**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 13th April 2015 at 7am**

**Present: Mr D Turpin (Chairman)**

 **Cllr P Avellino**

 **Cllr R Martin**

 **Cllr D Moore**

 **Cllr G Evans**

 **Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 49**

**Prior to the meeting:**

The Chairman invited the executive member from NALC (David Hewer) to chair the public forum. David Hewer took the Chair and read a pre-prepared statement from the Parish Council regarding the restricted byway. Councillor Moore explained that she was not in agreement with the statement and wished to review the standing orders.

The Chairman invited the Clerk to read items of correspondence relating to the restricted byway. The Clerk read two emails on the subject

The Chairman invited District Councillor Barbara Mcgoun to address the meeting. She explained that she knew that, whilst some people disagreed with the Parish Council’s decision regarding the planters, the Parish Councillors had all been working for the good of the village. She went on to explain that she did not intend to address the planter issue, but rather the issue of parking within the village. She said that she felt that parking in Horning had been a concern for many years and that there should be a community engagement strategy drawn up to try to address the issues. The District Councillor recommended that the new Council invite officers from NNDC to attend a meeting to discuss the restricted byway.

The Chairman invited members of the public to speak. All agreed that whilst there were various concerns and opinions regarding the restricted byway every person in the room felt impassioned by the subject of the restricted byway because they cared about their village. The Chairman urged all those present to come together to try to solve the parking issues within Horning and to remember that whichever solution is ultimately decided on, not everyone can be pleased all of the time. The Chairman explained that there was additional research to be undertaken from NCC Highways, the police and the Parish Council before any decisions would be taken and that the matter could be further discussed at the Annual Parish Meeting on Thursday 14th May. The Chairman also noted that as new information had been brought up (from the Police and NCC) the 6-month rule regarding re-discussing a subject within 6-months need not apply.

Subjects highlighted:

* Concern that the media interest in the restricted byway discussions had represented the village poorly
* Concern that the Horning Boat Show may suffer as a result of the poor publicity
* Concern over the vitriol and abuse on social media and the resulting poor publicity
* Concerns that procedures had not been followed
* Concerns that learnings from previous councils had not been taken forward (in particular that in 2011 the PC had agreed that any actions regarding the Restricted Byway should incorporate the whole village into a consultation
* Concern that the Restricted Byway must be kept open for purposes of trading / unloading / loading
* Concern that people may not realise that anyone driving on the Restricted Byway is uninsured at the time
* Concerns that the police and Norfolk County Council do not agree with each other in terms of the legislation and that there is no clarity from the relevant powers
* Concern regarding the question of pre-existing rights

The Chairman invited Cllr Turpin to return to the Chair for the Parish Council meeting

1. **Apologies.** Apologies were received and accepted from Cllrs Davis and Darby
2. **Declarations of Interest.** None
3. **Minutes of the previous meeting** were approved
4. **Actions from previous minutes.** The Chairman ran through the updates from the previous minutes.
5. **Correspondence**
	1. NCC. Parish Partnership funding applications successful. Noted
	2. Tracy Wilson. Dog bin removal from Upper Street. **The Clerk** was asked to speak with Kier again about this problem
	3. Eileen Brown. Dog bin removal from Upper Street. As above
	4. Norfolk ALC. Transparency code for smaller authorities. The Clerk explained that in December 2014 the transparency code for smaller authorities was issued as recommended practice and in March 2015 the regulations came into force. From April 2015 all smaller councils (those with a turnover of less than £25,000) all need to publish draft minutes from all formal meetings not later than one month after each meeting. In addition, from July 2015 all smaller authorities must publish their first annual set of data completed, which includes:
		1. All items of expenditure above £100 (date incurred, summary of purpose, amount and VAT that cannot be recovered)
		2. End of year accounts
		3. Annual governance statement
		4. Internal audit report
		5. List of councillor responsibilities
		6. Details of public land and building assets

The Chairman thanked the Clerk for outlining the new transparency regulations and noted that the information required online would be much greater. He also noted that this would add to the Clerk’s hours

* 1. NCC Community Protection Officer. Ref cold calling zones. Request to provide any information regarding cold calling incidents in the village. The Chairman noted that he would add this item to the Horning Reach article
	2. Broads Authority. Letter informing the PC that an appeal has been made to the Secretary of State in respect of a planning application refusal for Driftwood, 104 Lower Street BA/2015/0001/REF. The Clerk asked if any Councillors wished to add any further comments to their original response to the planning application. The Council did not wish to comment further.
	3. Peter Lewis. Review of car parking and traffic management. This was noted and agreed that the information should be added to a future agenda
	4. PCSO report – crime statistics. The PCSO had attended the earlier part of the meeting but had needed to leave before the report, so the Clerk read the report as follows: the police had received 11 calls from the Horning area since the last meeting. 1 burglary, 2 reports of concerns for safety, 4 reports of rowdy or nuisance behaviour, 2 abandoned calls, 1 call for information purposes, 1 report of animal issues. As a result of these calls there had been 2 reported crimes in the area – on 13th March there was a public order offence reported, which is being investigated. Between 9th and 10th April there was a burglary on Lower Street, which is also being investigated
1. **Finances:**
	1. **Receipt of the bank reconciliation.** The Clerk noted that Cllr Davis had not attended the meeting due to work commitments so had not approved the finances for the month. The Clerk gave the financial position for the 24th March 2015 but emphasised that this was not the end of year figures as the paperwork had not yet been received from the bank. The Chairman noted that the Parish Council had a significant amount of earmarked funds set aside for work at Ludham Bridge
	2. **The following payments were approved:**
		1. S/O. CGM Landscapes. £81.80 inc £13.63 VAT
		2. Chq no 2090. Wood that Works. Planters. £420.25
		3. Chq no 2091. S137 donation. Community First Responders. £150
		4. Chq no 2092. Clerk salary and expenses. £511.51
		5. Chq no 2093. Keith Buck. Post and gate at slipway. £210 (a cheque has been received to reimburse the Council for these costs)
		6. Chq no 2094. Mario Tinge. Litter picking. £131.63
		7. Chq no 2095. Smiths Gore. Rent of allotment land. £250
		8. Chq 2096. Norfolk Association of Local Councils. Membership. £199.70
		9. Chq no 2097. M Turpin. Flowers, plants, compost etc. £139.55
		10. Chq no 2098. Keith Buck. Various work – village hall car park potholes, steps, playground, benches. £875

**Total: £2969.44**

1. **Planning:**
	1. **Planning applications received:**
		1. NNDC. PF/15/0370. Bonneville, Neatishead Road. Erection of single-storey side/rear extension. The Planning committee agreed to discuss this application
		2. NNDC. PF/15/0379. Campion, 43 Lower Street. Erection of external stairs to existing flat-roofed extension to facilitate new entrance to first floor flat and erection of 1.7m fence to balcony. The Planning committee agreed to discuss this application
		3. NNDC. PF/15/0418. 25 Pinewood Drive. Erection of two-storey dwelling and double garage. The Planning committee agreed to discuss this application
	2. Planning decisions received and noted:
		1. BA/2014/0369/COND. Silverdawn, Woodlands Way, Horning Reach. Variation of condition 3 of PP BA/2012/0056/FUL to amend approved roof material. Refused. Noted
2. **Asset Management.** Cllr Avellino reported as follows:
	1. Cllr Avellino noted that four more benches were earmarked for work by Keith Buck this financial year. Of these one remained, which would be finished before the boat show
	2. The railings on the playing field had all been painted
	3. The donation box had been emptied and the proceeds given to the Clerk for banking
	4. The Chairman and Cllr Evans had met with Rob Debell of M&B who would get back to the Parish Council as soon as possible with details of their plans to fix the wall on the slipway. They also had a discussion with Mr Debell regarding the poor state of the car park. The Chairman also reminded Mr Debell that maintenance work should be undertaken on the road-side of The Swan pub, as well as the river side.
	5. Cllr Evans had spoken with Adrienne Seddon in the Post Office, who would try to raise funds for a defibrillator box as well as a defibrillator. Although the village had three defibrillators (one at the Sailing Club, one at the Village Hall and one at a private home) it was felt that an additional defibrillator was required at The Swan Inn. Rob Debell of M&B had been happy with this plan and had confirmed that he would confirm with M&B and revert to the PC.
	6. One sign had been replaced on the slipway
	7. The AMC queried the question of the general maintenance of the planters (watering and weeding) - this was unresolved and needed to be discussed by the new council (together with organising a risk assessment)
	8. Cllr Evans noted that he felt that the PC needed to organise a more tasteful sign for the memorial garden. **Cllr Avellino** said that she would liaise with Gillian Jeckells on the subject
	9. Cllr Evans suggested that the Parish Council should number the allotments, which would involve a working party and some posts and house numbers. This was to be added to the agenda for the next meeting
	10. Cllr Evans reported that the next inspection of the allotments would take place in June and that the allotment competition would need organising
	11. The Chairman thanked Cllr Evans very much for his hard work and enthusiasm during his time as a Parish Councillor.
	12. The **Chairman** said that he would organise a working party at the slipway. **Cllr Avellino** agreed to send an email to Chris and Julie Thompson who had previously provided a boat to enable access.
3. **Parish Councillor reports.** To receive any Parish Councillor reports
	1. Vodafone Sure Signal. Cllr Moore reported that this project should be completed by mid summer. She noted that Vodafone would shortly be sending paperwork to the owners of the properties and that there could be a little traffic disruption
	2. Loss of permissive paths. **Cllr Moore** advised that she would report back at the next meeting
	3. Litter pick contract and application form. **Cllrs Martin and Avellino** would complete this by the next meeting with a view to advertising the tender in August.
4. **Agenda items**
	1. Set Grass cutting / pruning contract – publishing a request for applications to tender. **The Clerk** would send this tender around the Council again.
	2. Village Hall lease – to be agreed at the meeting and signed by two Councillors and witnessed by the Clerk. Cllr Davis had been unable to attend the meeting so the item was deferred
	3. Horning Boat Show – receive and approve the risk assessment. Agreed
	4. Parish Partnership funding – applications. For agreement to purchase a SAM2 sign (PC commitment of £1854) and a large traffic sign (PC commitment of £500). Cllr Martin confirmed that not all the paperwork had been made available by NCC. It was also agreed that the Parish Council would need to consult further on the subject of the SAM2 sign before signing the agreement. The agreement to commit to removal of the large sign at Horning crossroads was signed and witnessed. **The Clerk** would chase the paperwork with NCC for the SAM2 ‘memorandum of understanding’.
5. **To plan items for the next agenda**
	1. Clerk contract and pension arrangements
	2. Allotment working party / numbering of allotments / allotment competition
	3. Village Hall Lease
	4. SAM2 discussion
	5. Planters - maintenance
6. **To list items for the Horning Reach Parish News**
	1. Restricted
7. **To confirm venue and dates of the next council and committee meetings.**
	1. Monday 18th May 2015 (Village Hall Annexe)
	2. THE ANNUAL PARISH MEETING WILL TAKE PLACE ON THURSDAY 14TH MAY (Village Hall Annexe)
8. **Closure of meeting at 9pm**