**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 7th November 2016**

**Present:**

**Cllr P Iddon**

**Cllr P Avellino**

**Cllr A Darby**

**Cllr A Seddon**

**Cllr C Smith**

**Cllr P Kibler**

**Cllr D Foreman**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 7**

1. **Apologies.** Apologies were received and accepted from Cllrs Gilden, Martin, Davis and K Smith
2. **Declarations of Interest.** Cllr Darby declared an interest in item 7a (i) on the basis that he is a friend of the applicant. The Chairman declared an interest in item 7a(ii) on the basis that he is employed by the Ferry Marina. He also informed the Council that he would step down as the Chairman during the presentation by Peter Reeve of Ferry Marina and during any discussion on the subject.
3. **Minutes of the previous meeting.** The minutes of the meeting held on Monday 3rd October 2016 were confirmed as a true and correct record, and were signed
4. **Actions from previous minutes:**
   1. Tree Inspection. Cllr Darby confirmed that the tree inspection had taken place and that various tags had been placed on trees around the recreation ground. The Clerk was waiting to hear back from Ian Flatters
5. **Correspondence**
   1. PCSO report. The Police had received 12 calls from the area since the last meeting including abandoned calls, road related calls, suspicious circumstances, concern for safety and rowdy or nuisance behaviour. There had been no crimes in the month
   2. NNDC. Precept request letter. NNDC had written to the Parish Council enclosing the required documentation for the precept request. They had also outlined information which Councils were required to be aware of prior to setting precept. Firstly, that the Local Government Finance Act 1992 places restrictions on members voting if they are in arrears with their council tax. This not only applies to the setting of the council tax but also for the setting of precepts by precepting bodies, for example parish councils. In addition, the letter set out the new details of the local council tax support scheme. As in previous years, the Council had decided to offer a grant to all those parish and town councils who accepted a grant in the previous year, but to reduce the grant by 11%. This is in line with the overall changes in external funding anticipated by the District Council. The amount of the grant for Horning PC in 2017/18 has been set at £693.
   3. NNDC. Transparency code information. Particularly a note that paper applications of planning applications will stop in April 2017. In addition to the above information regarding precept setting, NNDC had written to the Council to outline that there is a greater requirement for transparency with smaller authorities and that this has cost implications which may be mitigated through the national Transparency Fund, which could potentially cover buying laptops, website management and training costs. With the exception of major planning applications, the District Council will no longer be providing parish councils with paper copies of planning applications from 1st April 20-17 and therefore Parish Councils may wish to invest in appropriate technology to assist in the new way of working.
   4. BA. BA/2016/0227/CLEUD. Two Gates, Norwich Road, Falgate. The LDC cannot be issued. Noted
   5. BA. BA/2016/0241/FUL. Ferry Inn, Ferry Road. Retention of refrigerated trailer, Portacabin and Static Caravan. Application withdrawn. Noted
   6. Savils. The Church Commissioners – Norwich Estate. Horning allotment rent review. Noted
   7. Better Broadband for Norfolk. Update. Noted
   8. NNDC. BT payphone removal consultation. Ferry Road phone box. The Parish Council **AGREED** that he payphone should be removed as it is not used and the area has a mobile phone signal which could be triangulated
   9. Dick Turpin. Email regarding tree pruning and planters. The Council thanked Mr Turpin and were grateful for his offer of tree pruning. Cllr Smith would look at the Tidings Herb Planter, as suggested by Mr Turpin
6. **Finances:**
   1. To receive confirmation of finances. The Chairman confirmed that he had seen the monthly bank reconciliation and he had approved the bank reconciliation for the month
   2. The following receipts were noted:
      1. NNDC. Precept and Grant. £7933, Grant £389. Total £8322
      2. NCC. Recycling credits March to September. £325.55
   3. The following payments were authorised:
      1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
      2. DD. Clerk Pension. £70.17 inc £50.12 PC contribution (Payment to be taken 22.11.16)
      3. S/O. URM glass. £19.80 inc £3.30 VAT. (Payment to be taken 29.11.16)
      4. Chq no 2239. Clerk salary and expenses. £503.77
      5. Chq no 2240. Ralph Morris. October litter picking. £130
      6. Chq no 2241. HMRC. Post Office Ltd. Tax. £63.20
      7. Chq no 2242. Keith Buck. Invoice 2292. Playground work. £250
      8. Chq no 2243. Carol Gilden. Gardening September. Cutting green and sign. £132
      9. Chq no 2244. National association of local councils. Foundation award registration fee. £60 inc £10 VAT. This cheque replaces chq no 2184 (£50) because the NALC invoice had been incorrect initially
      10. Chq no 2245. Mazars. External audit. £240 inc £40 VAT
      11. Chq no 2246. Century Printing. Signs for Recreation Ground. £69.60 inc £11.60 VAT
7. **Planning:**
   1. **Planning applications received**
      1. BA/2016/0381. South Quays. Extension. The Parish Council agreed that the property was an attribute to the village and that the planned extension was entirely in keeping with the property and the location. **Supported**
      2. BA/2016/0330/CU. Helska Leisure Centre, Ferry Marina. Change of use to office/reception. Following a vote, and a discussion with the General Manager (see item 10b), the Parish Council agreed to **Support** this application
   2. **Planning decisions received and noted:**
      1. BA/2016/0310. Journeys End, Ferry View Estate. Replacement of river frontage quay heading. Permitted
      2. BA/20160384. Thatch Croft, Woodlands Way, horning Reach. Replacement of quayheading. Permitted
      3. NNDC. PF/16/1207. 29 Mill Hill. Two storey extension to side of dwelling. Permitted

1. **Asset Management.** 
   1. Quayheading at Ludham Bridge. There was no update on this item
   2. Update of asset register. Cllr Foreman had kindly visited all assets. The Chairman suggested that the asset register be finalised and removed from the agenda
2. **Parish Councillor reports.** To receive any Parish Councillor reports
   1. Cllr Davis. SAM2 sign. Cllr Davis had not been able to attend the meeting
   2. Cllr Iddon. Boat waste update. The Chairman had attended a meeting with Steve Hems, the Head of Environmental Services, together with the Vice Chairman and Cllr Kibler. Mr Hems had outlined what he believed may be an acceptable solution, which would involve the parish council leasing a small section of land from NNDC (at a peppercorn rental) where the boat waste bins would be located. Whilst fuller details are subject to further negotiations, should NNDC and the parish council reach agreement on this, he noted that it was highly probable that the existing boat waste bins would remain and continue to be emptied at no cost to the parish council.
   3. The Parish Council **AGREED** to continue with the discussion along the lines outlined by the Chairman
3. **Parishioners’ Matters:** The meeting was adjourned at 8pm pm for public participation
   1. **District / County Councillor report**: District Councillor Barbara Mcgoun had sent her apologies, as had County Councillor Allison Bradnock
   2. The following item was covered between items 4 and 5 above for the convenience of Mr Reeve:

Mr Peter Reeve, the General Manager of Ferry Marina, had kindly attended the meeting at the invitation of the Clerk and as suggested at the October meeting. He explained that he was happy to answer any questions regarding the Marina itself as well as the Planning application on the agenda. He outlined how the business works as well as summarising the history of the company. Councillors asked various questions, which were answered by Mr Reeve. Councillors were grateful for his openness in discussion and for attending the Parish Council meeting

Cllr Darby noted that he felt that the area around the old bin structure is a mess and should be cleaned up. **The Clerk** was asked to contact M&B to ask them to clear up the area. In addition, the Clerk would speak with M&B about painting the posts in the Swan car park and to ask for £50 towards the cost of paint.

County Cllr Bradnock thanked the Parish Council on behalf of Neatishead Parish for the steps on footpaths 1 and 2. She also detailed the latest information regarding devolution and the Revell enquiry.

It was noted that the bus timetables were hard to find. The **Clerk** would add a link to the bus timetables to the website

**The meeting was reconvened at 8.15 pm**

1. **Agenda items**
   1. To consider reviewing or continuing the grass cutting contract and for what duration. The Parish Council **AGREED** to renew the contract for a further twelve months
   2. To consider reviewing or continuing the litter pick contract and for what duration. The Parish Council **AGREED** to renew the contract for a further twelve months. It was noted that the litter pick contract did not need to include the supply and placement of the dog bags as Cllr Kibler kindly undertook that role himself at no cost to the Parish. The Council thanked Cllr Kibler for his generosity
   3. To consider a long term plan for the planters on the Village Green. The Chairman noted that the Parish Council was entirely dependent on good will for all the watering of flowers, fixing of rotting planters, replanting etc. He noted that one day the planters would need replacing entirely. He also noted that there were members of the community who would sponsor and water and plant up a planter themselves. The Chairman suggested that this item be placed on a future agenda for discussion, whilst considering that the current sponsorships are less than one year into a two year commitment. The Council discussed that there are two options for the future. Option 1) self planting, self watering each planter by each sponsor, and Option 2) remove the planters. The Chairman asked the Council to consider over the next month or two if they wished to add any further options.
   4. To agree a plan for the preparation of Remembrance Sunday. The Chairman thanked Ralph Morris and Johnny Walker very much for their work on the cleaning of the memorial at the church. The Chairman would attend the service on Remembrance Sunday at 1045 am to represent the Parish Council
   5. To agree a policy for benches within the village. Following a discussion, the Chairman agreed to change the wording on the policy and revert at the next meeting
   6. Hoveton Great Broad Restoration Project. Letter regarding planning application. To consider a response. The Parish Council did not wish to send a response
   7. To agree a flag flying policy. Cllr Avellino suggested various changes. The **Chairman** would send round the changes with a view to agreeing the policy at the December meeting
   8. To consider either purchasing a coin box from budget or putting in an HBS bid for a future year. The Parish Council agreed that the village did not require an additional coin box
2. **To plan items for the next agenda**
   1. Precept decision
   2. Flag flying policy
   3. Bench policy
3. **To list items for the Horning Reach Parish News:**
   1. Boat waste
   2. Defibrillator training
4. **HTo nominate a Councillor to undertake the playground checks:**
   1. The Chairman would undertake the checks during the month of November
5. **To identify other items at the Chairman’s discretion:**
   1. Cllr Seddon asked if the Wroxham Lions could park a trailer on the Staithe for the Christmas Late night shopping night on the 24th November. This was **AGREED.**
   2. The Chairman asked for details concerning Christmas lights. Cllr Darby informed the Council that he would be putting the Christmas lights up and that the Christmas Tree would go up on the 9th of December by Mr Cudby.
   3. The Chairman suggested that when the finance meeting took place during November, provision could be made within the budget for IT equipment (should it ever be required), such as a laptop, printer and projector.
6. **Closure of meeting at 9.22pm and details of the next meetings:** Monday 6th December at 7pm in St Benet’s Hall