**HORNING PARISH COUNCIL**

**HHHHMinutes of the ANNUAL Parish Council Meeting**

**held on Wednesday 9th May 2018**

**Present:**

**Cllr P Iddon**

**Cllr A Seddon**

**Cllr P Avellino**

**Cllr A Darby**

**Cllr A Varley**

**Cllr K Horey**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 13**

1. **Apologies.** Cllrs Martin and Davis and (C) Smith had sent their apologies, which were accepted
2. **Election of Chairman and Vice Chairman of the Parish Council.** The Chairman explained that he felt that an organisation of the nature of a Parish Council always benefits from a change of Chairman every few years. He noted that he had undertaken the role for two years and was keen for another Councillor to become Chairman. The Clerk explained that, whilst she understood and agreed with the point being made, she felt that it was in the interests of the Parish Council to retain consistency of Councillors and Chairman for the foreseeable period, because the Parish Council had undergone many changes over the last few years. Cllr Iddon was unanimously voted in as the Chairman. He noted that he would repeat his feelings in 12 months’ time. Cllr Davis, in his absence, was unanimously voted in as Vice-Chairman
3. **Nomination of members of sub committees and Chairman of each sub committee.** It was **AGREED** that committees need not change, with the exception of the loss of Cllr K Smith, who had resigned from the PC
4. **Declarations of Interest.** None
5. **Minutes of the previous meeting.** The minutes of the meeting held on Wednesday 4th April 2018 were confirmed as a true and correct record, and were signed.
6. **Actions from previous minutes:** none
7. **Correspondence**
   1. NNDC. Local Ward Boundaries from May 2019. One District Cllr to cover Horning and Ludham (St Benet Ward)**.** Noted
   2. National Joint Council for Local Government Service. Change of pay scales April 2018. Increase of working from home allowance by £5 pcm. Agreed
   3. Horning Boat Show. Risk assessment received. Noted
   4. Norfolk ALC. The House of Commons has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer. The Clerk explained this news, which was received with relief
   5. Cllr Kim Smith. Resignation. The Chairman noted that Cllr Smith had resigned due to time constraints. He thanked her very much indeed for her time and effort on the Parish Council – in particular she had served on the Asset Management Committee and on the Finance Committee, and her thoughts and actions had always been very much appreciated by all
   6. Letter from holiday maker concerning disabled parking and benches on St Benet’s Green. A holiday maker had written to the Clerk explaining that the benches were in a state of disrepair and that there should be some disabled parking bays on the restricted byway. Cllr Avellino agreed to chase Keith Buck on the work on the benches. The Chairman suggested that a deadline could be given
   7. Heatrae Sadia. Request to hold a circus for charity (Alzeimer’s Society) on the Recreation Ground on 19th August. The Chairman noted that the Village Fayre would also be held on the same day, and that a risk assessment would be required, with various other information required. **The Clerk** would follow up with Heatrae Sadia
8. **Finances:**
   1. To receive confirmation of finances. Cllr Martin had signed the bank reconciliation for February
   2. The following receipts were noted:
      1. NNDC. Precept (£8198) and Grant (£322). Total £8520
   3. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 9.05.18 | CGM Landscaping | Recreation Ground | S/O | 81.82 | 13.64 |
| 9.05.18 | Clerk | Pension | DD | 109.35 |  |
| 9.05.18 | Ralph Morris | Litter Picking | S/O | 130.00 |  |
| 9.05.18 | URM | Glass recycling | DD | 18.00 | 3.00 |
| 9.05.18 | Clerk | Salary | 2237 | 576.20 |  |
| 9.05.18 | HMRC | Tax | 2238 | 63.20 |  |
| 9.05.18 | Peter Iddon | Dog waste bags | 2239 | 54.99 |  |
| 9.05.18 | L Harmer | Jubilee Tree work (£180) and Oak Tree work (£450) | 2240 | 630.00 |  |
| 9.05.18 | Norfolk ALC | Membership | 2241 | 257.01 |  |
| 9.05.18 | Came and Company | Insurance | 2242 | 765.90 |  |
| 9.05.18 | Savills (UK) Ltd | Allotment rent | 2243 | 262.50 |  |

1. **Asset Management.** 
   1. Village Hall car park potholes. Cllr Avellino noted that a Parish Partnership bid could be applied for, for the Village Hall car park, especially because there is recycling banks on the car park. She noted that the closing date for bids is December, with awards for the next Financial Year. It was **AGREED** that in the meantime any holes should be patched by Keith Buck, as before. It was also noted that the lorries turning round whilst emptying the recycling banks are often exacerbating the pothole problem on their turning circle. Cllr Avellino would obtain quotations for a total resurfacing of the car park
   2. Information board. Cllr Avellino noted that, regarding the information board that had fallen over, NCC had confirmed that it would not be replacing the board. The suggestion was made that, if the second phase of the 3RW goes ahead, the BA could perhaps be asked for a new information board showing the cycle route.
2. **Parish Councillor reports.** 
   1. Cllr Darby. Jubilee Walk update. Cllr Darby explained that all the hardware had been ordered, including the lectern and the 35 tree posts. He also noted that the artwork had been returned from the designer. He noted that the working party would undertake the digging to get the tree posts in place in around one month’s time
3. **Parishioners’ Matters: The meeting was adjourned at 8 pm for public participation**
   1. **District / County Councillor report**:

**The meeting was reconvened at 8.10pm**

1. **Planning:** 
   1. **Planning applications received**
      1. BA/2018/0127/COND. Bureside, Water Works Lane. Reduce floor area and modify elevations, variation of condition 2, of permission BA/2016/0323/FUL. Response required by 10/5/18. **Supported**
      2. BA/2018/0142/HOUSEH. Dove Cottage, Ropes Hill. New boathouse. Response required by 10/5/18. **Supported**
      3. BA/2018/0168/FUL. 4 Bureside Estate, Crabbetts Marsh. Single storey dwelling for holiday accommodation use. Response required by 31/4/18. No further response sent as the Parish Council’s opinion had been sent in November 2017 as ‘no response’
      4. BA/2018/0160/ADV. The Swan Hotel, 10 Lower Street. Installation of 1 x replacement illuminated hanging sign and 1 x set of individual letters. Response required by 24/5/18. **Supported**
      5. BA/2015/0393/FUL. Ferry View Boatyard, Ferry View Estate. New toilet block. **Supported**
   2. **Planning decisions received and noted:**

BA/2018/0041/HOUSEH. Woodside, School Road. Rear single storey extension to bungalow. Approved

1. **Agenda items**
   1. To consider writing a letter of support for a project promoting St Benet’s Abbey – a celebration of 1000 years. A grant bid will be applied for to the Heritage Lottery Fund. **AGREED**
   2. To confirm the insurance schedule for the year from Came and Company (sent to Cllr Avellino and Martin 25.4.18). **AGREED**
   3. To confirm the fixed asset register (prior to the annual external audit) **AGREED**
   4. To confirm that the Parish Council wishes to use Neal Sharpe again for the internal audit at a price of £90. **AGREED**
   5. Footballers. Request to use the Recreation Ground Sundays 1030. This was agreed on the basis that the footballers would supply their own equipment and that they would liaise with Derrick Vernall about borrowing items as required, and that they leave the recreation ground in the condition in which they found it, and that they have their own public liability insurance and carried out risk assessments as required. It was **AGREED** that the rent would be £100 per year
2. **To list items for the Horning Reach Parish News:**
   1. Registered guide dog in the village.
   2. Horning Football
   3. Thank you to Horning Working Party for a huge amount of work prior to the Horning Boat Show over a 2 week period:
      1. Thea and Peter Boshier
      2. G Jeckells
      3. Bernice Dunham
      4. Ralph Morris
      5. Adam Varley
      6. Andrew Darby
3. **HTo nominate a Councillor to undertake the playground checks:**
   1. Cllr Horey would conduct this check
4. **To identify other items at the Chairman’s discretion:**

None

1. **To identify the next venue for the SAM2 sign:** Swan Corner
2. **Closure of meeting at 8.47 pm and details of the next meeting:**

**To confirm that the next meeting will take place in St Benet’s Hall at 7pm on Monday 4th June in St Benet’s Hall**