**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 5th June 2017**

**Present:**

**Cllr P Iddon**

**Cllr A Gilden**

**Cllr R Martin**

**Cllr I Davis**

**Cllr A Seddon**

**Cllr C Smith**

**Cllr K Smith**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 17**

1. **Apologies.** Cllrs Darby, Kibler and Avellino had sent their apologies, which were accepted
2. **Declarations of Interest.** No declarations of interest were made
3. **Minutes of the previous meeting.** The minutes of the meeting held on Wednesday 5th May were confirmed as a true and correct record, and were signed.
4. **Actions from previous minutes:** none
5. **Correspondence**
   1. Horning Sailing Club. Request to use the Recreation Ground for the 3 Rivers weekend. Permission given due to short timescales. Noted
   2. BA/2017/0088/TPOA. The Haven, Ropes Hill Dyke. Weeping Willow – raise lower canopy to 3m ground clearance and reduce the lower canopy by 2.5m. Noted
   3. Parishioner. Interest in role as Parish Councillor. The Chairman noted that he had met with a parishioner who was interested in the role of Parish Councillor. The item would be added to the July agenda for consideration
   4. Cllr Seddon. Concern regarding overnight parking on village hall car park – suggestion of a sign to prevent overnight parking. Councillors agreed to review the current signage and to consider this item at the July meeting
   5. Parishioners. Concern regarding debris left on tennis court. Mrs Wishart had attended the meeting and was extremely concerned by the fire risk of the debris left on the tennis court. It was **AGREED** that Cllr Davis would telephone Mr Turpin the following morning to ask if he and the ‘Horning Tennis Group’ would move the debris to the centre of the court. The Chairman explained that the license had been returned by the owner of the tennis court, with a few minor amendments, and that Mr Turpin would be liaising directly with the owner in future so as to remove the Parish Council from any involvement.
   6. Parishioner. Concern regarding the village being untidy. A Parishioner had written to the Council to explain that he felt that the village was untidy. In particular he had noted that there was plant growth beneath the handrail of the steps between the village green and Lower Street. The Council **AGREED** that the **Clerk** would ask Carol Gilden to clear this up. In addition, the parishioner had noted that the hedge adjacent to the bowls club fence on Pinewood Drive is in need of cutting. The Parish Council noted that a local farmer is normally kind enough to arrange for this to be cut. **Cllr C Smith** would speak with him about this.
   7. Parishioners. Concern regarding Horning Reach article about dog waste on the recreation ground. The Chairman adjourned the meeting at 7.18pm for discussion regarding the Recreation Ground. 17 parishioners were present at the meeting, of which around 14 were at the meeting solely for the purpose of discussing the Recreation Ground, and dog waste.

The Chairman explained to members of the public and parishioners that he had written the article in the Horning Reach expressing concern at the dog waste on the Recreation Ground and noting that dog wardens at NNDC are able to place dog bans on recreation grounds if the problem persists. He noted that the Parish Council had no intention of recommending a dog ban on the Recreation Ground at the present time. He invited parishioners to explain their concerns. The majority of those present felt that the Recreation Ground was an important facility and that dog owners in the village use it and look after it well. Parishioners highlighted that if any dog waste is ever left on the Recreation Ground they themselves always try to clear up any mess. It was also noted that visitors / tourists could perhaps be responsible for dog waste which is left on the Recreation Ground. Parishioners and the Parish Council agreed that a playground fence was important to prevent dogs leaving mess within the playground itself.

The meeting was reconvened at 7.38pm. At this time 14 parishioners left the meeting

1. **Finances:**
   1. To receive confirmation of finances. Cllr Davis had signed the bank reconciliation
   2. The following receipts were noted:
      1. UK Power Networks. Mill Hill. Rental. 1.04.17 to 31.03.22. £102.70
      2. NCAPTC. Printer / Scanner grant. £100
      3. NNDC. Precept and Grant. £8280
      4. Broads Authority. Signage for boat waste. £940
      5. Ludham Bridge boatyard (two quarters paid). £750
   3. The following payments were authorised:
      1. S/O. CGM Landscaping. £81.82 inc £13.64 VAT
      2. DD. Clerk Pension. £ 94.68 (partly paid by Clerk)
      3. DD. Ralph Morris. £130. Litter picking
      4. S/O. URM glass. £18 (inc £3 VAT)
      5. Chq. 2277 Clerk salary and expenses. £545.37
      6. Chq. 2278. HMRC. Tax. £25.80
      7. Chq. 2279. Broadland Computers. £210 inc £35 VAT printer / scanner / Microsoft Office for laptop
      8. Chq. 2280. Century Printing. Signs for bins. £178.80 inc £29.80 VAT
      9. Chq. 2281. CANCELLED
      10. Chq 2282. Neal M Sharpe. Internal Audit. 9 hours. £90
      11. Chq 2283. Peter Iddon. Dog poo bags. £8.92
      12. Chq 2284. Came and Company. Insurance. £750.88. 3 yr LTA
2. **Planning:**
   1. **Planning applications received**
      1. BA/2017/0126/HOUSEH. Whitegates, 32 Lower Street. Replacement doors and windows. **PC decision taken to support**
   2. **Planning decisions received and noted:**
      1. BA/2017/0075/FUL. JB Boat Sales, 106 Lower Street. Proposed revised floor area and eaves detail. Replacement modular building to accommodate an office, shop and stock room. Permitted
      2. BA/2016/0323/FUL. Bureside, Water Works Lane. Replacement dwelling and associated works. Permitted
      3. BA/2017/0060/CU. Eagles Nest, Ferry Road. Change of use of first floor of boathouse to residential managers’ accommodation (Class C3) associated with the adjacent King Line Cottages. Refused
      4. BA/2017/0083/HOUSEH. 1 Racing Reach, South Quays Lane. Replacement quayheading. Permitted
3. **Asset Management.** 
   1. Quayheading at Ludham Bridge. Cllr C Smith had spoken with Mr Thain, who had previously quoted for the works, and agreed that he would not be undertaking the work. In addition, he had obtained a quotation from Wade and Smith dredging Ltd for £4750. Mr Smith had noted a planned start date of 1st September 2017.
   2. Playground fence. The Parish Council agreed that if the Horning Boat Show Fund was re-opened a request would be made by the PC to apply for funding for a playground fence. A quotation had been received by the Clerk for £13 – 15K. Keith Buck had also sent a quotation for £6K. The Parish Council agreed that it was important for the fencing to match H&S requirements and that the gate should comply with legislation
4. **Parish Councillor reports.** To receive Parish Councillor reports
   1. Cllr Iddon: Tennis Court. See item 5e
5. **Parishioners’ Matters: The meeting was adjourned at 8.15 pm for public participation**
   1. **District / County Councillor report**: District Councillor Mcgoun had sent her apologies. County Councillor Price had attended the meeting, and was introduced and congratulated by the Chairman
   2. Betty Woodcock noted that there was now a screen in the Annexe

**The meeting was reconvened at 8.36 pm**

1. **Agenda items**
   1. The following Policy Documentation had been emailed to Cllrs prior to the meeting, and were approved:
      1. Financial Regulations
      2. Standing Orders
      3. Code of Conduct

**It was AGREED** that these documents would be reviewed again in June 2018 (one year)

* 1. To consider work to the Village Hall car park as per quotations. This item was postponed to the July meeting
  2. To approve the draft minutes of the Annual Parish Meeting. **Approved**
  3. To consider the future of the Annual Parish Meeting. To consider having the APM prior to the Annual Meeting of the Parish Council, on the same night. The Chairman suggested that the APM take place on the same night as the Annual Meeting of the Parish Council, and suggested that reports be presented via email and published on the website rather than read out at the meeting. This was **AGREED** and would take place in 2018
  4. To confirm the fixed asset register. **CONFIRMED**
  5. To confirm receipt of the internal audit report. The Chairman and Chairman of the Finance committee had reviewed the internal audit report, which had noted no issues
  6. To confirm the External Audit – Section 1. The Chairman of the Finance Committee read the details of the Annual Governance Report. This was **AGREED** by the Parish Council
  7. To confirm the External Audit – Section 2. The Chairman of the Finance Committee read the details of the Accounting statements for 2016/17. This was **AGREED** by the Parish Council
  8. To consider applying for Horning Boat Show funds in-year for the playground fencing. The Parish Council **AGREED** that the Clerk should communicate with the HBS Community Fund to see if the committee might consider opening the grant funding process again. The Parish Council **AGREED** that the NGF quotation for playground fencing was preferable to other quotations

1. **To list items for the Horning Reach Parish News:**
   1. Textile bank
   2. Dog waste / recreation ground update
2. **HTo nominate a Councillor to undertake the playground checks:**
   1. Cllr Gilden had undertaken the checks for the month of May. The Chairman would undertake the checks in June during his meeting with the playground inspector David Bracey
3. **To identify other items at the Chairman’s discretion:** 
   1. The Chairman noted that Keith Buck had built the boat waste compound, which looked excellent.
   2. It was noted that the lane down to the Upper Street Allotments was in poor order. Cllr C Smith would speak with a local farmer to ask if he might be kind enough to level the path
4. **To identify the next venue for the SAM2 sign:** Cllrs agreed that the SAM2 sign should be moved to Swan Corner at the next opportunity
5. **Closure of meeting at 8.55pm and details of the next meetings:**

**Monday 3rd July 2017 at 7pm in St Benet’s Hall**