**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 7th March 2016**

**Present:**

 **Cllr I Davis (Chairman)**

 **Cllr P Iddon**

 **Cllr A Gilden**

 **Cllr R Martin**

**Cllr C Smith**

**Cllr A Darby**

**Cllr P Kibler**

**Cllr M Turpin**

**Cllr P Avellino**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 8**

1. **Apologies.** Apologies were received and accepted from Cllrs K Smith and Moore
2. **Declarations of Interest.** None
3. **Minutes of the previous meeting.** The minutes of the meeting on Monday 8th February 2016 were confirmed as a true and correct record, and were signed
4. **Actions from previous minutes:**
	1. Boat waste update. The Chairman informed the Council that as a result of lobbying by Councillors and Members, the boat waste bins on the car park were to be retained for the remainder of the year. The Chairman asked District Councillor Mcgoun to update the Council further during the public session
	2. Village footpaths. Cllr Avellino confirmed that she had quotations for the Pinewood Drive / Steps footpath which she would update the Council on under the asset management report
	3. CGM. Rolling of recreation ground. Councillors confirmed that this work had not been undertaken but that it was currently too wet to do so. Cllr Avellino recommended that the Village Hall Committee be asked to check with hirers that they do not park on the recreation ground. The **Clerk** would speak with the VH Committee
	4. Signed lease received from Ludham Bridge Boatyard 26.02.2016. Cllr Turpin noted that he was concerned that the details of the lease were dealt with outside the Parish Council meeting. The Chairman agreed to add this for discussion under item 14
5. **Correspondence**
	1. PCSO report. PCSO Laura Charter had emailed the Clerk to apologise for her absence at the meeting and to send her report for the previous month. The police had received 3 calls from the area since the last meeting: 1 report of rowdy or nuisance behaviour, 1 road related call and 1 report of suspicious circumstances. In addition there had been no reported crimes.
	2. Broads Authority Public Consultations: Broads Plan and Broads Local Plan. Consultation open until 8th April. All consultation documents available at: <http://www.broads-authority.gov.uk/broadsconsultations> and a questionnaire for the Broads Local Plan <https://www.surveymonkey.co.uk/r/HHFVCCS>. The Chairman urged Councillors to review both plans and to undertake the survey. Noted
	3. Update from NCC highways regarding the flooding at the school. The Clerk had spoken with the Church Commissioner’s agents, Savills Smiths Gore, who confirmed that Robert Kittle farmed the land on behalf of the Church Commissioner. The Highways Engineer had met with Robert Kittle, who had subsequently worked on the ditches near the school which had drastically reduced the flooding
	4. NCC. Road closure. A1062 Horning Road from Church Road, Hoveton, junction for 120 metres. 16th March to 19th March. Noted
	5. KonectBus. Extension of service from Wroxham to Horning. The Clerk confirmed that KonectBus would be extending their service through Horning every hour Monday to Saturday. Noted
	6. Horning Post Office. Problem with pavement, reported by the Post Office. Confirmed by NCC property owned by Post Office. Councillors asked the **Clerk** to suggest to the Post Office managers that they speak with their landlord and confirm that NCC Highways have confirmed that they (NCC) are not responsible for this pavement
	7. Various parishioners. Complaints regarding flyposting. Cllr Iddon reported that he had spoken with a couple in the village who had put up a large number of posters all over the village. The Council suggested that some information be put in the Horning Reach asking parishioners not to flypost
	8. NCC. Footway to Cycleway Conversion order. NCC Highways had written to the Parish Council concerning the new cycleway as follows: ‘*as part of the shared use pedestrian and cycling facility from Hoveton to Horning, NCC are required to legally convert the existing footway to a shared use pedestrian and cyclist facility. Prior to formally advertising the Cycleway Conversion Order initial views are being sought from interested parties’.* The Parish Council **AGREED** that the **Clerk** should write to NCC in favour of the cycleway, but also asking that verges be reinstated where possible where they have been damaged by vehicles
6. **Finances:**
	1. To receive confirmation of finances. The Finance Committee Chairman noted that he had checked the bank reconciliation for the month against the bank statements and that the finances were in order
	2. The following receipts were noted:
		1. NCC. SAM2 50:50 parish partnership funding. £1764
		2. Parishioner. Donation to tree fund. £30
	3. The following payments were authorised:
		1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
		2. DD. Clerk Pension. Parish Council contribution. £41.98. Clerk Contribution. £16.79. Total £58.77
		3. Chq no 2172. HMRC (Post Office Ltd). Tax. £46.80
		4. Chq no 2173. URM. Glass recycling. £3.60 inc £0.60 VAT
		5. Chq no 2174. Clerk salary and expenses. £459.18
		6. Chq no 2175. Ralph Morris. Litter picking February. £130
		7. Chq no 2176. Carol Gilden. Cutting the sign grass in December. £22
		8. Chq no 2177. Westcotec. Sam2 sign. £4233.60 inc £705.60 VAT
		9. Chq no 2178. Harrison External Display Systems. Flags and Flag poles. £521.94 inc £86.99 VAT
		10. Chq no 2179. Peter Iddon. Reimbursed for costs associated with pump. £17.45
7. **Planning:**
	1. **Planning applications received**
		1. NNDC. PF/16/0112. Land at Leeds Way. Erection of two-storey dwelling. **Supported**
	2. **Planning decisions received and noted:**
		1. NNDC. PF/15/1802. 6 Kimberley Terrace, Mill Hill. Erection of two-storey extension to side of dwelling, replacement porch and render to painted brickwork. Consent given. Noted

1. **Asset Management.**

Cllr Avellino reported that she had received a quotation for £525 for the pathway from Pinewood Drive to the top of the steps. She had also received a quotation for asphalt for £1200. Councillors noted that this footpath was used by a large number of residents. The Council **AGREED** that this work should be undertaken once it had been budgeted for, in the new financial year and when the end of year finances had been considered

1. **Parish Councillor reports.** To receive any Parish Councillor reports
	1. Cllrs Iddon and Gilden. Village Fayre / Tour de Broads. Cllr Gilden reported that the Fayre committee would be holding a meeting in the near future
	2. Cllr Davis. Sam2 update. Cllr Davis had circulated a graph around Councillors and noted that in 42 days approximately 40,000 vehicles had passed the SAM2 in one direction. He also explained to Councillors that the SAM2 logs the last speed that it calculates for any vehicle. The Chairman noted that he is currently the only person in the village who knows how to use the SAM2 sign. Cllr Iddon offered to meet with him to learn how to use it



* 1. Cllr Iddon. Pump update. Cllr Iddon reported that he had sent a photograph of the pump to all Councillors together with some draft wording for the sign. He confirmed that the Broads Authority had asked that an information sign be added to the pump. Councillors **AGREED** the wording which Cllr Iddon had put together. The Chairman suggested moving the donation box to beside the pump. Cllr Iddon asked all Councillors to send photographs of the old pump. The Parish Council **AGREED** that Cllr Iddon should go ahead and organise a sign with words but no photographs for the time being. It was agreed that the colour for this sign would be ivory with black lettering.
	2. Cllr Iddon and Kibler. North Norfolk Parishes meeting. Cllr Iddon informed the Council that Cllr Kibler and himself had attended this meeting in Cromer. He explained that predominantly the meeting concerned second homes’ council tax. There is a huge number of 2nd homes in the NNDC area, whose owners don’t contribute to the local economy. Cllr Kibler explained that those houses are subject to Council tax, which all goes directly to the County Council. He noted that many people who had attended the meeting wished to lobby central and local government to ensure that some portion of this Council Tax goes to the Parishes.

Councillor Kibler went on to explain that all villages could put together Neighbourhood Plans.

Information regarding Neighbourhood Plans:

*Neighbourhood planning is a Government initiative to empower communities to take a more proactive role in planning for their local area. It allows local areas to come together to establish general planning policies for development and use of land in their neighbourhood, which then becomes part of the local development plan.*

*Neighbourhood plans already exist in some areas, usually called parish plans, but the Localism Act makes neighbourhood plans part of the legal framework.*

*Neighbourhood planning gives communities the power to:*

* *make a*[*Neighbourhood Development Plan*](https://www.northnorfolk.org/planning/18956.asp)
* *make a*[*Neighbourhood Development Order*](https://www.northnorfolk.org/planning/18966.asp)
* *make a*[*Community Right to Build Order*](https://www.northnorfolk.org/community/18424.asp)

*Communities can choose to create any combination of the above. It is entirely up to them. In the case of neighbourhood development plans and orders, both must follow some ground rules:*

* *they must generally be in line with local and national planning policies*
* *they must be in line with other laws*
* *if the local planning authority says that an area needs to grow, then communities cannot use neighbourhood planning to block the building of new homes and businesses; they can, however, use neighbourhood planning to influence the type, design, location and mix of new development*
* *neighbourhood plans must contribute to achieving sustainable development*

*Neighbourhood planning was introduced through the*[*Localism Act 2011*](http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted)*.*[*Neighbourhood planning legislation*](http://www.legislation.gov.uk/uksi/2012/637/contents/made)*came into effect in April 2012.*

Cllr Kibler explained that one of the primary reasons for developing a Neighbourhood plan is that District and Borough Councils are able to replace the old Section 106 agreements with CIL (the Community Infrastructure Levy) but NNDC have not done this yet. If and when NNDC put CIL in place, and if a Parish Council has a neighbourhood plan, NNDC would then need to charge a levy on new developments, and would then need to pass on a percentage of that to the Parish Council.

The Council **AGREED** that, whilst NNDC do not have CIL in place, there is no strong purpose for putting together a Neighbourhood plan

1. **Parishioners’ Matters:** The meeting was adjourned at 7.59 pm for public participation
	1. **District Councillor report**: District Councillor Barbara Mcgoun explained that, in the name of Devolution, NNDC would need to start becoming more commercial and should earn money as it would receive no money from central government funding. Cllr Mcgoun went on to explain that this would filter down to parishes.

District Councillor Mcgoun also confirmed that Scott Martin at NNDC had recommended that a working party be set up so that the Parish Council and NNDC could work together to form a sensible way forward for the boat waste. Cllr Iddon offered to undertake this role, with District Cllr Mcgoun and Scott Martin. **The Clerk** would then facilitate a time and place for a site meeting

* 1. **County Councillor Allison Bradnock** noted that the East of England Ambulance Service were inviting feedback. She would email the relevant information to the Clerk. Cllr Bradnock also noted that there would be a Police Safer Neighbourhood meeting outside Roys of Wroxham on Saturday 12th March at 3pm
	2. **Public Participation.**

Pauline Bourke was able to clarify a question which had arisen during the meeting regarding the Pinewood Drive footpath by explaining that the work on the footpath was deemed to be ‘Parish Council maintenance’ and therefore not something that the HBS fund would consider funding. Councillors therefore agreed that this footpath work should be built in to the following year’s maintenance budget

A message had been sent by Arthur Edmonds, the owner of the defibrillator on Mill Loke, to ask if there was a defibrillator service contract and if so if his defibrillator could be included within it.

1. **Agenda items**
	1. To consider applying for Quality Council Status (<http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>). The Chairman explained that he would be interested in looking towards the Quality Council Status. He summarised what ‘Quality Council’ entailed. Councillors had received information regarding Quality Council Status on the email from the Clerk. The Clerk explained that there were two fees involved in obtaining Quality Council status: £50 as a registration fee, and then £50 for the Foundation Standard, £80 for the Quality Standard, and £100 for the Quality Gold standard. The Parish Council **AGREED** to take the necessary steps towards obtaining Quality Council status
	2. HBS bids
		1. Suggestions for 2016. Councillors had no suggestions to put forward at this time
		2. Updates on 2015 donations:
			1. £3260 for defibrillators and cabinets. All the defibrillators and cabinets had been delivered. Each location was awaiting electricians to put the defibrillators in, and would then send the bill for the electrician to the PC
			2. £650 for flag pole and flags. This cheque was on the agenda but the **Clerk** would need to check on the planning status
			3. £750 for picnic benches to be sited on the recreation ground. Cllr Avellino had researched benches. She explained that wooden benches were approximately £480 for four benches but that they would need maintenance. Cllr Avellino recommended a recycled plastic picnic bench, which would be more expensive initially but would require no maintenance. Councillors were in favour of this idea. **Cllr Avellino** would speak with Keith Buck regarding a quotation for installation, and **Cllr Darby** would speak with the HBS committee

* 1. Request from a parishioner to have a Petanque court on the Recreation Ground (with a view to all costs being potentially met by an HBS bid). Cllr Kibler had researched this and noted that it would require a space 17 metres x 6 metres. He noted that he felt that it was important to ensure that the court would be used. Cllr Smith noted that he felt it was very important to leave space for a potential football pitch in the future. Both comments were agreed by other councillors. Pauline Bourke, who had made the recommendation, informed the Council that she would research interest levels within the village before considering putting an HBS bid in. She also noted that she was working closely with the Norfolk and British Petanque Society and had agreed with a member of the Norfolk Association that he would work with her to set up the court, if required. The Council **AGREED** that, in principle, and if there were enough interest in the village, a bid could be put in to the HBS committee for a petanque court on the Recreation Ground
	2. To consider action regarding the untidy recreation ground hedge (Western hedge: beside the table tennis table). Councillors agreed unanimously that the road in question (beside the recreation ground) was a private road and they could see no requirement to finance any work to the hedge. It was noted that the verge is 5 – 6 foot wide and mainly consists of hawthorn and overgrown ivy together with dead matter, and that the hedge is not overhanging. It was also noted that the hedge is not tall or complete and is little more than large shrubs. As the hedge is not impinging on the recreation ground Councillors could see no reason to maintain it. In particular, Councillors did not wish to agree to maintain the hedge and therefore set a precedent for all the years to come. The Clerk explained that the lady who had made the request had received various pieces of inaccurate and misleading information regarding the hedge over the years and that in previous years the Council had agreed to maintain it. Councillors **AGREED** that the hedge was not the responsibility of the Parish Council and as such should not be maintained. **Cllr Iddon** and **The Clerk** would visit the lady to explain the Council’s decision
	3. To consider the closure of the Staithe to vehicle traffic on the day of the Tour de Broads. Councillors **AGREED** that it would be a good idea to close the Staithe. **The Clerk** would arrange the road closure, which she believed would cost around £40
	4. To agree to a quotation for remedial work on Ludham Bridge Moorings. Councillors **AGREED** to a quotation from Paul Thain for £3250 plus VAT. This quotation was for the two top boards, ie the boards above the water. This was agreed on the basis that Councillors had been advised that those boards below the water would not have suffered oxidisation and would not need replacing. It was agreed that **The Clerk** would write an order, which she would send to Cllr Smith for him to deliver to Paul Thain. The order would include the detail of the work to be done (from the White posts to the bridge). Cllr Smith would confirm with Paul Thain a possible start date. Quotations had also been received by Chris Prior / DC Frost for 47 metres of quayheading. This quotation had been for £7520. Another quotation had been received by AJS Riverside Maintenance, for 60 metres of quayheading. This quotation had been £9300.
1. **To plan items for the next agenda**
2. **To list items for the Horning Reach Parish News:**
	1. **H**HBS bids – recommendations
	2. **No** No flyposting
3. **At the Chairman’s discretion**
	1. Cllr Turpin noted that he had been unhappy with the way in which the Council had agreed outside of the meeting the length of the mooring to be rented for the Ludham Bridge Moorings. It had been agreed at the February meeting that Cllr Martin would circulate the lease and that Councillors would have a chance to comment by email before the Clerk took the lease for signing. Cllr Turpin felt that as there had been some disagreement on the email regarding the length of the moorings, this should have returned to a full Council meeting. Cllr Turpin had requested, by email, that 100 foot of moorings be included in the lease and that the remaining 80 foot be left clear. All other Councillors who had commented by email had agreed on a figure of 140 foot for the lease, and 40 foot to be left clear. The Chairman apologised to Cllr Turpin and explained that he had made the decision to agree the lease on the basis that he felt it was very important to receive the outstanding rent prior to the financial year end, and that he had felt that this was not achievable if the lease had to wait until after the March meeting. In addition, the Chairman noted that Mr Elliot, the holder of the new lease, would be cutting back the brambles which took up the majority of the 40 foot which was to be left clear. Cllr Turpin accepted these facts and the apology and it was agreed that the lease would stand. The Chairman would visit Mr Elliot and discuss the brambles and the remaining 40 foot over the coming days
4. **To confirm venue and dates of the next council and committee meetings.**
	1. **Monday 4th April**
	2. **Monday 16th May – ANNUAL PARISH COUNCIL MEETING**
	3. **Wednesday 4th May – ANNUAL PARISH MEETING (VH ANNEX)**
	4. **Monday 13th June – June Parish Council meeting**
5. **Closure of meeting at 9.05pm**