**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 01 December 2014**

**Present: Mr D Turpin (Chairman)**

**Cllr I Davis**

 **Cllr A Darby**

 **Cllr P Avellino**

 **Cllr R Martin**

 **Cllr D Moore**

 **Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 1**

**County Councillor David Thomas**

**District Councillor Barbara Mcgoun**

1. **Apologies.** Apologies were received and accepted from Cllr Evans
2. **Declarations of Interest.** None
3. **Minutes of the previous meeting** were approved subject to a minor amendment
4. **Actions from previous minutes.** District Cllr Mcgoun reported that Cllr Evans had asked her to pick up the signs for the playground from NNDC. The Chairman and Cllr Avellino agreed to discuss the wording over the telephone. Cllr Avellino also confirmed that the dog dispenser had been ordered and would be delivered at the end of the week. **All Councillors** were reminded that they needed to send photographs to the Clerk for the website
5. **Correspondence**
	1. PCSO report. The Police had received 14 calls since the previous meeting from the Horning area: 5 calls for information, 1 call for an animal issue, 2 calls to assist an ambulance, 1 call for alarms, 2 reports of lost or found property, 1 road related call, 1 abandoned call and 1 call for a concern for safety. There had been no reported crimes in the last month
	2. Resignation of Councillor Lynda Horey. The Chairman noted that he was extremely sad to hear this news and thanked her for all her hard work on the Parish Council, including the asset register
	3. Peter Lewis. Solicitor fees for lease of Village Hall. Noted
	4. Cty Cllr David Thomas. Warm and Well information. It was suggested that this should be included in the Horning Reach item from the Parish Council
	5. Community payback scheme. Enquiry for suggested work. It was **AGREED** that the clerk would write to the unit and ask them if they would be willing to undertake leaves / debris removal and general gardening.
	6. BA. Application for works to trees. 38 Crabbets Marsh. Noted
	7. Roys (Wroxham) Ltd. Donation towards Horning allotments £100. Noted
	8. Norfolk RCC. Membership renewal reminder. The Council **AGREED** that they did not wish to be members of the NRCC
	9. Horning PCC. Letter of thanks for the annual donation. Noted
	10. Email from the WI regarding a defibrillator. Noted
	11. Letter from Sally Ingham requesting assistance with new plants for the village. **AGREED**. The Council also agreed to add this cheque to the current meeting
	12. NNDC. Committee meeting regarding ‘Silverdawn’. Meeting 5.12.14. No Councillors were able to attend.
	13. CGM. Change of banking details / standing order request. The Council **AGREED** to set up a standing order for £81.80 per month to CGM. The Clerk would arrange the paperwork for the following meeting
	14. Email regarding Christmas tree lights. The Council asked the **Clerk**  to respond and explain that there is a separate Christmas tree for the carols and this tree will not be without lights at Christmas
6. **Finances:**
	1. **Receipt of the bank reconciliation.** Cllr Davis noted that he had approved the bank reconciliation for the month.
	2. **Income received since the previous meeting:**
		1. Donation box. £76.59
		2. Slipway. £115.20
		3. Allotment income £157.50
	3. **Approval of payments:**
		1. Chq no 2057. S137 donation. Norfolk CAB. £200
		2. Chq no 2058. Mario Tinge. Litter picking + black bags. £135.61
		3. Chq no 2059. Clerk salary and expenses. £544.68. Submitted to HMRC
		4. Chq no 2060. CGM Landscapes (October grounds). £81.80 inc £13.63 VAT
		5. Chq no 2061. Pat Avellino. Bus Shelter. Engraving. £36.42 inc £6.07 VAT
		6. Chq no 2062. Horning Village Hall. Rent of annex in October 2014. £15
		7. Chq no 2063. Carol Gilden. Grass cutting in October. £160
		8. Chq no 2064. Sally Ingham. Plants as agreed (item 5k) £27.93
7. **Planning:**
	1. **Planning applications received:**
		1. BA/2014/0363/OUT. Substation Plot, Ropes Hill. Outline planning for one residential dwelling. Existing brick substation to be demolished with a new substation to be established in corner of plot to compliment new dwelling. *The following day this application was withdrawn.*
		2. BA/2014/0381/FUL. Driftwood, 104 Lower Street. Alter existing south west facing window and form a double doorway in place of double opening window and form access via external stairway to quay head decking area. *Supported*
		3. NNDC. PF/14/1527. Campion, 43 Lower Street. Erection of external staircase and 1.7m reed fencing to facilitate creation of verandah to existing first floor flat roof. *Supported on the basis that the verandah is for residential purposes rather than commercial, and that it not be used as a storage area with additional sheds etc*
	2. Planning decisions received:
		1. BA/2014/0349. 5 Racing Reach, South Quays Lane. Extension of existing balcony with glazed balustrade. Permitted. Noted
		2. PF/14/1210. 15 Broadwater Way. Permitted. Noted
8. **Asset Management.** Cllr Avellino reported the following:
	* 1. Slipway. Work required on the boundary wall with the Swan. It was **AGREED** that the Clerk would write to M&B to ask them to fix the wall, and also to ask them about the maintenance of the car park.
		2. Benches. Keith Buck had worked on four benches and would do a further four over the winter. Cllr Avellino would order number tags for the benches at approx. £40. This was **AGREED**
		3. Dog bins. Cllr Avellino would organise the moving of a dog bin.
		4. Christmas Lights. The Chairman thanked Cllr Darby for his work on this. The Council **AGREED** to finance up to £200 for Christmas lights as recommended by the AMC, and for the cheque to be signed outside of the meeting.
		5. Asset register. Cllr Avellino said that she would be willing to maintain and update this in future
		6. General Maintenance. Cllr Avellino reported that Keith Buck has now completed maintenance works to the playing equipment including replacing worn shackle bolts, resurfacing and re grassing areas underneath the play equipment.  He would also be painting the steps on Tuesday 2nd December. **Cllr Avellino** agreed to speak with Mr Buck regarding a pothole on the restricted byway
9. **Parishioners’ Matters:** The meeting was adjourned at 8.02pm for public participation
	1. **District Councillor report**: District Councillor Barbara Mcgoun reported that she had attended a parish forum meeting with Cllr Darby.
	2. **County Councillor report:** The County Councillor had sent information via the Clerk on the Warm and Well scheme (item 5d)
	3. **Public Participation.** Betty Woodcock asked the clerk to forward details of the community payback scheme to her. This was agreed

The meeting was reconvened at 8.07pm

1. **Agenda items**
	1. Finance Committee recommendation for precept. Signature required from three Councillors. The recommendation was agreed by the Council, and the precept was set at £14,745 for 2015/2016
	2. Mobile phone reception. Update from Cllr Moore. The Chairman congratulated Cllr Moore on her successful application on behalf of the Parish Council
	3. Parish Partnership scheme. 50:50 funding from NCC for Highways projects. The **Clerk** was asked to send details of the Parish Partnership to Cllr Avellino so that she could apply for replacement traffic signs at the Ropes Hill crossroads and a SAM2 sign
	4. Defibrillator – 24 hr access. Discussion regarding grants / location. The Council agreed that **Cllr Davis** would speak with the Village Hall committee regarding their defibrillator. The **Chairman** agreed to put up a notice on the noticeboard regarding the location of defibrillators, and to organise the signs, which would cost approximately £25. The **Clerk** was asked to let Adrienne Seddon in the post office know that Cllr Evans would speak with her regarding fundraising for a box and electrics for putting a defibrillator in place
	5. Suggestion from Cllr Moore regarding area collaboration / Councillor representative from each Parish. The Council **AGREED** that they would like to be included in any area collaboration, and thanked Cllr Moore for offering to represent the Parish Council in this capacity
	6. Engagement with parishioners – discussion. **The Chairman, Cllr Moore and Cllr Avellino** agreed to review the parish plan together with a view to updating it if necessary
	7. Village Hall lease paperwork (Peter Lewis). Cllrs confirmed that they were happy to sign the amended lease once they had seen the plan / map of the area. The **Clerk** was asked to obtain this from Peter Lewis
	8. Confirmation of sign at playground ‘Horning Parish Council Playground. If you would like to report any damage or issues, please contact the parish clerk: horningpc@gmail.com’. **The Clerk** was asked to try to obtain tape which could amend the incorrect information on the current sign
	9. Review of litter pick contract. Suggestion that this be postponed to April, with a letter written to the current contractor. **AGREED**
	10. Introduction of a maintenance contract – discussion. The **Clerk** was asked to try to obtain a model contract for this purpose, with a view to working on this in April
	11. Confirmation of costings of the new piece of play equipment, including fitting. Pauline Bourke had confirmed that the final piece of play equipment was being fitted on Thursday and that it was financed by the HBS and by the Love Norfolk Grant which had already been received. The **Clerk** was asked to find out details of when the Council might receive the HBS grant fund, and when the invoice would arrive for the final piece of equipment
	12. Location of PC meetings (Village Hall contract allows 15 free uses of the Hall). It was agreed that Council meetings would continue in St Benet’s Hall.
	13. Review of Freedom of Information scheme. This was approved
2. **To receive items for the next agenda**
	1. SAM2 / parish partnership
	2. Defibrillators
3. **To confirm venue and dates of the next council and committee meetings.**
	1. Monday 5th January 2015
4. **Closure of meeting at 9.06pm**