**Draft**

**HORNING PARISH COUNCIL**

**Minutes of the Meeting held on Monday 03 Feb 2014**

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

Present: Cllr D Turpin (in the Chair), R Storey, L Parker, P Avellino, I Davis, District Cllr McGoun and the Clerk, P Fyans. Five parishioners were in attendance.

1. **Apologies for Absence and accepted**: Cllrs Lewis, Evans, James and PCSO Bennett.
2. **Declarations of Interest**: None.
3. **To approve Minutes of the Parish Council Meeting held on 06 Jan 2014.** The Draft Minutes had been circulated to all Cllrs prior to this Meeting. Various amendments were made to the minutes prior to the Meeting which were then agreed and signed by the Chairman.
4. **Matters arising from the minutes (not elsewhere on the Agenda);**

4.1. Reference the ‘rutted’ track at the Upper Street allotments, Cllr Turpin confirmed that Mr Kittle had agreed to smooth the rut but at the time of the Meeting could not clarify if it had been done.

4.2. Cllr Turpin confirmed he had passed a copy of the signed Lease of the contract reference the Ludham Bridge moorings to Cllr Lewis with a copy going to the Clerk.

4.3. Cllr Storey confirmed he had tried on at least 6 separate occasions to speak to the contractors at the Tithe Barn development to discuss the possibility of running a water supply to the allotments but no one was ever there. He will continue over the next few weeks once they start work again.

4.4. The pot holes on the Parish Staithe had been filled in. This was not done by Mr Buck but it was thought the contractor who filled in the holes at around the Swan Inn carried out the task.

4.5. Council was asked if Cllr Lewis had been able to contact Victory Housing reference trying to negotiate a lower conveyance cost for the possible transfer of the land at Mill Hill. Cllr Lewis was absent so the matter could not be answered.

4.6. Cllrs Davis and Turpin met to discuss the electronic budgeting for the Council. Cllr Davis had worked on a new spreadsheet which he had forwarded to all Cllrs and would be discussed further at the Mar Meeting once all Cllrs had had a chance to view it.

4.7 Cllrs Turpin & Lewis are still to walk round the Parish to discuss issues which have been raised and then to be discussed with NCC Highways when a meeting with their engineer can be arranged. Council was informed that a Parishioner had contacted Highways direct about the flooding on the A1062 East of the Horning crossroads with Highways agreeing that the drain would be jet washed down to the river.

5. **Correspondence**

5.1 PCSO Bennett was unable to attend due to her shift pattern but submitted the following written report. There had been 5 calls since the last Meeting,1 for concern of safety, 1 report of rowdy or nuisance behaviour, 1 report of a road traffic collision (Upper St, 1 vehicle involved), 1 abandoned call and 1 call for information purposes. There were no reported crimes. In comparison there was 1 reported crime of a drug offence in the same period last year. The Safer Neighbourhood Action Panel held a meeting on 15 Jan 2014 with speeding in Horning being added as a new priority

5.2. County Cllr Thomas forwarded a copy of his request to the Highways Engineer requesting a meeting with him with highlighting issues within the Parish Mr Thomas was aware of. This was noted

5.3. Heather Lee, organiser on the Village Fete Committee has requested permission to use the Village Green and the Village Hall Playing Field for this years fete on 02 Aug 14. This was unanimously agreed with confirmation to be sent by the Clerk.

5.4. The Environment Section at NCC forwarded on information about improvements being made to the Weavers Way requesting to place information in the Parish Magazine. The Clerk agreed to reply passing on the contact details of the ‘Reach’ so they could be contacted directly. The information was noted.

5.5. Parishioner Sue Alburg was concerned at the poor maintenance of the footpath running from Lower St to Pinewood Drive. The Clerk had forwarded this to Cllr Turpin who had responded directly.

5.6. The BA have extended the reply date which had been set for all Councils to respond to their request for thoughts on issuing all Planning Applications electronically to 07 Feb 14 as only 50 % of Councils had responded to date. The Clerk confirmed that Cllr James had responded expressing Councils decision not to accept electronic applications.

5.7. Colin Love from Nottingham had expressed his thoughts on the Parish Councils Policy of dealing with the media which he had found on the Parish website. It was unanimously agreed that no further action was required with the matter noted.

5.8. Parishioner, Mrs A Turpin had requested that the Council approve a request for the use of their Ordnance Survey License for an exhibition on 12 Apr 14 in St Benets Hall. The request was unanimously agreed with the Clerk and Mrs Turpin signing the necessary paperwork.

5.9 Highways have issued the ‘Gritting Route’ for 2014. The map was placed in the Cllrs circulation and folder.

5.10. 2 donation requests had been received from the Big C and magpas charities. It was unanimously agreed to place these requests on the Mar 14 Agenda for discussion.

5.11. Christine Hewitt, Treasurer of Horning PCC thanked Council for the Annual donation of £500 for 2013/14 which, whilst reduced from previous years was appreciated. The correspondence explained what the money was used for. This was noted.

5.12. The Greater Norwich Development Partnership advised of the Adoption of the Norwich Policy Area Local Plan. This was noted.

5.13. Cllr Turpin had been contacted by the instigator of the idea of erecting an Interpretation Panel at the end of St Benets Hall. Exact ownership and the need for Planning permission was still being discussed but the Council unanimously agreed that they were happy if it wasn’t to be fixed to the actual wall of St Benets Hall that they would be happy for it to be free standing. COUncil unanimously agreed to adopt the panel if it was not adopted by the Broads Authority.

**6. Planning;** Cllr R Storey, member of the Planning Committee gave the following report

**Broads Authority**

**Applications**

BA/2013/0411/FUL.

Proposed 2 storey extension, Heronshaw, Ropes Hill Dyke

Rear extension in matching materials

No Comment

BA/2013/0397/FUL

Proposed additional moorings on site of the demolished boatshed, Ferryview Rd

No Comment

BA/2014/0004/TCA

Trimming of 2 trees, Lagoona, 64 Lower St

No Comment

**Decisions**

BA/2013/0371/FUL

Adaptions 2 storey side extension and additional floor to existing chalet bungalow, Roseberry, Ropes Hill

Approve Subject to Conditions

**North Norfolk District Council**

**Applications**

PF/14/0040

Chuch Farm, Upper St

Erection of single-storey side/front extension

No comment

More Plans had been received but had been received too late to be discussed prior to this Meeting. Authority was given for the Planning Committee to make a recommendation on behalf of the Full Council.

Cllr Storey raised his concerns of the date and then receipt of Applications by the Clerk which did not allow sufficient time for any Council decision to be made. Council were unanimous in agreeing that the Planning Committee take this matter up with the Broads Authority as a matter of urgency. It was agreed that Cllr James be consulted on the matter first.

**7. Finance:**

Payments –

Clerks remuneration Jan 14 £231.43 – 20% tax (£46.28) £185.15

Mileage £00.00

Expenses photo copies 46 @ 10p per copy £4.60 £189.75

Tinge Inv 01/2014 Litter Picking £134.03

CGM Ground Maintenance Jan 14 £81.80

Cutting of Hedge and removal of tree £605.00

P Avellino Mirror for Upper St Allotments £39.97

Donation to Norfolk Citizens Advise Bureau £50.00

All payments were unanimously approved but as only one cheque signatory was available at the Meeting Cllr Turpin agreed to take the cheques away for countersigning when another signatory returns from holiday.

Cllr Turpin had received £100 from the Football Club for the hire of the Playing Field for Season 2013/14 and this was passed to the Clerk.

The Clerk confirmed he had received the Dec 13 Bank statements after the Jan 14 ones.

Balances as at 24 Dec 2013

Community Account £17048.33

Business Saver Account £4082.84

Balance as at 24 Jan 2014

Community Account £16706.65  
8. Asset Management Committee Report. Cllr Parker member of the AMC gave the following report from an AMC Meeting held on 20 Jan 14.

**Present:** Peter Lewis, Chair, Pat Avellino, Geoff Evans. **Apologies:** Louise Parker.

**8.1 Car Parking and Traffic management:**

Archway parking area was owned by Cator estate. Cllr Storey had advised an approach to the boatyard manager. Cllr Lewis to meet Dist Cllr Thomas 26/1 to show him areas of concern. These to include flooding on main road, and the perceived need for a reduction of the speed limit adjacent to the cross roads. Still no response from the highway engineer.

**8.2 Village hall car park:**

Current car park needs patching to extend life. PL to speak to Mr Buck for estimate.

**8.3 Hedges and trees:**

Playing field hedge and dead tree now dealt with. One resident objected to the hedge being cut but did not take up the offer of discussion with Cllr Lewis.

Working party needed for other work.

**8.4 Bench seat maintenance:** Cllr Lewis to discuss with Mr Buck.

**8.5 Allotments:** Cllr Evans reported that Keith Ledgerwood had fitted the traffic mirror, tenants very pleased.

Council agreed that the clerk write a letter of thanks to Mr Ledgerwood.

Cllr Evans outlined ideas for increasing the interest in allotments and suggested a “best kept allotment “award of a gardening token, and the possibility of entering produce at the village fête.

**8.6 Memorial garden:** Plans for a proposed enhancement of the area had not yet been seen. It was felt that a wide consultation should be carried out to avoid problems as this is a “Parish garden”. However, merit was seen in linking any change to mark the centenary of the start of WW1, for which grants may be available.

**8.7 Play area:** Cllr Lewis now has a copy of the original plan. Advice would be sought as to whether the area could be compacted, so as to make fencing economically viable. Cllr Avellino is looking into possible grant funds that may become available for Community play areas. Cllr Avellino is currently in contact with the fencing Suppliers for new quotations

**8.8 Bus shelter:** This was a successful bid to the Boats Show fund committee. It was felt that some acknowledgement of this, on the shelter would be appropriate. Cllr Avellino reported that the hard standing would be put down c10th March, and the shelter erected during the week of 17th March. The existing seat would have to be removed and possibly re sited. Full Council to determine the new site. The Clerk was requested to contact the NCC Highway and Community Ranger and find the location of the bench at this present time. Cllr Avellino confirmed she was chasing for an earlier start date but at the moment the suppliers have informed that that was not possible. A temporary bus sign has been requested. Confirmation of the funding of this shelter was explained to the Council. Cllr Turpin passed on his gratitude to Cllr Avellino for all her efforts on this matter.

**8.9 CGM Contract:** The Clerk confirmed that he had received the Councils copy of the signed CGM Grounds Maintenance contract and would pass a copy to Cllr Lewis.

**9. To adjourn the Meeting to allow members of the public to speak**: The Chairman closed the Meeting at 19.47 to allow each member of the public present an opportunity to speak (5 minutes per person). A Parishioner asked if the removed seat at the Ropes Hill bus stop could not go back in the shelter. Cllr Avellino confirmed not as the new shelter came with seating. £466 had been raised by a Parishioner following the sale of 2014 Calendars of Horning. It was requested that the Council get a quote for a plaque to be erected in the middle of the Jubilee tree walk and some of this money be used to purchase the plaque. Council were in full agreement of this suggestion and the Chairman expressed his gratitude for the efforts made to raise this money. Cllr Turpin agreed to contact Harry Stebbings, the manufacturers of the new Parish noticeboard for a quote. Council was informed that 3 volunteers had kindly helped tidy up the Memorial Garden with the daffodil bulbs now replanted on the bank at the rear of the Garden. It was requested Council consider place copping stones on the wall at the rear of the garden and with the intention of making the garden ‘more friendly’ possibly consider placing the bench from the ‘old’ bus stop in the garden. Council was made aware of the build up garden rubbish which was starting to pile up on the playing field near the table tennis table. Concern was raised at the overgrown hedge from the Avenue to Kimberley Terrace. It was agreed the AMC Investigate both these concerns. A parishioner noted from previous Minutes that discussion had taken place about the high expense of fencing in the play area on the playing field. It was suggested had the Council considered small hedging, this was far cheaper and would be an ideal solution. Council were very positive about the idea and would consider this as a Community Project for the future. Concern was made about the graffiti on the windows in the bus shelter at Mill Hill and that the dog bin lid on the bin at the end of Ferry Lane was broken and faded. Perhaps the Council consider replacing it. Again the AMC was tasked to investigate both these concerns. Council was informed by a Parishioner that they did not wish to see the appearance of the ‘ice-cream cone’ outside Country Treats when it reopens this year. Finally a member of the Village Hall Committee requested an update on the proposed lease of the land between the Bowls Club and the Village Hall Annexe. Cllr Lewis was not present so no update was available. The Meeting re-opened at 20.05.

**10. To receive any updates reference the Horning Waterworks Staithe.** The Clerk confirmed that confirmation of the Councils request to have this Land registered as a Community Asset had been received by NNDC and that any decision would be relayed in due course.

**11**. **To receive any feedback from the AMC reference Car Parking and Traffic Management within the Parish.** There was nothing to report on this item at this Meeting.

**12. To receive an update on the Neighbourhood Speedwatch Scheme.** Cllr Davis reported that the group of volunteers (7 strong) have had their first training session with 5 police officers in attendance. They are all now trained and able to train others. An offer of the use of a mobile flashing speed sign has been made by the police who have also supplied all the necessary equipment.

**13**. **To discuss maintenance of the Jubilee Walk Trees**. Cllr Turpin confirmed he had spoken to John Thurlow on this issue who stated that some pruning had been carried out last year. Mr Thurlow agreed to look at the trees and liaise with Cllr Turpin if it was deemed necessary to seek professional advice.

**14.** **To receive any District/County Matters:** District Cllr McGoun mentioned that NNDC do not have a specific scheduling when it comes to the sweeping of the roads in the Parish. District Cllr also asked the Council if they had any comments or concerns which they felt needed to be raised at an upcoming meeting of the scrutiny Committee and the Police Crime Commissionaire.

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

Waterworks Staithe

The electronic Budget Accounts

How can the Council help improve the mobile phone service and reception in the Parish.

**Date and time of next Meeting**: Meeting of the Parish Council for monthly Meeting 7pm, St Benets Hall, 03 Mar 2014

The Meeting closed at 20.16