**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 7th December 2015**

**Present:**

 **Cllr P Iddon (Chairman)**

 **Cllr R Martin**

**Cllr C Smith**

**Cllr D Moore**

**Cllr A Darby**

**Cllr K Smith (**left the meeting at 7.22pm)

**Cllr P Kibler**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 8**

1. **Apologies.** Apologies were received and accepted from Cllrs Davis, Avellino, Gilden and Turpin
2. **Declarations of Interest.** Cllr C Smith declared a pecuniary interest in item 5g
3. **Minutes of the previous meeting.** The minutes of the meeting on Monday 2nd November 2015 were confirmed as a true and correct record, and were signed
4. **Actions from previous minutes:**
	1. Defibrillator update. The Clerk explained that she had received confirmation from the New Inn, the Ferry Marina and the Village Hall that they would be happy to have cabinets / defibrillators. All wished to use their own electricians and to invoice the Parish Council for the fitting work (approximately £100 per fitting). The **Clerk** would be ordering the defibrillators and cabinets
	2. Pump update. The Clerk had received a response from Maria Hammond of the Broads Authority confirming that the pump, although not an exact replica of the original pump, would be allowed under permitted development rights if a small interpretation sign was put up explaining the significance of the pump. These rights allow for functional items such as benches and bus shelters, rather than ornamental items, but Maria had explained that she felt that the pump has some local and historical significance, which could be provided as part of the Parish Council’s duties in respect of tourism
	3. Parish Partnership update – footpaths 1 and 2. The Clerk explained that she had sent all the required information to the Church Commissioners some time ago and had chased them three times for a response but had not received confirmation as yet.
	4. Parish Partnership update – footpath beside playground. Cllr Avellino had been unable to attend the meeting and would update the Council at the following meeting
	5. Ludham Bridge moorings lease update. Cllr Martin explained that he would be working on this and would report back at the next meeting
5. **Correspondence**
	1. PCSO report. The Clerk had received a report from PCSO Charter. The Police had received 6 calls since the previous meeting: 1 abandoned call, 1 call for a concern for safety, 3 suspicious circumstances and 1 road related call. Noted
	2. Natural England – Hoveton Wetlands Restoration Project. The Clerk explained that Natural England had announced that, in partnership with Hoveton Estate and the Environment Agency, they have been successful in securing a total of £4 million funding for the conservation project. The project will incorporate lake restoration activity within Hoveton Great Broad and Hudson’s Bay, delivering a sustainable and longer term improvement in water quality increasing the biodiversity of the project site and the surrounding area. The work will continue until September 2020. The Chairman said that he would review this document after the meeting.
	3. Norfolk Fire and Rescue – Service draft integrated risk management consultation document 2016-2020. Available to read. Noted
	4. NALC. New Audit Regime. PC needs to ‘opt out’ by 31st January 2016 if it wishes to do so. The Clerk explained that the National Association of Local Councils (incorporating NALC and SLCC and the Association of Drainage Authorities – ADA) had set up a company to procure audit services on behalf of ‘smaller authorities’. She explained that when the previous government abolished the Audit Commission, the NALC were concerned about the impact this would have on the workload of local authorities. They had therefore successfully persuaded the government to let them procure authority audit services. The Clerk explained that the alternative was for the Parish Council to set up its own independent audit panel and procure relevant services. The Council **AGREED** unanimously to use the new audit regime as recommended
	5. NNDC. Offshore helicopter community note. The Clerk explained that the helicopter operator CHC had recently transferred to other locations including Norwich International Airport, which is not expected to lead to a significant increase in helicopter flights as more efficient use of existing aircraft is expected, but a small increase in the total number of daily flights could be expected. Noted
	6. HBS Committee. Horning Boat Show to be held Saturday 30th April 2016. Permission requested to use the recreation ground for exhibitors. **AGREED**
	7. Tidings Newsagent. Planter sponsorship – request to sponsor a large planter on the green only. Councillors had suggested at the November meeting that Tidings might like to take two small planters beside St Benet’s Hall. Tidings had replied to say that they would wish to take a large planter on St Benet’s Green. Councillors **AGREED** that Tidings could go ahead and sponsor a planter on St Benet’s Green and fill it with herbs. Tidings were congratulated for their excellent suggestion
	8. Victory Housing. Leeds Way Sheltered Housing update. VHT had written to the Parish Council to let them know that Foster Property Maintenance Ltd had completed the development project work at Leeds Way and that there would be no further updates. Some tenants had moved into the newly improved properties and the communal lounge had been decorated. Noted
	9. Tour de Broads – information from the organisers. The organisers of the Tour de Broads had written to the Parish Council to note that they intended to go ahead and run the event again in 2016. The Parish Council agreed that the village would like to be involved and that the Tour should go through the village but that they needed to know the date of the event and there should be a working party to put together plans in preparation for the event. The **Clerk** would speak with the organisers again
6. **Finances:**
	1. To receive confirmation of finances. The Finance Committee Chairman noted that he had checked the bank reconciliation for the month against the bank statements and that the finances were in order
	2. To receive the Finance Committee’s precept recommendation and agree a precept figure for 2016/2017. The Chairman confirmed with Councillors that they had received his email regarding the precept recommendation for 2016/17. Councillors agreed that they had. Cllr Martin went on to explain that the Finance Committee had decided to increase the precept by around 7.5%. He noted that he would be identifying a ‘capital projects’ figure on the bank reconciliation in future. He asked if Councillors had any questions. Councillors then **AGREED** the precept figure as £15,866 for 2016/17
	3. The Council noted the following receipts:
		1. None
	4. The Council authorised and agreed the following payments:
		1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
		2. Chq no 2153. St Benets PCC. S137 Donation. £500
		3. Chq no 2154. Glasdon UK Ltd. Oxo Degradable dog waste bags. £33 inc £5.50 VAT
		4. Chq no 2155. URM Ltd. Glass recycling. £7.02 inc £1.17 VAT
		5. Chq no 2156. Carol Gilden. Gardening. £176
		6. Chq no 2157. Clerk salary and expenses. £464.61
		7. Chq no 2158. Mario Tinge. Litter picking November. £131.63
7. **Planning:**
	1. **Planning applications received:**
		1. Cllr Kibler explained that there were currently two appeals underway: 2 Clover Hill, Letheringtons Lane and Silverdawn, Horning Reach. The Council agreed that there was nothing it could add further to its initial responses
	2. **Planning decisions received and noted:**
		1. NCC. Y/1/2015/1008. Horning Community Primary School, Lower Street, Horning, NR12 8PX. Change of use of agricultural land to form an extension of the schools existing playing field and erection of new boundary treatments (fencing and native species hedge). Granted. Noted
8. **Asset Management.** Cllr Avellino had been unable to attend the meeting. Cllr Darby reported as follows:
	1. The Christmas tree lights were up and working
	2. Cllr C Smith noted that he had received three quotations for work at the Moorings – these ranged from £3500 to £9000 depending on the extent of the work.
9. **Parish Councillor reports.** To receive any Parish Councillor reports
	1. Cllr Moore. Update on Vodafone boosters. Cllr Moore would speak with Vodafone over the following few days and email Cllrs with an update. She explained that there were a few issues with the Sailing Club contract. Cllr Moore was requested to attempt to obtain a likely completion date for the installation of the Vodaphone mobile phone masts, and advice councillors accordingly;
	2. Cllr Iddon reported that he had held a ‘Coffee and Cake’ afternoon, which was better attended, although only two Councillors turned up. He noted that he had found the event successful in that it threw up some important items to consider – the deterioration of the bus service, a possible car share scheme and the deterioration of footpaths in the village.
10. **Parishioners’ Matters:** The meeting was adjourned at 7.44pm for public participation
	1. **District Councillor report**: District Councillor Barbara Mcgoun forwarded apologies from Allison Bradnock, the new County Councillor. She noted that she would be working closely with Allison to help her with the role of County Councillors. D Cllr Mcgoun also explained that WiSpire would be placed on the Horning Church and that the PCC had agreed this. She also noted that, regarding the new CAB service: North Norfolk District Council in partnership with Norfolk County Council entered into a three year contract for Mid Norfolk Citizens Advice to provide a generalist information and advice service for the North Norfolk District Council area. ‘The Information and Advice service to be provided from 1st January 2016 will see an increase in the number of venues and locations of face to face advice services to all seven of the market towns in North Norfolk plus the provision of a service in Mundesley and Melton Constable. It will also provide two self-help kiosks which would be located in venues in Cromer and Fakenham as well as weekday support through the telephone advice line and an improved interactive web site whereby users could via the internet communicate directly with an advisor. In response to the requirement to improve access to face to face advice services the proposal confirmed that the provision of late night and weekend advice services would be explored. Mid Norfolk Citizen’s Advice advised that services will be offered in two dedicated offices in North Walsham and Holt. In other locations venues such as foodbanks and Sure Start Centres will be used.’
	2. **County Councillor report:** County Councillor Allison Bradnock had sent her apologies
	3. **Public Participation.**

A member of the public introduced himself as David Young, and explained that he was considering leading on the village plan. He would be reviewing the requirements with the Chairman (who chaired the steering group for the first Village Plan) and would be considering the time required and would come back to the PC with a decision

Betty Moore gave the Council a letter from the Hoveton and Wroxham Medical Centre which explained that the Care Quality Commission (CQC) would be visiting the surgery shortly and that the surgery had themselves therefore reviewed all their functions as an inspector might. They had therefore visited the Village Hall when Dr Dernedde undertook his surgery and found the facilities falling a long way short of CQC expectations. The surgery therefore felt that the branch at Horning should be closed. They have therefore sent the application for closure to NHS England.

The Council asked the **Clerk** to scan and email out the letter to Councillors.

Betty Holland also asked to Parish Council to look at the resurfacing of the Village Hall car park, which was in a poor state of repair. The **Clerk** would speak with Cllr Avellino regarding getting a quotation for the repair of the potholes

The meeting was reconvened at 8.00pm

1. **Agenda items**
	1. To discuss / agree a monthly fee for litter picking the Swan Car Park. After discussion, the Council **AGREED** to ask the **Clerk** to write to M&B to ask them for a contribution to the annual costs of litter picking of £135 per year. District Councillor Mcgoun also offered to check if M&B had a duty of care to maintain the car park (potholes and litter picking).
	2. To consider the Tidings offer regarding planter sponsorship. Tidings had written to the Clerk to say that they did not wish to sponsor two small planters for herbs, but would prefer a large planter on the green. See item 5g
	3. To consider action regarding the poor state of footpaths around the village. The Council agreed to postpone this item until Cllr Avellino could attend a meeting
	4. To consider setting up a working party to review the standing orders. Cllr Moore explained that she was keen to strengthen the governance procedures within the Parish Council and that she would be keen to sit on the working party. Cllrs Kibler and Martin also agreed to join the working party. The Chairman noted that he felt that three people was enough
2. **To plan items for the next agenda**
	1. Tour de Broads
	2. Footpaths
3. **To list items for the Horning Reach Parish News.** District Councillor Mcgoun noted that there would be no Horning Reach published until February.
4. **At the Chairman’s discretion**
5. **To confirm venue and dates of the next council and committee meetings.**
	1. Monday 4th January 2016
6. **Closure of meeting at 8.23pm**