**NOTICE OF THE ANNUAL PARISH COUNCIL MEETING**

**To Members of the Council**: You are hereby summoned to attend a Horning Parish Council Meeting at St Benet’s Hall, Horning, on **Monday 1st August 2016 at 7.00pm** for the purpose of transacting the following business:  
Jo Beardshaw Parish Clerk / RFO

**Press and Public are welcome**

**AGENDA**

1. **Apologies**
2. **Declarations of Interest.** Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council’s (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest and whether it is personal or prejudicial
3. **Minutes of the previous meeting**

To receive and approve the minutes of the meeting held on Monday 13th June 2016

1. **Actions from previous minutes**

To report any actions and updates from previous minutes:

* HBS Community Fund (Defibs, flagpole etc). £1788 requested from the fund
* Response from Horning Sailing Club regarding unauthorised parking on the recreation ground
* Flagpole update

1. **Correspondence**
   1. PCSO report
   2. NNDC. Electoral review of North Norfolk.
   3. BA. Biodiversity enhancements guide
   4. NNDC. Big Society Grant funding
   5. Came and Company. Confirmation that the Parish Council insurers expect weekly visual inspections of play equipment
   6. BA. Application for works to trees subject to a TPO. Woodlands, 39 Bureside Estate, Crabbetts Marsh. One silver birch removed. Consent given
   7. Letter from tourist complaining of road outside Cygnet Cottage
   8. Norman Lamb MP. Annual tour. 1040am Friday 26th August in the Village Hall car park
   9. BA/2016/0261/CLEUD. Eagles Nest, Ferry Road. Application for a Lawful Development Certificate for 4 years continuous use as a Managers flat including occasional holiday accommodation
   10. Cllr Kibler / Steve Burgess. Removal of flotsam from the Parish Staithe, and disposal of rubbish
2. **Finance**
   1. To receive confirmation of finances
   2. To note receipts
      1. Allotment tenant. £19
      2. BA. Refund for flagpole. £95
   3. To agree and authorise payments
      1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
      2. DD. Clerk Pension. £23.38 (£16.67 from PC)
      3. Chq no 2215. David Bracey Play Safety. £90 inc £15 VAT
      4. Chq no 2216. Carol Gilden. May and June invoices. £172 / £154. Total £326
      5. Chq no 2217. Clerk salary and expenses. £259.17
      6. Chq no 2218. URM UK Ltd. Glass. £23.58 inc £3.93 VAT
      7. Chq no 2219. Ralph Morris. July litter picking £130
3. **Planning.** To receive planning applications and make decisions according to recommendations
   1. Planning applications received:
      1. BA/2016/0220/HOUSEH. Sherwood, Ropes Hill. Car port. Supported by the PC
      2. BA/2016/0215/FUL. Quay West, Ropes Hill. Replacement quay heading. Supported by the PC
      3. BA/2016/0227/CLEUD. Two Gates, Norwich Road, Falgate. Land used within the curtilage of a dwelling. Certificate of lawful existing use or development of land. No objection given by PC
      4. BA/2016/0228/COND. Haughs End Road, Lower Street, HOVETON. Variations of conditions from permission BA/2014/0248/FUL
      5. BA/2016/025/HOUSEH. Dove Cottage, Ropes Hill. Widen boat dock
      6. BA/2016/0170/COND.  Heron Cottage, Ferry Road.  Planning Committee Friday 22nd July
   2. Planning decisions received:
      1. BA/2016/0145/FUL. The Staithe, Lower Street. Flagpole. Agreed
      2. BA/2016/0187/HOUSEH. The Boat House, Ferry Road
      3. BA/2016/0174/FUL. Richardsons Boatyard, Ferry View Estate. Refused
      4. BA/2016/0203/HOUSEH. Oakmead Cottage, Lower Street. Approved
4. **Asset Management.** To receive the report from the Asset Management Committee
5. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
   1. Cllr Davis. SAM2 data
   2. Cllrs Avellino and Iddon. Devolution seminar
6. **Parishioners’ Matters**

To adjourn the meeting to allow members of the public to speak for a maximum of 5 minutes

* District Councillor / County Councillor
* Members of the public to speak
* Reconvene meeting

1. **Agenda items. To discuss agenda items**
   1. To consider setting up a direct debit for litter picking
   2. To consider putting in place a chain link fence at the Village Hall / recreation ground
   3. To consider a policy for social media
   4. To consider undertaking four recommendations arising from the play safety inspection
   5. To consider applying for a transparency grant for training and website management
   6. To confirm the Parish Council’s Power of Competence
   7. To consider a policy for risk management
   8. To confirm a Councillor training record for the past 12 months and the next 12 months
   9. To consider whether or not the Parish Council wishes to take out fidelity guarantee insurance
   10. To confirm by resolution that the Parish Council publishes online the items mentioned on page 6 of the Local Council Award Scheme
   11. To confirm by resolution that the Parish Council has the Governance, Community and Development evidence as detailed on page 7 of the Local Council Award Scheme
   12. To confirm the Parish Council’s training policy
   13. To confirm the Parish Council’s Disciplinary and Grievance procedures
   14. To discuss a possible HBS Community Fund bid for polypropylene benches for the recreation ground
2. **To receive items for the next agenda**
3. **To list items for the Horning Reach Parish News** 
   1. Norman Lamb’s tour
4. **To identify other items at the Chairman’s discretion**
5. **To confirm venue and dates of the next council and committee meetings**
   1. **Monday 5th September 2016**
6. **Closure of meeting**