**HORNING PARISH COUNCIL**

**Minutes of the Meeting held on Monday 04 Nov 2013**

**At 7pm at St Benets Hall, Horning**

Present: Cllr D Turpin (in the Chair), P Lewis, I Davis, G Evans, H James, R Storey, P Avellino, L Parker District Cllr McGoun and the Clerk, P Fyans. Three Parishioners were in attendance.

1. **Apologies for Absence and accepted**: No Parish Cllrs were absent but County Cllr Thomas had another commitment and PCSO Bennett did not attend due to work commitments.
2. **Declarations of Interest**: None.
3. **To approve Minutes of the Parish Council Meeting held on 07 Oct 2013.** The Draft Oct Minutes had been circulated to all Cllrs prior to this Meeting. Following discussion it was unanimously agreed item 8.3. on the draft was ambiguous. It was agreed that the item be more accurately recorded. The amendment was agreed along with the complete draft Minutes and signed by the Chairman.
4. **Matters arising from the minutes (not elsewhere on the Agenda);**

4.1. Norfolk Playing Fields Association had been contacted seeking guidance on the responsibility of maintenance of hedges which border the Playing Field. To date the Clerk had not received a response.

4.2. Cllr James confirmed that the Council Boatshow bids had been submitted for funding for the fencing of the play area, a new bus shelter on Ropes Hill, and the possible purchase of the land at Mill Hill from Victory Housing. Thanks were passed to Cllr James for her efforts in submitting these bids.

4.3. Cllr Davis confirmed that 7 volunteers had come forward to be part of the Neighbourhood Speedwatch Scheme. The Police will arrange training when surveys carried out on sites at the main crossroad on Ropes Hill, the Mill Hill junction, and Lower St past Petersfield as the speed changes to 30mph.

5. **To Elect a new Vice Chairman;** Cllrs James was proposed and unanimously elected.

6. **Correspondence**

6.1 PCSO Bennett sent her apologies for not being able to attend personally but submitted the following written report, 9 calls received, 1 report of found property, 3 calls for information purposes, 1 report of a burglary, 3 road related calls and 1 report of suspicious circumstances. There was 1 reported crime, a burglary on Lower St which occurred between 29 Sep and 11 Oct 13 and is under investigation. In comparison in the same time period last year there were 2 reported crimes, 1 theft and 1 assault. A Safer Neighbourhood Action Panel Meeting was held on 28 Sep 13 but no new priorities relevant to Horning were raised.

6.2. Mrs B Woodcock, member of the Village Hall Committee suggested that a session could be arranged at the Village Hall on the use of the Defibrillator which is now available in the Parish. The Council were fully supportive of this suggestion but did not feel it should be Council driven. It was unanimously agreed that Mr D Wright and Cllr G Evans liaise with the Village Hall Committee on this suggestion, advertising it on the Parish Noticeboard and in the Reach.

Mrs Woodcock also sought permission to place a monthly schedule of Village Hall events at the Hall on the Noticeboard. The Meeting was informed that one side of the board is specifically there for this kind of request and this type of material needs to be handed in at the Post Office where it will then be placed on the board.

6.3. Parishioner, Mrs A Turpin requested Council permission to use the Councils License for Ordnance Survey Maps for a walk on 06 Nov 13. This was unanimously agreed and the respective paperwork was signed.

6.4. Council was informed of free computer help sessions which were being run in Ludham. It was agreed to place a poster on the Noticeboard.

6.5. NNDC have confirmed that the Precept 2014/15 confirmation setting date was 06 Jan 14. This was noted.

6.6. Victory Housing had conducted a survey on the maintenance of all their garages in North Norfolk. The Council was asked to submit any comments but this date fell between Meetings. The Clerk confirmed he had contacted them over this matter but they failed to respond. The garages in Horning would have work carried out to meet Victory Housings agreed standard. This was noted.

6.7. Transport Direct had requested information on the car parks available in Horning. It was unclear who or what this information was to be used for. The correspondence was noted. .

6.8. Parishioner Mr Pilkington again wished the Council to reconsider the current location of the Table Tennis table on the Playing Field. He had canvassed neighbouring properties for their thoughts and Parishioner Mr Clarke responded to the Council with a totally different opinion to Mr Pilkington. This matter had been discussed at previous Meetings and the Council were sticking by their decisions made at these previous Meetings. The correspondence was noted.

6.9. NCC Highways are to conduct their scheduled visit to Horning in the coming weeks (no date given). It was agreed that Cllr Lewis try and contact them to arrange a site meeting and discuss faded and obscured speed limit signs, faded painted signs on roads, flooding at Upper St and Ropes Hill, footpaths between Mill Loke and the Galley along with a general discussion on Asset Management Committee matters .

6.10. Student A Hornby was concerned about the increase in litter in certain areas in the Parish. The Clerk was requested to respond thanking her for her letter, explaining litter is a result of individual behaviour and that the Parish does employ a litter picker to keep on top of the problem where possible.

**7. Planning;** Cllr H James, Chairman of the Planning Committee reported that the Planning Committee had not met as no documents were available. It was unanimously agreed to give the Planning Authority permission to give comment on recent applications just received on behalf of the full Council. Council was informed that the Broads Authority were taking an interest on the fencing and the light on the tree at the Staithe and Willow

8. **Finance:**

Payments –

Clerks remuneration Oct 13 £240.33 – 20% tax (£48.06) £192.27

Mileage 12 miles @ 45p per mile £5.40

Expenses photo copies 51 @ 10p per copy £5.10 £202.77

Tinge Inv 10/2013 Litter Picking £134.03

CGM Ground Maintenance Oct 13 £81.80

Village Hall room hire £15.00

Smiths Gore 6 months allotment rent £194.00

New Cllr Training NPTP £35.00

K Buck General Maintenance £210.00

C Gilden Grass cutting £130.00

Horning PCC annual donation £500.00

Receipts

VAT refund 2012/13 £2267.52

Community Account as at 24 Oct 13 £15817.98

Business Saver Account as at 24 Oct 2013 £4082.33

All payments were unanimously approved.

The Clerk reminded Council of the Finance Meeting to be held in Nov. and he was requested to forward budget sheets to Cllrs prior to this Meeting. Cllr Evans was excused to attend another engagement.

**9.** **Asset Management Committee;** Cllr Lewis Chairman of the AMC reported on the following

9**.1.** No AMC Meeting had been held since the previous Parish Council Meeting but it was hoped to meet with Highways shortly.

**9.2.** Cllr Lewis requested that a draft Terms of Reference should be written for the AMC as none currently in place. This was unanimously agreed.

**9.3.** Council was informed that Planning for work on the area at the rear of the Village Hall Annexe was refused in 1968. An estimate for kerbs, gulleys and hard core for this area would be in the region of £23,000. It was agreed to meet with the Village Hall Committee to again discuss this area. Council agreed that perhaps they may consider leasing the area on a peppercorn rent as the area is more valuable to the Village Hall than to the Parish Council but not to sell to them.

**9.4.** The Hedge which requires cutting bordering the playing field was discussed once more. Following a majority vote it was agreed to authorise the cutting this year at a cost of £380 but the Council agreed that this should not set precedence for future years. Parishioners whose gardens this affects should be sent correspondence informing them of this.

**9.5.** The Clerk was requested to contact the Councils insurers to seek clarification on the use of equipment, ladders etc by any Working Party when they carry out volunteer work on behalf of the Council.

**9.6**. A quote of £200 had been received for the removal of the dead tree at the Memorial Garden to meet Highways recommendations. This was unanimously approved

**9.7**. Unanimous agreement was given to the price increase from Mr K Buck for bench renovation from £25 to £35 per bench.

**9**.8. Council was informed that the track on the Upper St allotments had a rut running all the way down the track which was too high and could damage vehicles. It was unanimously agreed to get this trimmed off requesting an allotment tenant to undertake the task.

**9**.9. Cllr Lewis was hoping to speak with Pauline Bourke for clarification from her to see if the play area could be reduced in size enabling the area to be possibly fenced off at a more realistic cost.

**9**.10. Cllr Avellino reported that the Bus Shelter application was with the relevant people at Norfolk County Council and being processed but approval from the Broads Authority was required.

**9**.11. Following a short discussion about installing a dog poo bag dispenser, it was agreed to take the matter no further.

**10. To adjourn the Meeting to allow members of the public to speak**: The Chairman closed the Meeting at 20.40 to allow each member of the public present an opportunity to speak (5 minutes per person). A Parishioner asked if certain roads in the Parish were to be cleaned by Highways. District Cllr McGoun confirmed that this was a NNDC responsibility but they did not go past Hillside. A Parishioner agreed with Council that a dog poo bag dispenser was a mistake with enough money already being spent on dogs. Perhaps a face to face discussion with irresponsible owners was the answer. Thoughts were made that whilst trimming the overgrown hedge around the playing area was a necessity the need to allow wild play for children was essential. It was suggested these areas are tidied up but not totally cleared. A question was asked that if Keith Buck had any white lining paint left over that this could be used to re-instate certain lines on the Staithe. Parish. The Meeting re-opened at 20.47.

**11. To discuss the recording of decisions in the Minutes.** It was unanimously to make sure that if Cllrs were unsure of any decision clarification be sought and confirmed. It was suggested that if the Minutes got issued earlier it may alleviate this problem in the future.

**12. To receive any updates reference the Horning Waterworks Staithe.** Council was informed that the property was now up for sale. NNDC had been contacted on the matter with their response being do nothing at the moment so as not to prejudice the sale. Again they were informed that Horning Councils preference was for the Staithe to remain the responsibility of NNDC. Cllr Davis agreed to follow up the ‘Right to Bid’ registering this Staithe as a Community Asset. He confirmed he was waiting for Mr Green, NNDC, to send a copy of the Deeds. Council was unanimous in agreeing that Cllr Davis continues with the completion of the relevant paperwork and to forward this to the Clerk for submission.

**13**. **To receive any feedback from the AMC reference Car Parking and Traffic Management within the Parish.** Cllr Lewis confirmed there was nothing to report on this matter at this time.

**14**. **To discuss the possibility of erecting an Interpretation panel at the end of St Benets Hall**. Following a short discussion this item was unanimously agreed.

**15. To discuss allotment rents for 2014/15.** It was unanimously agreed to accept the increase of the rental charge made by Smiths Gore to £500 per annum commencing Oct 2014 but the Clerk was requested to again raise the issue of water to the Lower St site and the re-instatement of the permissive path which has been disregarded along with any future increase being gradually introduced and not by making a 25% increase**.** .

**15.** **To receive any District/County Matters:** District Cllr McGoun reported that NNDC were discussing further the bottle banks, mixed bins etc and the continued abuse of bins used by residents from the other side of the water. Dog poo was becoming a problem on the car park at the church as it wasn’t being cleared up. The goal post holes on the football pitch were still there and this matter needs to be addressed. Council was made aware of a complaint about the extractor fans at the Ferry Inn and the question was raised about progress on the flooding on Ferry Rd. Council was informed that further meetings are planned but no definite dates set yet.

**16. Items for the next Agenda**.

Waterworks Staithe

Speedwatch update

Boatshow Bid up date

**Date and time of next Meeting**: Meeting of the Parish Council for a Finance Meeting 7pm, St Benets Hall, 18 Nov 13 (to be confirmed), Meeting of the Parish Council for a monthly Meeting 7pm, St Benets Hall 02 Dec13

The Meeting closed at 21.26