**NOTICE OF A 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 **Wednesday 4th January 2017 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 5th December 2016

1. **Actions from previous minutes**

To report any actions and updates from previous minutes:

* Tree inspection
* Ludham Bridge Moorings lease
* Tennis court
1. **Correspondence**
	1. PCSO report
	2. M&B. Confirmation of agreement to contribute £130 towards litter picking for the 2017 calendar year
	3. NNDC. Payphone decision consultation
	4. NNDC. Textile collection service. £100 for each tonne of textiles collected in a bank
2. **Finance**
	1. To receive confirmation of finances
	2. To note receipts
		1. Jubilee Walk tree adoption. £35
		2. Coin donation box. £105.65
		3. Bowls rent. £5
	3. To agree and authorise payments
		1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
		2. DD. Clerk Pension. £107.28 inc £59.60 PC contribution (Payment to be taken 22.01.17)
		3. DD. Ralph Morris. £130. January litter picking (DD 1.02.17).
		4. S/O. URM glass. £30.60 inc £5.10 VAT. (Payment to be taken 29.01.17)
		5. Chq 2252. Clerk salary and expenses. £539.20
		6. Chq 2253. Playground work. Invoice not received yet but work undertaken. £250
3. **Planning.** To receive planning applications and make decisions according to recommendations
	1. Planning applications received:
		1. PF/16/1562. The Wherry, 2 James Road. Single storey extension associated with conversion of garage to annexe accommodation, new vehicle access from James Road and formation of two parking spaces.
		2. BA/2016/0450/HOUSEH. Anchor Lodge, 38 Lower Street. Balcony extension
		3. BA/2016/0451/COND. Eagles Nest, Ferry Road. Removal of condition 3, materials and colours of permission BA/2010/0012/FUL
		4. PF/16/1692. 6 Abbot Road. Single storey extension to rear of dwelling and rear of garage
	2. Planning decisions received:
		1. BA/2016/0384/HOUSEH. Thatch Croft, Woodlands Way. Replacement quayheading. Permitted.
		2. BA/2016/0381/HOUSEH. South Quays, Horning Reach. Extension. Permitted
4. **Asset Management.** To receive the report from the Asset Management Committee, including:
	1. Quayheading at Ludham Bridge
	2. Update of asset register
	3. Playground swing
5. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
	1. Cllr Davis. SAM2 sign
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 confirm details of CPR training on Tuesday 10th January including tea / coffee arrangements etc
	2. To consider a transparency bid for a Parish Council laptop to mitigate risk as the PC does not have any computer equipment
2. **To receive items for the next agenda**
3. **To list items for the Horning Reach Parish News**
4. **To confirm receipt of the playground check log and to confirm the checking person for the following month:**
5. **To identify other items at the Chairman’s discretion**
	1. To Confirm that the Chairman and Chairman of the Finance Committee had conducted the Clerk’s appraisal after the November meeting
6. **To confirm venue and dates of the next council and committee meetings**
	1. **Monday 6th February at 7pm in St Benet’s Hall**
7. **Closure of meeting**