**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 5th October 2015**

**Present: Cllr I Davis**

 **Cllr P Iddon**

**Cllr P Kibler**

 **Cllr P Avellino**

 **Cllr A Gilden**

**Cllr D Turpin**

**Cllr C Smith**

**Cllr D Moore**

**Cllr R Martin**

**Clerk / RFO: Jo Beardshaw**

*Prior to the meeting, the Chairman invited Thomas Wright and Michelle LaRonde to address those present (item 11a). The meeting itself then started at 7.22pm.*

**Number of Parishioners: 12**

1. **Apologies.** Apologies were received and accepted from Cllrs K Smith and Darby
2. **Declarations of Interest.** None
3. **Minutes of the previous meeting.** The minutes of the meeting on Monday 7th September 2015 were confirmed as a true and correct record, and were signed
4. **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, with the exception of the following updates:
	1. Water supply at allotments. The Clerk explained that she had researched costings for water supply at the allotments. She confirmed that Anglian Water had priced a mains connection for the Lower Street Allotments at around £900, and for the Upper Street Allotments at ‘more than £3000’. Noted
5. **Correspondence**
	1. PCSO report. The Clerk had received a report from the PCSO. There had been 2 calls from the area since the last meeting: 1 report of rowdy or nuisance behaviour, and 1 report of suspicious circumstances. As a result of these calls there had been 1 reported crime in the last month, which was an assault that had been resolved by Police. Noted
	2. Rospa. Response to information request regarding liability for volunteers. Following the concerns raised by Cllr Martin, the Clerk had contacted Rospa, who had suggested that she should contact the insurers. Andrew Bedding at Came and Company had explained as follows: ‘whilst it is not a requirement of the Hiscox policy, we strongly recommend a programme of routine play area inspections are undertaken by the Parish Council to support the annual, professional inspection. This should only be a brief, visual check to spot obvious signs of breakages or vandalism to the equipment, to remove litter, glass etc. and to ensure surfaces and signs remain in good order. We recommend the checks are recorded in writing as this may assist the insurers in defending a claim on the Parish Council’s behalf should an incident arise. I have attached a guidance note issued by RoSPA on this topic which I hope is of assistance. As far as the question of liability is concerned, please be assured that provided the person (s) undertaking the checks is doing so on behalf of the Parish Council they will not be held personally liable should someone sustain an injury at the play area. If such an incident arises any claim will be defended by the insurers, and subsequently met, if legal liability is established’. The Clerk would file this response in the dropbox and the Parish Council would continue with plans for the volunteer playground inspections
	3. HBS fund donation responses:
		1. Flagpoles, flags and installation on St Benet’s Green. £650. Agreed
		2. 1 x defibrillator, 2 x cabinets. £1959. Agreed
		3. Playground fencing. Not agreed

In addition, the HBS Fund Committee had also recommended that the PC install an additional defibrillator at the Ferry Marina. This would be on the November agenda

The Parish Council discussed a potential sub-committee to put together proactive HBS fund bids in the future. It was decided that some information on this subject could drop out of the Parish Plan (see item 11 h)

1. **Finances:**
	1. To receive confirmation of finances. The Finance Committee Chairman had checked the bank reconciliation against the bank statement and confirmed that this was correct
	2. The Council noted the following receipts:
		1. NNDC. Precept £7372 + Grant £447 (Total £7819)
	3. The Council authorised and agreed the following payments:
		1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
		2. Chq no 2137. Keith Buck. Installed post for dog waste bin. £36
		3. Chq no 2138. Clerk salary and expenses. £312.79
		4. Chq no 2139. URM. Bottle recycling. £14.35 inc £2.39 VAT
		5. Chq no 2140. HMRC (Post Office Ltd). £10.80
		6. Chq no 2141. Savills incorporating Smiths Gore. £250
		7. Chq no 2142. Mazars LLP. £240 inc £40 VAT
		8. Chq no 2143. Mario Tinge. Litter Picking. £131.63
2. **Planning:**
	1. **Planning applications received:**
		1. None
	2. **Planning decisions received and noted:**
		1. PF/15/1160. Tithe Barn, Norwich Road. Variation of conditions to permit revised fenestration and door design, roof cladding, insertion of rooflights to east elevation, PV panels and wood burner flue to south elevation. Permitted. Noted
		2. PO/14/1297. 2 Clover Hill, Lethingtons Lane. Appeal against refusal. Noted
3. **Asset Management.** Cllr Avellino reported as follows:
	1. Mrs Jeckells was working on the memorial sign
	2. Cllr Avellino had spoken with Peter Howe regarding the cycle hire plans
	3. Cllr Moore confirmed that the Vodafone contracts were signed by the Village Hall, the Sailing Club, the New Inn and the Ferry Inn. The **Clerk** would write a letter to them confirming that the Parish Council was prepared to pay any resulting increase in electricity bill
4. **Parish Councillor reports.** To receive any Parish Councillor reports
	1. Cllr P Iddon. Parish Council surgeries. Cllr Iddon confirmed that he intended to hold another surgery in November on a Saturday morning. He noted that he had been a little disappointed in the turnout at the last surgery
	2. Cllr K Smith. Recycling bank for cans. Cllr Smith was not at the meeting, but Ralph Morris was able to confirm that the can bank was in aid of the Bowling Club, of which there were 32 village members
5. **Parishioners’ Matters:** The meeting was adjourned at 7.55pm for public participation
	1. **District Councillor report**: District Councillor Barbara Mcgoun had sent her apologies
	2. **County Councillor report:** County Councillor David Thomas did not attend the meeting and subsequently resigned from office
	3. **Public Participation.**

A member of the public noted that they felt that the Swan Car Park was extremely shabby and that they could not see an end to the situation.

The Council was asked where the weight restriction sign on the bridge at the end of Letherington’s Lane was. **Cllr Avellino** would check this

A member of the public thanked Cllr Iddon and other Councillors for the Parish Council surgery, which they felt had been enormously useful

The meeting was reconvened at 8.10pm

1. **Agenda items**
	1. To hear a report from Thomas Wright of La Ronde Wright regarding BeWILDerwood. Thomas Wright and Michelle LaRonde had both attended the Parish Council meeting, and Thomas Wright made a presentation before the meeting commenced. He explained that the existing planning application was for the purpose of regularising what structures were already in place. He noted that currently Bewilderwood had permission for 12 deliveries per year on the ‘back road’ to Bewilderwood (Long Lane). He explained that Bewilderwood did not wish to channel funds towards renewing the access road to Bewilderwood (off the A1062) so the delivery drivers were complaining of poor access. The current planning application was for up to 5 vehicles per day (of up to 3.5 tonne) plus 24 large vehicles per year. There was some concern about this, due to the small bridge on Long Lane, the increased traffic in general along Long Lane, and the changes over the years to the plans made by Bewilderwood. A member of the public addressed the meeting and voiced his concerns over the increase of traffic on Letheringtons Lane and Long Lane. In particular he noted that the gates to the back of Bewilderwood were often open and left open for periods, and that large HGVs were using the back entrance (off Long Lane) as an access to Bewilderwood. The Chairman thanked Thomas Wright and Michell LaRonde for attending the meeting. **The Clerk** to send Cllr Kibler’s letter (to the planning authority) to Hoveton PC for their information
	2. To consider how the Parish Council can help boost visitor numbers by encouraging cyclists to stop within the village and use the shops and facilities. Bicycle racks / maps / vouchers. **Cllr Avellino** agreed to draft a letter regarding cycle stands, the pathway to the bus shelter and the Lower Street Footway to NCC Highways. **The Clerk** would then go back to the HBS Fund Committee with a response regarding the improvements required to the Lower Street Footway
	3. To hear a report from George Elliot regarding Ludham Bridge Moorings. Mr Elliot addressed the Council during the public session and advised the Council that he had taken over Ludham Bridge boatyard from Jason Hatch. He advised that he intended to tidy up the area and put some benches in place. The Council was pleased to hear his ideas and looked forward to working with him. The **Clerk** was working with **Cllrs Martin and Davis** to put together a contract for George Elliot, and a final invoice for Jason Hatch
	4. To consider the Litter Pick contract. No tenders had been received to date, so the item was postponed to the following meeting. The Clerk explained that some queries had arisen regarding liability for gritting. Andrew Bedding of Came and Company had confirmed that there were no liability issues but that the Parish Council should conduct a risk assessment. **The Clerk**  would undertake this with the help of **Cllr Iddon**
	5. To confirm the details of letters to go out to businesses regarding the sponsorship of planters. This had been confirmed. **Cllr Moore** confirmed that she would put together a plan for the planters going forwards
	6. To consider any actions from comments regarding the Tour de Broads. The **Clerk** was asked to contact Revolution Events and explain that no forewarning had been given regarding the drinks stop in Horning
	7. To consider the Ludham Bridge Moorings agreement. As per item 11c) above
	8. To consider reviewing the parish plan. It was **AGREED** that the parish plan should be reviewed by a working party (not the Parish Council) and that an item would be placed in the Horning Reach to that affect. The Parish Council would research survey companies to see if this was a viable alternative to written responses
2. **To plan items for the next agenda**
	1. 2016 diary dates
	2. Picnic benches on the recreation ground
	3. Defibrillators around the village
3. **To list items for the Horning Reach Parish News**
	1. Cycle stand plans
	2. Parish Council coffee morning (surgery)
	3. Parish Plan
	4. Vodafone update
4. **At the Chairman’s discretion**
	1. Cllr Gilden noted that she had a replica village pump, which had been donated to the Parish Council. **Cllr Iddon** said that he would come to look at the pump with a view to putting it in place on St Benet’s Green
	2. The Parish Council **AGREED** that Councillors or Keith Buck could gravel / concrete the very small gap beside the slipway, where weeds would inevitably grow if the area was left as soil
5. **To confirm venue and dates of the next council and committee meetings.**
	1. Monday 2nd November 2015
6. **Closure of meeting at 8.40pm**