**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 18TH May 2015**

**Present: Mr D Turpin**

**Cllr I Davis**

**Cllr P Iddon**

**Cllr P Kibler**

**Cllr K Smith**

 **Cllr A Darby**

 **Cllr P Avellino**

 **Cllr R Martin**

 **Cllr D Moore**

 **Cllr C Smith**

 **Cllr A Gilden**

 **Clerk / RFO: Jo Beardshaw**

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**Number of Parishioners: 7**

1. **Election of Chairman and Vice Chairman.** The Clerk detailed the process for a private ballot if more than one person is nominated as Chairman or Vice Chairman. This was agreed by the Council. The outgoing Chairman, Cllr Dick Turpin, thanked those people who had worked tirelessly as Parish Councillors during his time as Chairman and confirmed that he did not intend to put himself forward as Chairman again. He asked for nominations for the position of Chairman. Cllr Peter Iddon and Cllr Ian Davis were nominated. A private ballot was held and votes counted by the Clerk. Cllr Iddon received 5 votes and Cllr Davis received 6 votes. Cllr Ian Davis was confirmed as Chairman. He nominated Peter Iddon as Vice Chairman. There were no other nominations for the position of Vice Chairman and Peter Iddon was confirmed as Vice Chairman. Cllr Ian Davis took the Chair
2. **Confirmation of Financial Regulations, Standing Orders and Code of Conduct.** All Councillors confirmed that they had read these. All documents **AGREED.** The Chairman noted that the standing orders would need to be reviewed again during the year ahead
3. **Apologies.** All Cllrs were present
4. **Declarations of Interest.** None
5. **Minutes of the previous meeting.** The minutes of the meeting held on Monday 13th April 2015 were confirmed with the exception of one point. Cllr Turpin did not agree with the point that ‘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)’. **The Clerk** was asked to check this

The Parish Council confirmed the minutes of the Annual Parish Meeting, which had taken place the previous Thursday ( 14th May) the minutes of which had been circulated before the Parish Council meeting

1. **Actions from previous minutes.** The Chairman ran through the updates from the previous minutes:
	1. Cllr Turpin would organise a working party with Cllr Avellino to clear out the slipway. Cllr Kibler also offered his help with a dinghy.
	2. The Clerk explained that there was still concern regarding the dog bin which the Parish Council had moved from Upper Street to Ropes Hill. Cllr Kibler suggested that the Parish Council should arrange a donation towards dog bins for the village and it was agreed that this would be added to the next agenda. It was agreed that the **Clerk** would inform the Parish Council of costings for the next meeting with a view to replacing the dog bin (possibly with bag supply).
	3. It was agreed that the maintenance of the dog bag supply would be incorporated into the litter pick contract and that **Cllr Avellino** would arrange this, together with including gritting during the winter months on the two hills.
2. **To confirm Chairman and members of: The Asset Management Committee, the Finance Committee and the Planning Committee.** The Chairman highlighted that meetings needed to be public meetings, open to all. Working parties could be organised on a less formal basis. These were agreed as follows:

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| **Horning Parish Council Committees** |  |  |
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|  | **Committee Chairman** | **Other members** |
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| **Finance** | **Gary Martin** | **Ian Davis** |
|  |  | **Diane Moore** |
|  |  | **Kim Smith** |
|  |  |  |
| **Asset Management** | **Pat Avellino** | **Chris Smith** |
|  |  | **Dick Turpin** |
|  |  | **Andrew Darby** |
|  |  | **Kim Smith** |
|  |  |  |
| **Planning** | **Phil Kibler** | **Anne Gilden** |
|  |  | **Andrew Darby** |
|  |  | **Peter Iddon** |
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| **Allotments** | **Diane Moore** | **Gary Martin** |
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1. **Correspondence**
	1. Peter Howe, Broadland Cycle Hire. Researching potential spots within Horning for a cycle-hire station as identified within the 3RW grant. Mr Howe explained to the Parish Council that he would like to put in a self-service bicycle station (ie Boris bikes) at Hoveton, Horning, and Ludham Bridge. There would be 6 bikes at each location. The Hoveton location would be probably at the tourist information centre. He had suggested either St Benet’s Green or near the village toilets for Horning. He explained that the footprint would be around 3 metres x 5 mtres for the total area (access and storage) and that the bikes are solar powered with battery backup. The Chairman asked that this item be added to the next agenda
	2. PCSO report. The PCSO had written to the Clerk explaining that she would be unable to attend the meeting. She had informed the Council that the police had received 13 calls from the area since the last meeting: 3 calls for information purposes, 1 report of found property, 1 report of animal issues, 1 report of rowdy or nuisance behaviour, 1 report of suspicious circumstances, 3 road related calls, 1 report of a burglary at a dwelling, 2 calls for a concern for safety. As a result of these calls there had been 2 reported crimes since the last meeting: between 9th and 10th April, a burglary other than a dwelling to a property on Lower Street, and between 27th and 30th of April a theft of dog waste bags. Noted
	3. Request to fund-raise along the route of the 3 Rivers Race. After discussion, the Parish Council **AGREED** this
	4. Letter from Horning Primary School concerning a proposed federation with Cantley Primary School. Noted as information
	5. PCSO – crime number regarding the sabotage of the dog waste bag dispenser. Noted
	6. NCC. Consultation regarding the Norfolk Local Flood Risk Strategy (168 pages long -[https://norfolk.citizenspace.com](https://norfolk.citizenspace.com/)). The Clerk explained that if any Parish Councillors wished to read this document and comment they could make a recommendation to the Parish Council. Noted
	7. Mundesley Parish Council. Request to purchase planters. The Parish Council discussed the planters (detailed under item 14 i) below. The Council agreed that the planters (in whatever location) were an asset to the village and that they would decline this offer. The **Clerk** would write to Mundesley Parish Council
	8. Letter regarding a tree on the recreation ground which is damaging a private fence. The Parish Council agreed that the **Clerk** should obtain a quotation for the work to the tree and that **Cllr Avellino** should confirm that the tree was within the recreation ground. Cllr Darby had looked at the location of the tree and believed it to be on Parish Council land
	9. East of England co-operative service / Wroxham and Hoveton First Responders thank you letter for donation. Noted
	10. Receipt of first instalment of parish precept / grant for 2015/2016 (£7821). Noted
	11. Geoff Evans / Rob Debell (Swan Inn). Confirmation for siting of defibrillator at the Swan Inn. The Clerk noted that £200 had been received by the Parish Council from the WI towards either a defibrillator near St Benet’s Green or for a cabinet for the Village Hall defibrillator. **Cllr K Smith** agreed to put an application together for Horning Boat Show funding for the defibrillator on the Swan Inn. **Cllr Darby** agreed to obtain the documentation for putting in a Horning Boat Show bid. **Cllr K Smith** also agreed to research a wheel-chair friendly kissing gate beside St Benet’s Green / St Benet’s Hall with the help of **Cllr Avellino**
2. **Finances:**
	1. The **Clerk** was confirmed as the Responsible Financial Officer
	2. **Update on allotment finances.** The Clerk explained that she had received the rent from the majority of tenants but had two or three outstanding. The Parish Council **AGREED** that the **Clerk** should write to those people
	3. **Receipt of the bank reconciliation.** Cllr Davis noted that he had approved the bank reconciliation for the month and for the previous month, when he had been unavailable to sign the bank reconciliation
	4. **The following payments were approved:**
		1. S/O. CGM Landscapes. £81.80 inc £13.63 VAT
		2. Chq no 2099. Parish Partnership funding. NCC. £500 for new Horning sign.
		3. Chq no 2100. Clerk salary and expenses April. £575.11
		4. Chq no 2101. Clerk salary and expenses May. £384.62
		5. Chq no 2102. Mario Tinge. Litter picking April. £131.63
		6. Chq no 2103. Insurance. £709.04
		7. Chq no 2104. Keith Buck. Work on benches. £105
		8. Chq no 2105. Horning Parish Council (Savings a’c). £2000

**Total: £4487.20**

1. **Planning:**
	1. **Planning applications received:**
		1. BA. BA/2015/0096/FUL. 11 Upper Street. Proposed extension and conversion of outbuilding to residential accommodation. **Supported**
		2. BA. BA/2014/0284/COND. Silver Dawn, Horning Reach. Proposed variation of conditions 2 and 10 of permission reference BA/2012/0056/FUL – amendment to windows to be obscure glazed. **No comment**
		3. NNDC. PF/15/0479. Land at 79 Leeds Way. Erection of detached two-storey dwelling. **Supported**
		4. NNDC. PF/15/0473. Little Pipers. Upper Street. Erection of front extension. **Supported**
	2. **Planning decisions received and noted:**
		1. NNDC. NMA1/14/0888. 25, The Avenue. Non-material amendment request to permit change of roof material. Approved
		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 balcony. Permitted
		3. NNDC. PF/15/0370. Bonneville, Neatishead Road. Erection of single-storey side/rear extension. Permitted
		4. BA/2015/0057/COND. JB Boat Sales, 106 Lower Street. Variation of condition 2 for alterations to pattern and fenestration of timber doors/windows, eaves detail and roof pitch. Approved
2. **Asset Management.** Cllr Avellino reported as follows:
	1. One bench had been relocated to Upper Street
	2. The **Clerk** was asked to write to Mr Debell regarding the slipway wall again
	3. Cllr Avellino was putting together a key register to track keys
	4. Cllr Darby had emptied the donation box and given £23.38 to the Clerk for banking
	5. Gillian Jeckells was in the process of arranging a quotation for the refurbishment or replacement of the memorial green sign. It was noted that this could be suggested as a possible HBS bid
	6. The Council **AGREED** that Cllr Avellino should ask Keith Buck to fix the hand rail towards the playground
	7. The **Clerk** agreed to send Cllr C Smith a brown sign application from NCC Highways
	8. **Cllr Kibler** agreed to work with Cllr Turpin on the slipway and to form a working party and to put in depth posts if possible
3. **Parish Councillor reports.** To receive any Parish Councillor reports
	1. Vodafone Sure Signal. Cllr Moore reported that she was arranging contracts and delivering them to the various locations throughout the village
4. **Parishioners’ Matters:** The meeting was adjourned at 8.20pm for public participation
	1. **District Councillor report**: District Councillor Barbara Mcgoun had sent her apologies
	2. **County Councillor report:** County Councillor David Thomas had sent his apologies
	3. **Public Participation.**

Cllr K Smith asked for further details regarding the restricted byway. **The Chairman** explained that he would ensure that all relevant information was included in the dropbox

It was noted that people were parking on the green at Mill Hill. The Chairman noted that this was owned by Victory Housing trust so there was little that the Parish Council could do. It was also noted that people were parking on the bus stop

A member of the public asked what the Council planned to do regarding defibrillators – would it put an HBS bid together for a cabinet to house the defibrillator outside the village hall, or work towards a defibrillator on the Swan Inn

A member of the public suggested that the villagers should be given a chance to suggest items for the HBS bids

The meeting was reconvened at 8.52pm

1. **Agenda items**
	1. Confirmation of external audit paperwork. The Chairman ran through the end of year financial position and read the governance statement. The Council **AGREED** both.
	2. Discussion regarding Peter Lewis’ traffic management report. Some Parish Councillors had not had a chance to read this and it was agreed that the item should be reviewed as part of an overall plan when the restricted byway questions were answered by NCC. Cllr Kibler noted that it was important to reach a consensus that is within the law and that is right for the village. He emphasised that the decision that the Parish Council came to would undoubtedly not please everybody.
	3. Confirmation of fixed asset register. The Parish Council agreed the fixed asset register.
	4. Review of insurance schedule. **Cllr Martin** agreed to go through this schedule against the fixed asset register
	5. Clerk contract and pension arrangements. **Cllr Moore** said that she understood that Ludham and Happisburgh Parish Councils were looking at a Nest pension and that she would contact them. The council **AGREED** that Cllr Moore should take this forwards
	6. Allotment working party / allotment numbering / allotment competition. **Cllr Moore** said that she would be willing to take over from Geoff Evans in looking after the allotments and that she would work with the **Clerk** and Geoff Evans. **Cllr Martin** agreed to assist her in this
	7. Village Hall Lease – paperwork signed. A copy of the Village Hall Lease had been given to Betty Woodcock and a copy was with the Clerk
	8. SAM2 – Parish Partnership funding. After discussion, it was agreed that the **Clerk** would contact Roy Payne of Westcotec and ask him to attend the next Parish Council meeting to answer questions regarding the SAM2 sign. **The Clerk** was also asked to ask Mr Payne to bring an example sign. It was suggested that the Parish Council could write to the owners of the people in the houses near to the suggested locations for the SAM2 signs. The Chairman explained that speeding was the second largest priority mentioned in the village plan of 2009/2010, which is why he had set up speedwatch initially and when the 50:50 funding for speed indicator signs came in the opportunity had been taken by the Parish Council to put in an application, which had been accepted. **Cllr Avellino** was asked to put the SAM2 application into the dropbox
	9. Discussion regarding the maintenance of the planters. The Parish Council agreed to an intermediate plan until the ‘adopt a planter’ long term plan was organised. The interim plan was for Cllrs Kibler, Iddon, Turpin and Moore to arrange a working party to reconfigure the planters and to arrange a plan for regular watering of the planters
	10. S137 Donations limited to £7.20 per elector (total: £6,790 in 2015/2016). Noted
	11. To confirm Financial Regulations and Standing Orders. These were **AGREED**
	12. The following policies (for publishing on the website) were **AGREED**
		1. Complaints procedure
		2. Equality and diversity policy
		3. Freedom of information policy
		4. Members’ allowances
2. **To plan items for the next agenda**
	1. Bicycle hire station
	2. Vodafone update
	3. Dog waste bin
	4. Adopt-a-planter
3. **To list items for the Horning Reach Parish News**
	1. Adopt-a-planter
	2. Ideas regarding Horning Boat Show funding (on Parish Council land)
	3. Grass cutting and pruning contract
4. **To confirm venue and dates of the next council and committee meetings.**
	1. Monday 6th July 2014 in St Benet’s Hall at 7pm
5. **Closure of meeting at 9.35pm**