**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 6th July 2015**

**Present:**

**Cllr I Davis**

**Cllr P Kibler**

**Cllr K Smith (**arr 7.22pm)

 **Cllr A Darby**

 **Cllr P Avellino**

 **Cllr R Martin**

 **Cllr A Gilden**

**Cllr D Turpin**

**Clerk / RFO: Jo Beardshaw**

.

**Number of Parishioners: 7**

1. **Apologies.** Apologies were received and accepted from Cllrs Moore and Iddon
2. **Declarations of Interest.** Cllr Turpin declared an interest in item 7a(iv) The Focsle, on the basis that he is the next door neighbour
3. **Minutes of the previous meeting.** The Chairman confirmed that he had, together with the Clerk, reviewed the minutes of the meetings in 2011with regard to the statement in the April 2015 minutes 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 Chairman confirmed that there was nothing in the minutes to confirm this statement, and that he had annotated the minutes accordingly. The minutes of the April 2015 meeting were signed

The minutes of the meeting on Monday 18th May were confirmed as a true and correct record, and were signed

1. **Actions from previous minutes.** The Chairman ran through the updates from the previous minutes and confirmed that all relevant items were elsewhere on the agenda
2. **Correspondence**
	1. PCSO report. The Clerk gave the PCSO report as follows: there had been 18 calls from the Horning area since the last meeting. 1 road related call, 3 reports of rowdy or nuisance behaviour, 3 reports of suspicious circumstances, 4 calls for information purposes, 3 calls for a concern for safety, 3 reports of thefts, 1 report of found property. There had also been 5 reported crimes since 18th May: 2 drug possessions, found by Police, both offenders had been given police cautions, 2 thefts from boats, 1 assault, which has been resolved by Police. Noted
	2. CPRE. Request for membership. £36 in 2014. The Parish Council agreed not to renew it’s membership
	3. Came and Company. Confirmation paperwork for parish council insurance with Hiscox. The Chairman thanked Cllr Martin for his assistance and advice with this.
	4. NNDC. Recycling credit for 2014/15. £744.60. Noted
	5. NNDC. Withdrawal of two planning applications: Land at 79 Leeds Way (erection of detached 2-storey dwelling), and 25 Pinewood Drive (Erection of two-storey dwelling and double garage). Noted
	6. District Councillor Barbara Mcgoun. Parking survey results. The District Councillor had undertaken an extensive survey of parishioners regarding the wide issue of parking in the village. She had also asked various questions of NNDC Officers and was frustrated not to have received responses. She confirmed that she would chase these officers for answers.
	7. Receipt of three emails with queries regarding how to adopt a planter. The Chairman noted that this item was on the agenda for further discussion
	8. NPTP. Councillor training dates. Cllrs Turpin, K Smith, Gilden, Martin, Darby and Kibler all confirmed that they would like to attend training. The **Clerk** would send them further dates when they became available
	9. Derrick Vernall. Oak tree on St Benet’s Green. Letter regarding safety of some of the branches. Noted
	10. John Woodrow. Response regarding the SAM2 consultation (and one other). The Council noted this response to the SAM2 mail drop.
	11. NCC. Parish Partnership 2015/2016. Noted
	12. WI. Request to plant a tree (with a plaque) on the recreation ground to celebrate 100 years of WI. Noted, with a request to add this item to the agenda for the following meeting. **The Clerk** was asked to liaise with Adrienne Seddon to suggest the memorial green as possibly a more suitable, and to discuss the possibility of using a fruit tree if the tree is to be planted on the recreation ground
	13. NCC. Letter to parish councils with schools with 105 or fewer pupils on roll within the Parish. Noted
	14. Section 137 Donations expenditure limit for 2015-2016. £7.36. Noted
3. **Finances:**
	1. To receive confirmation of finances. The Finance Committee Chairman, Cllr Martin, confirmed that he had checked the bank reconciliation against the bank statement and that this was correct
	2. The Council authorised and agreed the following payments:
		1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
		2. Chq no 2106. Carol Gilden. Gardening work April. £125.50
		3. Chq no 2107. Mario Tinge. Litter picking May. £131.63
		4. Chq no 2108. Clerk salary and expenses June. £463.96 less £112.40 (£351.56)
		5. Chq no 2109. Andrew Darby. Key cutting. £10
		6. Chq no 2110. Neal Sharpe (internal audit). £70
		7. Chq no 2111. HMRC. (Post Office Ltd) £112.40
		8. Chq no 2112. Carol Gilden. Gardening work May. £154
		9. Chq no 2113. Target Trees. Work to oak tree on St Benet’s Green. £375
		10. Chq no 2114. Mario Tinge. Litter picking June. £135.92

**Total: £1693.21**

1. **Planning:**
	1. **Planning applications received:**
		1. NNDC. PF/15/0796. Benita, Neatishead Road. Erection of single-storey side extension. **Supported**
		2. NNDC. PF/15/0718. 2 Norwich Road. Erection of two-storey side extension. No comment response sent
		3. BA/2015/0131/FUL. Grebe Island, Lower Street. Quayheading and mooring redesign to existing private moorings. No comment response sent
		4. NNDC. PF/15/0910. The Focsle, Mill Loke. Erection of first floor front extension. **The Clerk** was asked to speak with NNDC to let them know that the signs were not up and that an extension should be given
		5. NNDC. PF/15/0825. Bewilderwood, Horning Road. Variation of conditions 2,3,4 and 6 on planning permission 13/0146 to allow phased implementation. **Supported**
	2. **Planning decisions received and noted:**
		1. BA/2014/0284/COND. Silver Dawn, Horning Reach. Proposed variation of conditions 2 and 10 of permission BA/2012/0056FUL – amendment to windows to be obscure glazed. Approved. Noted
		2. NNDC. PF/15/0473. Little Pipers, Upper Street. Erection of front extension. Permitted. Noted
2. **Asset Management.** Cllr Avellino reported as follows:
	1. **Cllr Moore** would be researching some guidelines for the allotment competition
	2. Thank you to the party of 3 Councillors who have been watering and tending to the planters
	3. Cllr Avellino had, together with the Clerk, received three quotations for the work on the Lime Tree on the recreation ground. The Parish Council asked **Cllr Avellino** to decide which quotation to use up to a value of £350.
	4. **The Clerk** was asked to speak with Carol Gilden and ask her to weed along the Staithe
	5. Cllr Avellino noted that the bus shelters needed some cleaning and required a working party. Cllr Kibler kindly offered to clean the Ropes Hill bus shelter and Cllr Darby kindly offered to clean the Horning Reach bus shelter. The Council thanked those Councillors very much for their offers
	6. The Council thanked Cllr Darby for his work on the village signs
	7. Cllr Avellino reported that 9 benches had been maintained during the year and that Keith Buck would start again with his work on the benches
	8. Cllr Avellino had booked a playground inspection and asked if any Cllrs wished to attend play safety training. Cllr Martin voiced his concern that if Cllrs are trained to undertake play safety inspections could they then become liable. **The Clerk** was asked to check this
	9. **Cllr Smith** to research a possible disabled / wheelchair-friendly / kissing gate for the Staithe and to liaise with NCC Highways regarding that and the current trip hazard. **Cllr Turpin**  had reported this hazard to Highways and would forward his email to Cllr Avellino for her records
	10. Cllrs Turpin and Darby had kindly cleaned up the slipway. Cllr Kibler would take his boat and finish the work from the river side. Thanks were recorded to all those involved
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. Cllr Moore had been unable to attend the meeting
4. **Parishioners’ Matters:** The meeting was adjourned at 8.15pm for public participation
	1. **District Councillor report**: District Councillor Barbara Mcgoun had given her report during item 5f
	2. **County Councillor report:** County Councillor David Thomas had sent his apologies
	3. **Public Participation.**

A Parishioner kindly offered to clean the Mill Hill bus shelter. The Council thanked her and accepted her offer

Anita Turpin reported that, in her role on the 3RW association, she would be involved in organising a public session to discuss the design for phase 1 (Hoveton to Horining). She noted that the design would be finalised by September and that following that there would be an exhibition. She asked the Council to consider that as a result of the funding there would inevitably be more people with bikes in and around the area. She said that she hoped that phase 1 of the 3RW project would be in place next year.

Anita Turpin asked the Parish Council to consider a project involving footpath access for a possible parish partnership funding bid for 2015/2016

Betty Woodcock reported that she suspected that there was a hold up with the Vodafone contracts as she was aware that Cllr Moore had been experiencing some difficulties in getting hold of the people managing the project

The meeting was reconvened at 8.27pm

1. **Agenda items**
	1. Roy Payne from Westcotec had attended the meeting to demonstrate a SAM2 sign. Following the meeting the Parish Council agreed to add the item to the following agenda for discussion
	2. HBS bids – the following bids were confirmed, with a Parish Councillor nominated to research and submit bids as follows:
		1. Playground fence. **Cllr Turpin**
		2. Memorial green sign.
		3. Wheelchair friendly kissing gate between St Benet’s Green and St Benet’s Hall**. Cllr K Smith**
		4. Defibrillator and cabinet on the Swan Inn. **The Clerk**
		5. Cabinet to house the defibrillator at the Village Hall so that it could be kept outside and accessible 24/7. **The Clerk**
		6. Flagpole and flags. **Cllrs Turpin and Darby**
		7. Track around play area. The Council agreed not to pursue this further for this financial year
		8. Multi Use Games Area (MUGA). The Council agreed not to pursue this further for this financial year
	3. Upper Street dog bin and St Benet’s Green litter bin – costings to be provided by the Clerk. It was agreed that the subject of a litter bin on St Benet’s Green was an extremely thorny issue which would not be easily resolved. It was therefore agreed to return to the subject if and when it arises again and that for the time being it would be best to not purchase a litter bin. The Council **AGREED** to purchase a new dog waste bin, which Keith Buck could then put in place at the Upper Street location discussed at previous meetings. It was then agreed that if this dog waste bin would be better placed up near the church it could be moved
	4. Parish donations towards dog bins – discussion.
	5. Adopt-a-planter. Policy for way forward. It was agreed that this item should be reviewed at the next meeting when Councillors had considered various options and when the Vice Chairman was present. Cllr Turpin had suggested that possible sponsors could pay £60 for three years towards maintenance of a planter and that responsibility would remain with the Parish Council.
	6. Tree on recreation ground and Tree on St Benet’s Green. Quotations for work. See item 8c regarding the Lime Tree. **The Clerk** was working with Target Trees to organise the work to the Oak Tree on St Benet’s Green
	7. Bicycle hire station in Horning. After discussion, it was **AGREED** that **The Clerk** should contact Peter Howe at Broadland Cycle Hire and advise him that the Parish Council would not want a hire station on St Benet’s Green but that they would support the idea of a hire station on the NNDC car park beside The Swan.
	8. Internal auditor report (Neal Sharpe). The Chairman and the Finance Committee Chairman had both reviewed this report and were comfortable with all the comments made
	9. Training policy – for discussion / agreement as per the internal audit comment. This policy was **AGREED**, and it was agreed that Councillors should attend training every four years
	10. Risk assessments – trees risk assessment, Parish Council risk assessment, playground risk assessment. The Parish Council risk assessment was **AGREED.** It was also agreed that the playground did not require a risk assessment as an inspector was paid to inspect and report annually. The Parish Council also **AGREED** that **the Clerk** should obtain costings for a general risk assessment to be undertaken of trees within the village (both those owned by the Council and those owned by others but which overhang public spaces)
	11. Communication with parishioners and local businesses. It was agreed to postpone this agenda item to the following meeting as it was an item which the Vice Chairman had requested on the agenda. Nevertheless, it was also **AGREED** that, following the Vice Chairman’s offer, Parish Council surgeries should take place on the 1st Saturday of each month in St Benet’s Hall. This would be advertised in the Horning Reach. District Councillor Barbara Mcgoun also asked if she could attend in her role as District Councillor
2. **To plan items for the next agenda**
	1. Vodafone update
	2. Adopt-a-planter
	3. Parking in Horning
	4. WI tree
	5. SAM2
	6. Finalised bids for HBS
3. **To list items for the Horning Reach Parish News**
	1. Adopt-a-planter
	2. SAM2 Sign Consultation
	3. Parish Council surgeries
4. **At the Chairman’s discretion**
	1. The Chairman thanked Cllr Iddon for his work monitoring the parking on the recreation ground during the 3 Rivers’ Race
	2. **The Clerk** was asked to speak with the Police about a boat trailer which had been parked for some time at the recreation ground
5. **To confirm venue and dates of the next council and committee meetings.**
	1. Monday 3rd August in St Benet’s Hall at 7pm
6. **Closure of meeting at 9.20pm**