posters are being printed and laminated and put up around the park reminding people of the importance of good hand hygiene and that they use the area at the own risk. PC will be installing hand gel and a new bin.

**12.** **DISTRICT AND COUNTY COUNCIL**

12.1 UDC still operating via Zoom. New administration in charge of the Local Plan have decided not to go with garden communities and instead looking to spread housing to all villages and town councils. This will depend on which landowners and farmers respond to the call for sites.

 Cllr Oliver reported that due to COVID there has been a reduction of income and an increase of expenditure for UDC which has resulted in the budget looking difficult to balance. Central Government have given some extra funding but not enough to cover the shortfall.

**13. CHEQUES FOR SIGNING**

13.1 Council agreed the following cheques to be signed:

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| Langley Parish Council - Cheque run for July 2020 |
| Playsafety Ltd (ROSPA) | Playground inspection | 101407 | £107.40 |
| SB Printing | Langley Village Voice printing | 101408 | £50.00 |
| Jane Kidd | Preparation of Year End accounts | 101409 | £100.00 |
| RCCE | Renewal of membership | 101410 | £52.80 |
| Erica Williams | Clerks Salary | 101411 | £299.68 |
| Cllr North | Reimbursement – COVID supplies for playground | 101412 | £117.94 |
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|  |  | **Total:** | **£727.82** |

**14. MATTERS TO BE RAISED BY MEMBERS FOR THE NEXT AGENDA**

14.1 Please note that no decisions can lawfully be made under this item. LGA 1972, Section 12 10(2)(b) states that business must be specified; therefore, the Council cannot lawfully raise matters for decision.

**15. DATE OF NEXT MEETING: Monday 14th September 2020** (Please note there is no meeting during August)

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| **SIGNED: Chair** |  | **DATE:**  |  |