**HORNING PARISH COUNCIL**

**HHHHMinutes of a Parish Council Meeting**

**held on Monday 6th August 2018 at 7pm in St Benet’s Hall**

**Present:**

**Cllr P Iddon**

**Cllr A Seddon**

**Cllr A Darby**

**Cllr A Varley**

**Cllr P Avellino**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 6**

1. **Apologies.** Cllrs Martin, Horey, Smith and Davis had sent their apologies, which were accepted
2. **Declarations of Interest.** None
3. **Minutes of the previous meeting.** The minutes of the meeting held on Monday 4th June 2018 were approved

The minutes of the Extraordinary Parish Council meeting held on Tuesday 26th June 2018 were approved with one addition, that of support to item 7a (iii), a planning application

1. **Actions from previous minutes:** none
2. **Correspondence**
   1. NCC. Response from Highways Engineer regarding a possible PP bid for footpath 11. The **Clerk** would speak with the Highways Engineer again about this and ask for a response
   2. Parishioner. Request for benches on the recreation ground. A parishioner had written to the Clerk requesting additional benches on the recreation ground. The matter would be further discussed under item 7c
   3. Football group. Agreement to pay monthly. £8.30 per month. Noted
   4. HBS fund. Letter to confirm that the projects for both current grants are completed, and the monies requested, by 1st September 2018. The Clerk confirmed that she would be writing to the HBS Committee requesting the funds for the Jubilee Walk when Cllr Darby confirmed that this was finished. The Clerk had spoken with the HBS fund to explain that agreement was being sought at the current meeting for the playground fencing and the HBS committee had agreed that as long as the fencing had been ordered the funds could be received. Cllr Darby noted that himself and two parishioners had been working on the Lectern and the Jubilee Walk in general and that the plaques and trees would all be finished within a week or so. The Chairman thanked those involved for all their hard work on the Jubilee Walk, which was a huge credit to them. Noted
   5. BA/2018/0278/TCAA. Tealby, 78 Lower Street. Application for works to trees. Fell one Oak Tree. Noted
   6. Parishioner. Complement on Jubilee Walk. Noted with thanks
3. **Finances:**
   1. To receive confirmation of finances. The Chairman had signed the bank reconciliation for June and July
   2. The following receipts were noted: None
   3. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 6.08.18 | CGM Landscaping | Recreation Ground | S/O | 81.80 | 13.63 |
| 6.08.18 | Clerk | Pension | DD | 97.86 |  |
| 6.08.18 | Ralph Morris | Litter Picking | S/O | 130.00 |  |
| 6.08.18 | Clerk | Salary August | 2358 | 539.56 |  |
| 6.08.18 | HMRC | Tax | 2359 | 47.80 |  |
| 6.08.18 | Royal Merchant Navy | S137 Donation | 2360 | 20.00 |  |
| 6.08.18 | FLP playgrounds | Balance Twist | 2362 | 212.53 | 35.42 |
| 6.08.18 | Michelle Blazey | Reimbursement for damaged shirt | 2363 | 25.00 |  |
| 29.08.18 | URM | Glass | DD | 25.20 | 4.20 |
| 6.08.18 | Keith Buck | Painting benches | 2361 | 975.00 |  |

1. **Asset Management.** 
   1. Proposal regarding playground furniture. Cllr Varley was working on a bid for the Cradle Seat in order to put a bid in to the BSF, with a view to submitting the bid in October for the December grant awarding process. The bid would be for approximately £3,100
   2. Parish partnership bid for Lower Street footpath / Horning Boat Show grant. See item 3a above
   3. Village benches. Cllr Avellino noted that she had received quotations from various companies and recommended Mamax, at a price of £299 plus carriage. The Chairman recommended that the price could be reduced if the PC were to order more than one bench. Cllr Avellino explained that the Marmax benches had a 25 year guarantee. The Parish Council discussed a requirement for 6 benches and one picnic table. **The Clerk** would write a HBS fund bid for 2 x benches and installation for benches for the Jubilee Walk. **The Clerk** would also research the possibility of receiving donations for additional benches on the recreation ground. Cllr Varley also suggested that Councillors may wish to club together to purchase a bench if they wished to do so.
   4. Horning Boat Show bids
      1. Suggestion from parishioner for polyurethane picnic benches on the recreation ground. See item d) above
2. **Parish Councillor reports.** 
   1. Cllr Avellino noted that Westcotec had checked and passed both parish pedestrian lighting, but had identified a fault and are in contact with UK Power Networks to fix the fault
   2. Cllr Seddon explained that he had researched the Article 4 Directions considering development rights and suggested that the BA retain the direction so that no retail sales could be given permission for without consent
3. **Parishioners’ Matters: The meeting was adjourned at 7.35 pm for public participation**
   1. **District / County Councillor report**:
      1. District **Cllr Mcgoun** had sent her apologies. Cty Cllr Richard Price explained that NCC had a new leader and was preparing to change to a cabinet system from a committee system

A parishioner complemented the Council on the grass cutting on the recreation ground. He also asked the Council if it would have any comment on the Village Hall placing a shed on the recreation ground between the Mill Suite and the Village Hall. Councillors raised no issues with this

**The meeting was reconvened at 8.10pm**

1. **Planning:** 
   1. **Planning applications received**
      1. BA/2018/0263/HOUSEH. Roseberry, Ropes Hill. New 3 bay timber garage. **Supported**
      2. BA/2018/0256/FUL. Eagles Nest, Ferry Road. Install 3 roof window. **Supported**
      3. PF/18/1223. Beach Tree Cottage, Upper Street. Erection of first floor rear extension. Supported by email
   2. **Planning decisions received and noted:**
      1. BA/2018/0191/HOUSEH. Romany, 34 Ropes Hill Dyke. Replace existing quayheading. Granted
      2. BA/2018/0205/NONMAT. 12 Bureside Estate, Crabbetts Marsh. Addition of a natural pond and landscaping. Granted
      3. BA/2018/0200/HOUSEH. Sedgeway, 21-22 Bureside Estate, Crabbetts Marsh. Replacement quayheading. Granted
2. **Agenda items**
   1. To consider placing disabled parking bays on the restricted byway. **AGREED.** Cllr Rolfe kindly agreed to supply the stencil. Cty Cllr Price also gave his support to this project. **The Clerk** would find the standard size for a disabled parking spot. **Cllr Avellino** would speak to Keith Buck to see if he had the relevant paint
   2. To consider co-opting Kim Rolfe as a Parish Councillor. **Confirmed. The Clerk** would arrange the relevant paperwork
   3. To consider training requirements for Councillors and to consider if Councillors wish to attend a training session in Happisburgh in October. The Clerk explained that she was hoping to organise a training event for Councillors in Happisburgh towards the end of the year. Councillors agreed that they would attend if the event could be organised
   4. Village Hall Committee. Recommendation that a joint working party is set up to manage such things as parking within the village. It was agreed that the Chairman would speak with the Village Hall Committee prior to arranging a Committee
   5. To agree to purchase playground fencing following competition analysis by the Asset Management Committee. The Parish Council **AGREED** to purchase fencing for the playground, and that it would fund approx. £3.5K from PC funds, together with a grant from the HBS Committee of £5K and an anonymous donation of £6K. The **Clerk** would order the fencing through NGF (at a cost of approx. £14.5K) and would contact the HBS Committee fund immediately
   6. To consider actions from the Internal audit. The Clerk explained that the following internal audit actions needed to be dealt with:
      1. **The Council requires a statement of internal control as a policy**
      2. **All bank statements should be signed with the bank reconciliation**
   7. To approve the Standing Orders. **APPROVED**
   8. To approve the Code of Conduct. **APPROVED**
   9. To approve the Freedom of information (publication scheme) policy. **APPROVED**
   10. To approve the complaints procedure. **APPROVED**
   11. To approve the Equality and diversity policy. **APPROVED**
   12. To approve the members’ allowances policy. **APPROVED**
   13. To approve the press and media policy. **APPROVED**
   14. To approve the financial regulations and finance committee terms of reference policy. **APPROVED**
   15. To approve the disciplinary and grievance procedure. **APPROVED**
   16. To approve the risk management policy. **APPROVED**
   17. To approve the training policy. **APPROVED**
3. **To list items for the Horning Reach Parish News:**
   1. Allotments available. A group of allotment tenants are keen to find an additional person or couple to work with them. Approximately 2 – 3 hours per week. All produce shared amongst the group. Please contact Christine 630751
   2. New fencing
   3. Sponsorship for fencing

1. **HTo receive the playground inspection report**
   1. Cllr Horey had kindly offered to undertake playground inspections for the foreseeable period
2. **To identify other items at the Chairman’s discretion:**

None

1. **To identify the next venue for the SAM2 sign:** Lower Street (when the Schools go back)
2. **Closure of meeting at 8.27 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 3rd September 2018**