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| Clerk: T B A  E-mail: langleyclerk@googlemail.com  A MEETING OF LANGLEY PARISH COUNCIL  HELD AT LANGLEY COMMUNITY CENTRE, LANGLEY UPPER GREEN ON  **MONDAY 10th June 2019 at 8.00pm** |

**MINUTES**

**Attended:** Cllr Elkington (Chair), Cllr Rivett, Cllr Barnes, Cllr Gaillard, Cllr Bull, Cllr Oliver (UDC) arrived at 8.45pm.

**Minutes:** Cllr Gaillard

**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 & the granting of a replacement lease relating to the new Community Centre.
* Cllr Rivett 8.1 non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built and the granting of a replacement lease relating to the new Community Centre (wife is a member of of Langley Community Centre Committee).
* Cllr Barnes: items: 8.1 non-pecuniary, member of the Parish Council that owns the land on which the community centre will be built & the granting of a replacement lease relating to the new Community Centre.
* Cllr Gaillard: item 8.1 non-pecuniary, member of the Parish Council that owns the land on which the Community Centre will be built and the granting of a replacement lease relating to the new Community Centre (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 & the granting of a replacement lease relating to the new Community Centre.

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

3.1 Three members of the public attended.

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

4.1 Councillors agreed the Minutes for the 13th May 2019 along with those of the AGM.

**GENERAL ADMINISTRATION**

5.1 The Clerk’s report will be held in abeyance until the appointment of a new Parish Clerk.

5.2 During interim period whilst a new Clerk is recruited the ‘workaround’ agreed at the last meeting will continue.

5.3 The co-option procedure had been completed resulting in just one applicant. The Chair proposed the reinstatement of Cllr North as Parish Councillor and Vice Chair, which was seconded by Cllr Rivett and unanimously agreed.

**6.** **FINANCIAL**

6.1 **Financial Report** - Bank reconciliation as at 23rd May 2019, the current account balance was £13,696.96. PC unpresented cheques, £1,454.74 CC unpresented cheques £2.84 – resulting in a current account balance of £12,239.38. Broken down as follows: Playground Funds £2,765.56; PC funds £9,473.82. Note 1: Cricket Club funds expended during last financial year towards pest control. Note 2: Conservation Group funds £160 expended within costs for repair of mower cheque 101335. PC deposit account £13,123.14.

6.2 The Chair proposed and Cllr North seconded the temporary appointment of Jane Kidd as acting RFO until a new Clerk/RFO is appointed. This was approved unanimously.

Items 6.3 – 6.10 presented to the Council by Jane Kidd

6.3 Year-end accounts (ending 31st March 2019), including Analysis of Variances and Receipts & Payments. Approved by Council and signed by Chair. Year-end accounts to be published on the website prior to 1st July 2019

6.4 Internal Control Statement for Year Ending 31st March 2019. Approved by Council and signed by Chair.

6.5 Financial & Management Risk Assessment June 2019. Approved by Council and signed by Chair.

6.6 Council approved appointment of internal auditor, AC Dorren, as agreed at May meeting

6.7 Acting RFO’s report read out advising the Council on outcome of internal audit: this was completed and the Council was fully compliant. Annual Internal Report 2018/2019 completed and signed by Internal Auditor on 23rd May 2019.

6.8 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 reviewed, approved, dated and signed by acting RFO and Chair.

6.9 Council reviewed and approved by resolution the Annual Governance Statement 2018/2019 - signed and dated by acting RFO and Chair.

6.10 Council reviewed and approved by resolution the Accounting Statements 2018/2019 - signed and dated by acting RFO and Chair.

6.11 Clavering Parish Council had not received their cheque for Green Waste shared costs. The cheque had not been presented to bank and was cancelled by letter dated 8th May. New cheque included in latest cheque run.

6.12 Parish Clerk Recruitment - Only one applicant from current advertising, to be interviewed next week. If unsuccessful consideration given to FOC advert on social media website.

**7. PLANNING APPLICATIONS/PROPERTY**

7.1 *Planning Applications received:*

**None**

8. **LANGLEY VILLAGE PROJECT**

Sincere thanks given to Anne Rivett for successfully obtaining £45k in grants from two Essex charities. The Lottery have shown interest but considerable competition from other Village Halls.

8.1 Fundraising for the Church included recent Arts & Crafts Exhibition, raising circa £270, and tickets now on sale for a Music Concert 22nd June. Anne is now commencing Grant applications for Church element of Village Project.

8.2 Langley Village Project News recently distributed by hand to update on current position and encourage further support/offers of assistance.

**9. VILLAGE GREEN**

Draft letter still to be prepared seeking guarantees to make good any damage to the village green and access roadways/tracks should any development on edge of green take place.

**10 PAVILLION**

Safety fence erected, building being stripped out ready for demolition. Groundworks to commence shortly; Phase 1 & 2 will run concurrently now sufficient funds available.

**11. LOCAL ENVIRONMENT**

11.1 Following meeting with garden contractor, Cllr North confirmed there has been no unauthorised dumping of garden waste alongside playground - situation resolved.

11.2 Annual General Meeting - revised date Wed 26th June at 7:00pm for 7:15pm. Preparations underway, advert in Benefice Bugle and poster for display on Noticeboards.

11.3 Gigaclear. No further update to report.

11.4 Electronic Parish communication. Draft letter for residents to be prepared and circulated explaining topics covered (road closures, local crime updates, Bank Holiday bin collections etc)

11.5 Co-option Policy. Carried forward to next meeting.

11.6 Unlawful Caravan Habitation. Situation reported to UDC for consideration.

**12. PLAYGROUND**

12.1 Further meeting planned to discuss way forward regarding quotations from equipment manufacturers.

As criteria met for Essex County Council Community Initiative Fund, full application will now be submitted before end August.

Maintenance/repair on existing equipment now completed - many thanks to Mr Bampton. Cllr North to request structural engineer visit to inspect completed repairs.

13. **DISTRICT AND COUNTY COUNCIL**

13.1 Cllr Oliver advised that Local Plan inspectors arrive early July to commence a public hearing. Also reported that it was a period for the new executive to settle into their roles whilst he had been elected onto various committees.

**14. CHEQUES FOR SIGNING**

14.1 Invoice received for S B Printing, suppliers of the Village Voice, as regular supplier and finances previously agreed in budget - payment was agreed.

14.2 Council agree to the following cheques to be signed:

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| **Langley Parish Council - Cheque run for June 2019** | | | |
| Carol Elkington | Clerk advertising fee (Archant Media) | 101342 | £404.40 |
| A C Dorren | Annual Internal Audit | 101343 | £120.00 |
| Jane Kidd | End of Year Accounts and Annual Return | 101344 | £100.00 |
| Clavering Parish Council | Cheque to replace lost cheque 101339 | 101345 | £138.92 |
| S B Printing  (not listed on Agenda cheque run but agreed as above) | Village Voice | 101346 | £ 50 |
|  |  | **Total:** | **£813.32** |

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

15.1 Community Initiative Fund (CIF). A Minute is required from the Parish Council to go with this application.

15.2 Highways Devolution Document.

15.3 Fundraising for the playground.

**16. DATE OF NEXT MEETING:**

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| **SIGNED: Clerk** |  | **DATE:** |  |

16.1 Council agreed date of next parish council meeting, Monday 8th July 2019.