**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 06 October 2014**

**Present: Cllr I Davis (Chairman)**

 **Cllr D Moore**

 **Cllr A Darby**

 **Cllr L Horey**

 **Cllr R Martin**

 **Cllr G Evans**

 **Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 1**

1. **Apologies.** Apologies were received and accepted from Cllrs Turpin and Avellino
2. **Declarations of Interest.** Cllr Moore declared an interest in item 7a(i) on the basis that she was the applicant. Cllr Moore said that she would prefer to leave the room for the discussion. The Chairman suggested to the Council that it should leave the Planning Application discussion until the end of the meeting so that Cllr Moore could go home. This was agreed
3. **Minutes of the previous meeting.** The minutes of the previous meeting (1st September) were approved.
4. **Actions from previous minutes.** The Clerk explained that the bottle bank could not be replaced at the Swan because the Parish Council does not own the land, therefore with no other options it had been agreed that the bottle bank would have to be sited at the Village Hall car park. Cllr Moore asked if bottles would be left on the Staithe or around the Swan. The Council agreed that it was very important that villagers be encouraged to use the bottle bank in its new position at the village hall
5. **Correspondence**
	1. PCSO report. The Police had had 17 calls from the area since the last meeting: 1 report of alarms, 1 report of animal problems, 1 report of criminal damage, 1 report of lost property, 7 reports of rowdy or nuisance behaviour, 1 report of a burglary other than dwelling, 2 calls for information purposes, 1 road related call, 1 report of a civil dispute, 1 call for a concern for safety. There were also 2 reported crimes in the month: one burglary at the school between 19th and 22nd September. There was also one incident of criminal damage to a vehicle on Leeds Way overnight on 28th September
	2. Peter Lewis. Village Hall Lease paperwork. Working towards approval at the November meeting. Noted
	3. Mario Tinge. Problems with litter on Playing Field. Noted. The Council suggested that **the Clerk** ask Cllr Turpin to contact the football people, as they had not returned her telephone calls
	4. Ian Wilkinson, Smith’s Gore. Allotment gate update. The Clerk had reminded the County Councillor to look into this. Cllr Evans reported that he had not purchased a lock yet for the gate as he was unsure if it would be moved or not. The question was asked as to why Smith’s Gore had contacted the Parish Council and made an agreement if they were then going to ignore the agreement
	5. Tony Risebrow. Thanks to the Council for listening to parishioners and reviewing their HBS bid decisions. Noted
	6. Diane Harber. Macmillan Coffee morning. £656 donations, match funded by Barclays Bank. Noted, with congratulations to those involved
	7. BA. Broads Local List review. Waterside Chalets. The Parish Council had discussed this in the past and had agreed that it was not in a position to nominate properties within the village as this could cause a problem for parishioners in future years
	8. NCC. Budget and priorities for 2015/2016. NCC had written to note that they would have a shortfall of just over £147.5 million for 2015 to 2018. There is therefore a forecasted need to cut expenditure by £17.5m in 2015/2016. NCC anticipates that every person in Norfolk will be affected by this, and wished to give the Parish Council notice of service changes and cuts
	9. BA. Application for works to trees. 3 Bureside Estate, Crabbetts Marsh. The Clerk explained that there was no requirement for the Parish Council to comment as it was simply being informed of the application
	10. BA. Fence at Staithe N Willow Tea Rooms, Lower Street. The Chairman reported that the BA had reached a compromise with the Staithe N Willow and would be monitoring progress on changes agreed
6. **Finances:**
	1. **Receipt of the bank reconciliation.** The Chairman noted that he had approved the bank reconciliation for the month, and the Clerk summarised the current financial position
	2. **Consideration of income received since the previous meeting**
		1. Bank Interest. £1.62
	3. **Payments agreed and authorised:**
		1. Chq number 2043. NPTP. Councillor training. Two Councillors. £90
		2. Chq number 2044. Clerk salary and expenses. £551.15
		3. Chq number 2045. Mazars. External auditors. £120 inc £20 VAT
		4. Chq number 2046. CGM. Grounds maintenance. £81.80 inc £13.63 VAT
		5. Chq number 2047. Mario Tinge. Litter picking. £133.98
		6. Chq number 2048. Glasdon UK Ltd. Dog waste bin. £100.80 inc £16.80 VAT
		7. Chq number 2049. Carol Gilden (late invoice). £110
7. **Planning:**
	1. **Planning applications received:**
		1. NNDC. PF/14/1210. 15 Broadwater Way. Erection of rear and side single storey extensions. No Comment
		2. NNDC. PF/14/1202. Land at Leeds Way. Erection of detached two-storey dwelling. No Comment
		3. BA/2014/0294/NONMAT. Still Waters, 3 Crabbetts Marsh. Non material amendment to install a window in the wall of the North elevation. No Comment
	2. **Planning decisions received:**
		1. BA/2014/0241/NONMAT. Silver Dawn, Woodlands Way. Non material amendment to install solar panels. Permitted. Noted
		2. NNDC. PF/14/0547. The Gallery, 43 Lower Street. Raising of roof and installation of front dormer windows to provide second floor habitable accommodation. Refused. Noted
8. **Asset Management.** Cllr Avellino was not at the meeting. Cllr Evans explained that the AMC had held a meeting on 22nd September as follows:

***Present:***

*Pat Avellino (PA),(Chair) Geoff Evans (GE), Lynda Horey (LH)*

***Apologies for absence:***

*None.*

***Matters arising:***

*The windows of the Mill Hill bus shelter have been cleaned of graffiti.*

***Maintenance of paths hedges etc.:***

*Grass verge at Mill Hill has not been cut.*

*Pathway across field, opposite cross roads impassable. (Has now been cut.)*

*Wall adjacent to staithe, overgrown and obscuring pictures on wall. Part of Swan garden, LH to speak to manager. (LH has been told that work to clear will be carried out shortly.)*

*Memorial Benches, Notice Board (Upper St), Collection box.*

***Benches:*** *The AM sub-committee propose the continuation of extended maintenance of benches. It questioned whether there were records of the maintenance payments by donors, and whether this was ring fenced.*

*The AMC wish to consider the siting the spare bench at Upper St. following its refurbishment.*

*It is proposed to number the benches so as to keep a better record of maintenance.*

*PA to seek the current status of work on benches from Keith Buck.*

***Notice Board:*** *The one situated in Upper St now seemed to be little used, as there appeared to be nobody to supervise its use. The AMC seeks the PC's view on this.*

***Donation Box:*** *LP had held the key to the box on the Green, it was agreed the this should remain the case and that LH would liaise with her to agree a method of emptying and counting the money.*

***Christmas tree lights:*** *These had been tested and whilst the supply was in order, the lights were faulty. LH to check with the firm that tested to confirm whether repairs were possible. (LH reports the lights are considered beyond cost effective repair.).*

***Dog waste bin(s):*** *PA to order replacement bin from Glardon at a cost of £84, this being the best price found. AMC to locate and check the position and usage of all bins, to ensure that they are all in the most suitable places.*

***Maintenance plan and records:*** *LH is currently working on a list which will show the condition and record of maintenance of the Parish assets.*

***Asset Register:*** *LH is progressing this. It is proposed to draw up a map to indicate the site of all such assets. Work ongoing, GE offered to help with this.*

***Allotments:*** *GE reported the our application for a grant of £100 had been successful, but he had not heard from Roys directly as yet. The PC is asked to agree a method of deciding the winners of the best kept allotment awards, and decide upon the future of the scheme,*

*The issue of the gate at Lower St site is with the Clerk. PA felt the NNDC might have been involve with the change of gate way, and asked if the PC still had a copy of the original proposal.*

*The AMC feel that it might be a good idea to re-issue tenancy agreements to all existing tenants to ensure that we are up to date with things which were missed in the past. Tenancy conditions to remain unaltered.*

***Play equipment:***

*Training for those who carry out routine interim inspections has yet to take place due to diary issues. It was agreed that Keith Buck should be invited to attend.*

***Boat Show bids:***

*PA reported that bids for funding for fencing or a defining path around the play area had been withdrawn.*

*In the interim, in an effort to reduce dog fouling in this area it is suggested that the following measured are considered by the PC.*

 *The provision of bags is tried.*

 *Appropriate signage is put in place.*

 *Further engagement with the parishioners is attempted.*

*Outdoor fitness equipment could be considered again, and some effort should be made to quantify the general support that exists for all bids to this fund well before the closing date to ensure that they have the support of the Parishioners.*

***Parking and Traffic Management and Village Hall Lease:***

*These are still formally with ex Councillor Peter Lewis.*

Following the report from Councillor Evans it was agreed that Cllr Davis would adjudicate the allotment competition and that it would be postponed until the spring / summer. Cllr Evans noted that he hoped that Roys would come out and make a presentation.

Regarding the donation box, the AMC had agreed that Cllr Parker would keep the key for the donation box and that Cllr Horey and Cllr Parker would county the money together. It was agreed that they would need to make a small claim for some rubber gloves.

Regarding the Christmas tree lights, the Chairman asked **Cllr Horey** if she would be prepared to research new lights and get quotations. This was agreed

**Cllr Martin** said that he would clean up the noticeboard near his house over the weekend. **The Clerk** would then put notices on the noticeboard

**The Clerk** was asked to check with Kier to see if dog bins throughout the village are used (before the AMC check visually)

It was reported that Keith Buck had filled in the potholes on the Village Hall car park. Keith Buck had recommended that in order to exclude traffic from the area outside Betty Holland’s house, he would need cones and tape for safety reasons

Cllr Evans noted that the AMC intended to stick dog tags to the benches so that they could be numbered and a more effective schedule of maintenance could be undertaken

The AMC members noted that there were only three members left. Cllr Darby agreed to join the committee.

Cllr Martin asked that Peter Lewis send through the revised Village Hall lease prior to the next meeting so that Councillors get a chance to read it through. **Cllr Davis** agreed to contact Peter Lewis

Regarding allotments, **Cllr Evans** noted that he would be working with **the Clerk** to ensure that all the paperwork was updated and that invoices, letters and tenancy agreements were sent out. In addition, the Clerk would write to all tenants to detail the rent increase resulting from the increase in payment to Smith’s Gore (The Church Commissioners)

1. **Parishioners’ Matters:** The meeting was adjourned at 7.58pm for public participation
	1. **District Councillor report**: The District Councillor was not present
	2. **County Councillor report:** The County Councillor was not present
	3. **Public Participation.** Betty Holland noted that she had given a cheque for £150 to **the Clerk** for banking. When the cheque had been banked, she would close the ‘Trees for Horning’ account. Cllr Davis noted that the trees would then be owned by the Parish Council and should be added to the asset register. She also informed the Council that she had given a sum of money for maintenance of benches – approximately £500 in perpetuity

The meeting was reconvened at 8.01pm

1. **Agenda items**
	1. Restricted Byway. Discussion / updates. This item was postponed to the December meeting when the Council had heard from Peter Lewis
	2. Mobile phone reception. Update from Cllr Moore. Cllr Moore had spent some time researching the issue of mobile phone reception and the Vodafone Sure Signal rural villages application. She informed the council that the application needed to be in on the 15th October. She had received support from Norman Lamb MP. She noted that if the application were successful it would only help Vodafone users, not villagers on other networks. She explained that between 5 and 10 antenna were required throughout the village, not more than 500 metres apart and in buildings which had a minimum of 4 mbps Broadband. The cost to the owners of these buildings would be around £30 per annum. It was agreed that **Councillors** would approach prospective businesses within the village for their support
	3. Parish Council asset review. Cllr Horey reported that this was a large piece of work which would take her many months to complete. She explained that she was firstly updating the register, and then putting together a maintenance plan. Cllr Davis confirmed that the financial asset review would be tackled separately; this was agreed. Cllr Horey explained that she was totally revamping the asset register and would be using maps. Cllr Davis suggested that the village online mapping could help with this, and that **Cllr Horey** could contact perhaps Mrs Turpin for assistance in logging on to this service
	4. HBS committee funding 2015. Suggestions for going forwards with fully researched ideas. This item was postponed until January. Cllr Horey confirmed that the Horning Boat Show would take place on the 2nd of May 2015. It was agreed that the Council should engage with Parishioners to ask their opinions on bids. Cllr Horey suggested that one way to meet and talk to parishioners may be the church coffee morning once a month. The Council agreed that **Cllr Davis** would speak with Gillian Jeckells to work out if Councillors could attend the coffee mornings on a rota basis
	5. Dog signage around the play area. See item 8. This would be on the November meeting agenda
	6. Horning Reach. Councillor to write this article in the place of the Chairman. **Cllr Moore** agreed to do this
	7. Horning website. Photographs required. The Clerk explained what was required and **Cllr Martin** agreed to assist
	8. Transparency in meetings. Requirement to change standing orders according to new laws. The Council agreed to amend item 3m on the model standing orders in line with legislation. **The Clerk** would change the standing orders
	9. Parish Partnership scheme. 50:50 funding from NCC for Highways projects. The Clerk explained that the County Council has allocated £200,000 on a 50/50 basis to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. The scheme was launched in October 2014, and the closing date is the 30th January 2015. **Cllr Davis** agreed to research this further and asked the Clerk to send him information relating to it so that he could report back at the next meeting
2. **To receive items for the next agenda**
	1. SAM2 / Parish Partnership – Cllr Davis
	2. 30 mph speed limit on A1062 Norwich Road
	3. Suggestion from Cllr Moore regarding area collaboration / Councillor representative from each Parish
	4. Engagement with parishioners - discussion
3. **To confirm venue and dates of the next council and committee meetings.**
	1. Monday 3rd November 2014, St Benet’s Hall, Horning
4. **Closure of meeting at 8.55pm**