**Draft**

**HORNING PARISH COUNCIL**

**Minutes of the Meeting held on Monday 02 Dec 2013**

**At 7pm at St Benets Hall, Horning**

Present: Cllr D Turpin (in the Chair), P Lewis, G Evans, H James, R Storey, P Avellino and the Clerk, P Fyans. Three Parishioners were in attendance.

1. **Apologies for Absence and accepted**: Cllrs I Davis, L Parker, District Cllr McGoun, County Cllr Thomas and PCSO Bennett.
2. **Declarations of Interest**: Cllr James in relation to Planning Application PF13-13-98.
3. **To approve Minutes of the Parish Council Meeting held on 04 Nov 2013.** The Draft Nov Minutes had been circulated to all Cllrs prior to this Meeting. Various amendments were made and agreed and signed by the Chairman.
4. **Matters arising from the minutes (not elsewhere on the Agenda);**

4.1. Cllr Lewis confirmed that he had not had any response from Highways reference a site meeting with them. It was agreed that issues of flooding on A1062 need to be brought to their attention and Cllr Lewis agreed to add the matter on his list.

4.2. The Clerk confirmed that correspondence had been issued to A Hornby reference litter in the Parish.

4.3. The Clerk confirmed that he had not yet contacted the Councils insurers to clarify the position of insurance for any working party carrying out work on behalf of the Council. This matter would be addressed as a matter of urgency.

4.4. The Clerk had received the relevant paperwork from Cllr Davis reference the Councils request to register the Waterworks Staithe as a Community Asset by the ‘Right to Bid’ scheme.

4.5. Reference the 2014/15 Precept Council was informed that NNDC were the only Local Authority paying the Council Tax Grant in Norfolk.

4.6. The Clerk confirmed correspondence would be sent to the properties where the hedge was being cut on the Playing Field stating this was an unprecedented measure and that the continued cutting of the hedge was the responsibility of the property owners themselves.

4.7.The Clerk confirmed that he had contacted Smiths Gore reference Councils agreement to the increased rent for the allotments but he confirmed they made no reference to the matter of the Councils request for a water supply or the re-instatement of the permissive path on their land. Correspondence had been received from them requiring signature by the Council to agree to this increase. It was unanimously agreed not to sign until Smiths Gore confirmed their intentions with the Councils requests.

 5. **Correspondence**

5.1 PCSO Bennett was off work so the following report was forwarded on her behalf. No crime reports had been received since the Nov Meeting and the latest Policing Priorities did not relate to Horning. Police surgeries would continue to be held on the 1st Sat of every month at 10am on the Village Hall car park.

5.2. CGM Norwich, the Councils chosen contractor for Grounds Maintenance have forwarded a contract of maintenance for the Parish for 2014. They have confirmed that there is no price increase so on that basis and with the Council satisfied with the standard of work they do it was unanimously agreed to sign the Contract for 2014.

5.3. County Cllr Thomas has forwarded on a copy of correspondence he has sent to Highways reference work he feels needs addressing on the small chicane in Upper St. For information this e-mail to be forwarded to Cllr Lewis.

5.4. The BA alerted the Council to possible reaction from Parishioners reference the new fence which had erected at the front of the Staithe and Willow. No action was required by Council and this was noted.

5.5. Concerns about the access track to the Upper St allotments had been raised once more by an allotment holder. Cllr Evans agreed that this was a problem and that the AMC would approach Mr Kittle to see if he could level this out in anyway.

5.6. Cllr Turpin had received correspondence requesting adoption by the Parish Council of the proposed new Interpretation Panel which is to be fixed to the wall of St Bent’s Hall. It was unanimously agreed that if the panel was to be screwed to the wall of St Benet’s Hall then they should consider adopting it. Cllr Turpin agreed to direct the enquirer to Horning PCC on the matter.

5.7. The Wellbeing Service in Norfolk and Waveney is being reviewed with a consultation now running until 31 Jan 14. The correspondence was noted. .

5.8. Norfolk Citizens Advise Bureau are requesting a donation. Council has made regular donations in the past to North Walsham CAB as they highlighted the total number of times Horning Parishioners had used their Services throughout the year. As this branch had now closed Council agreed to place this as an Agenda item for the Jan 14 Meeting.

**6. Planning;** Cllr H James, Chairman of the Planning Committee gave the following report

**Broads Authority**

Applications

BA/2013/0338/COND

Tealby (previously The Pyramids), 78 Lower Street, Horning

Variation of Condition on pp BA/2011/0256/FUL to omit internal chimney stack and fireplace, change of design in the dormer window on the south elevation, alterations to the decking around the house and boathouse and amendments to new planting (retrospective).

No comment

BA/2013/0371/FUL

Roseberry, Ropes Hill, Horning

Adaptations, 2-storey side extension, and additional floor to existing chalet bungalow.

Noted that objections had been received from 2 parishioners

Agreed that refusal should be recommended on the grounds that the proposed plan is out of proportion with the existing property and adjoining properties and would have a detrimental visual impact in a conservation area on the approach to the village

BA/2013/0322/FUL

3 BuresideEstate, Crabbetts Marsh, Horning

Resubmission of refusal BA/2013/0227/FUL for a replacement dwelling house

Previous comments apply

Decisions

BA/2013/0302/FUL

Arcadia Moorings

Lower Street

Horning

To remove existing window to south west elevation and timber cladding below. Install double door access to sail loft in timber glazed frame set back 1.7metres and install traditional timber balustrade in place of cladding

Refused

BA/2013/0022/BOCP4

JB Boat Sales, 106 Lower St, Horning

Enforcement Notice

Without planning permission the construction of a modular building

**North Norfolk District Council**

Applications

PF/13/1398

1 Lower St, Horning

Erection of two storey rear extension

No comment

7. **Finance:**

Payments –

Clerks remuneration Nov 13 £249.23 – 20% tax (£49.84) £199.39

Mileage 19 miles @ 45p per mile £8.55

Expenses photo copies 48 @ 10p per copy £4.80 £212.74

Tinge Inv 11/2013 Litter Picking £134.03

CGM Ground Maintenance Nov 13 £81.80

Norfolk County Council Bus Shelter Ground Works £1512.98

Community Account as at 22 Nov 13 £17678.70

Business Saver Account as at 24 Oct 2013 £4082.33

All payments were unanimously approved.

8. Asset Management Committee Report. The following report was given by Cllr Lewis Chairman of the AMC with any decision unanimously agreed by the full Council.

**Meeting held 25 Nov 13**

**Present**

Peter Lewis, chair (PL) Pat Avellino (PA) Geoff Evans (GE) Louise Parker (LP).

**8.1 Car Parking and traffic management.**

A further parking area had been added to the list, that adjacent to Victory Housing.

The “archway” parking area was believed to be owned by Mr A. Cator, Cllr Lewis will contact Cll Storey to find the name of Mr Cator's land agent with a view to discussing the use of this area.

Cllr Avellino had now checked the records and confirmed that there were no further registered parking areas.

Cllr Lewis had had no reply to his approach to the Highways Engineer (HE) asking for a meeting to discuss various traffic issues. Cllr Avellino said that the HE had a duty to meet with parish representatives. Cllr Lewis to contact HE again.

**8.2 Role of the AMC.**

Cllr Lewis will draft an outline for a proposed remit for the role of the AMC, as none existed.

**8.3 Leases and contracts.**

No leases or contracts have yet been found to cover Moorings at Ludham, the Bowls Club, Carol Gilden, the Allotments, or use of the Village Hall car park.

**8.4 Village hall car park.**

Cllrs Lewis and Evans had met the Village hall Committee (VHC) to discuss the request for an additional car park at the rear of the hall. In accordance with the decision of the Parish Council (PC), an offer of a lease from the PC to the VHC was discussed. The VHC would accept a suitable offer of such a lease but would not use the area as a formal car park.

The VHC confirmed that they do not own any of the front car park, but have a right of way over a specified strip. The general area had developed several large potholes which required urgent attention to prevent further deterioration, and this was to be put to the next PC meeting.

The ownership of the adjacent hedge, which was cut regularly by unknown persons, was queried. Lyne Galley for the VHC would investigate this.

It was reported that the Bowls Club was not invoiced but did pay annually.

The Clerk was requested to contact NorfolkAlc to see if they could recommend a solicitor for advice on the possibility of leasing on a peppercorn rent.

**8.5 Hedges and trees.**

The work to cut the overgrown hedge had finally been approved by the PC and a contractor had been instructed. The decision as to the use of working parties was awaiting details of the PC's insurance.

**8.6 Bench seat maintenance.**

It was confirmed that the existing budget would cover the maintenance of additional benches. A meeting with Mr Buck would be necessary.

**8.7 Allotments.**

It was confirmed that the PC would install a mirror at the Upper St. allotment site to assist with the safe exit from the site. Cllr Avellino would order a suitable mirror and the help of Keith Ledgerwood would be sought for its installation.

Cllr Evans had reported that deep rutting at the Upper St. site which was making access difficult. The AMC and the Parish Clerk were aware and action to repair this was to be requested at the next PC.

The sale of the tithe barn and the start of building work would mean that work to establish the new gateway to the Lower St. site would start soon. It was hoped that the PC chair would pursue the matter of a water supply to the nearby allotments. Two new applicants for allotments had been made, one had been accommodated, and Cllr Evans was to meet the other soon to discuss his request.

**8.8 War Memorial Garden.**

A free consultation had taken place, and a plan of possible changes was awaited. Cllr Evans reminded the meeting that this was a “Parish Garden” and urged that any changes were handled diplomatically.

It was considered that a revamp as part of the recognition of the centenary of the start of WW1 might be appropriate.

**8.9 Play area.**

Cllr Lewis continues to conduct monthly checks. There was some confusion as to whether a bid had been submitted for boat show funds to pay towards the cost of fencing this area. Cllr Avellino would attempt to get sight of the original plan for the area, so that the positioning of the equipment can be queried with the safety adviser.

**8.10 Bus shelter.**

The Broads Authority has asked that we consider a wooden structure, however this would not fit the site. The boat show committee had asked us to confirm that we have matched funding for this project, Cllr Avellino reported that NCC would pay 75% of the total cost. However, Cllr Avellino will try to get final approval in the next few days. It was unanimously agreed that the Council will pay for the Highways for the Groundworks and the full amount of the cost then receive the Grant from NCC. It was unanimously agreed to get the same shelter as that at Mill Hill and that style had been agreed by the Broads Authority. Cllr Avellino would confirm the ordering process.

**8.11 Waterworks Staithe**.

No progress known, but registration of the site as a public amenity was ongoing. It was noted that the adjoining property was up for sale.

**8.12. Village Green Collection box**

Cllr Lewis had emptied the collection box on the green, and, together with some extraneous material, change to the total of around £95:50 had been collected.

**8.13 Village Green Xmas Tree**

It has been discovered that Mr and Mrs Cudby have traditionally provided the Christmas tree for the green. It will be erected and lit up by, or on by 17th of December. It was unanimously agreed by Council to switch the Xmas lights on the Village Staithe on 07 Dec 13.

**8.14. Pennants**

Cllr Turpin reminded Council that the pennants in the Parish needed to be taken down. He requested assistance to do this and agreed to contact Ralph Morris to see if he put them up

**9. To adjourn the Meeting to allow members of the public to speak**: The Chairman closed the Meeting at 20.13 to allow each member of the public present an opportunity to speak (5 minutes per person). A Parishioner raised her concerns again about the access track at the Upper St allotments and that the mirror must be a priority. A member of the Village Hall Committee confirmed that their Committee were pleased with the progress in trying to come to an arrangement with area behind the Village Hall Annexe and again thanked the Council for allowing them to display a Notice of Events on the Parish Noticeboard. The Meeting was informed that a session on the use of the Defibrillator in the Parish was to be organised with Mr D Wright as 1st responder being in contact with Mr R Morris. Finally the Council was informed that it appeared that all roads in the Parish had now been cleaned and if that was down to District Cllr McGoun that thanks be passed on. The Meeting re-opened at 20.20.

**10. To receive any updates reference the Horning Waterworks Staithe.** Council was informed that nothing further had happened since the previous Meeting but it was unanimously agreed to keep the item on the Agenda for future Meetings.

**11**. **To receive any feedback from the AMC reference Car Parking and Traffic Management within the Parish.** Cllr Lewis confirmed there was nothing to report on this matter at this time.

**12**. **To receive an update on the Parish Council Speedwatch Scheme**. Cllr Davis submitted the following written report.

Survey of 3 monitoring locations have now been completed by the police. One at Neatishead road junction, one at Mill Hill junction and the final one between Petersfield Drive and Hillside.

Training is now arranged for 17th January 2014 after which it is assumed we can commence.

**13. To receive an update on the progress of the Boatshow bids.** Cllr James reported that the Boatshow Committee had met and that all decisions had been made and letters were to be issued shortly.

**14.** **To receive any District/County Matters:** As both District and County Cllrs were not present no matters were received.

**15. Items for the next Agenda**.

Waterworks Staithe

Boatshow Bid up date

Boatshow 2014

Norfolk Citizens Advice Bureau Donation

Quarterly Budget update

**Date and time of next Meeting**: Meeting of the Parish Council for monthly Meeting 7pm, St Benets Hall, 06 Jan 14

The Meeting closed at 20.24