**NOTICE OF THE ANNUAL PARISH COUNCIL MEETING**

**To Members of the Council**: You are hereby summoned to attend a Horning Parish Council Meeting at St Benet’s Hall, Horning, on **Monday 16th May 2016 at 7.00pm** for the purpose of transacting the following business:
Jo Beardshaw Parish Clerk / RFO

**Press and Public are welcome**

**AGENDA**

1. **Election of Chairman and Vice Chairman (**and declarations of office signed and given to the Clerk)
2. **Apologies**
3. **Declarations of Interest.** Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council’s (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest and whether it is personal or prejudicial
4. **Minutes of the previous meeting**

To receive and approve the minutes of the meeting held on Monday 4th April 2016

To receive and approve the minutes of the Annual Parish Meeting held on Wednesday 4th May 2016

1. **To confirm Chairman and members of: the asset management committee, the finance committee and the planning committee**
2. **All members – confirmation of Financial Regulations, Standing Orders, Code of Conduct (**note: working party currently working on Standing Orders update / review)
3. **Actions from previous minutes**

To report any actions and updates from previous minutes:

* Ludham Bridge Moorings work
* Defibrillators (insurance, gifting, general update)
* Boat Waste update - costs, comments from parishioners
* SAM2
1. **Correspondence**
	1. PCSO report
	2. NCC. Footpath closure (570 metres South of Hall Road for a further 850 metres)
	3. NCC. Road Closure for Horning Fayre 21st August 2016
	4. NCC. New communications (Broadband) The Avenue, beside 24 Norwich Road
	5. NCC PROW officer. FP11. Low key surfacing works to muddy areas planned
	6. Parishioner. Request (to NCC) to consider creating a footpath from Ludham Bridge to the footpath leading to Horning Hall on safety grounds
	7. David Bracey. Play Inspection booked for 11th July
	8. Parishioner. Request for action regarding horses using footpaths in the village
2. **Finance**
	1. To confirm the Clerk as the Responsible Finance Officer
	2. To receive confirmation of finances
	3. To note receipts
		1. NNDC. Grant £390. Precept £7933
	4. To agree and authorise payments
		1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
		2. DD. Clerk Pension £81.03. Parish Council contribution £57.88
		3. Chq no 2191. Clerk salary and expenses. £557.12
		4. Chq no 2192. Ralph Morris. Litter picking April. £130
		5. Chq no 2193. Post Office Ltd. HMRC. Tax. £78.60
		6. Chq no 2194. Norfolk County Council. FP1 and FP2 parish partnership work. £875
		7. Chq no 2195. Anita Turpin. Flowers and bulbs for planters. £123.90
		8. Chq no 2196. Horning Village Hall. Defibrillator electrician work. £204.14
		9. Chq no 2197. Jo Beardshaw. Reimbursement of international payment to Medisol for defibrillator cabinets. £108 plus reimbursement of ‘buyaplan’ document for planning application for flagpole. £16.80. Total £124.80
		10. Chq no 2180. Came and Company. £770.70
		11. Chq no 2181. NALC. Subscription. £210.46
		12. Chq no 2182. Carol Gilden. Grass cutting March. £50
		13. Chq no 2183. URM UK Ltd. Glass recycling. £10.80 inc £1.80 VAT
		14. Chq no 2184. Country Grounds Maintenance Ltd. Rolling of recreation ground. £294 inc £49 VAT
3. **Planning.** To receive planning applications and make decisions according to recommendations
	1. Planning applications received:
		1. BA/20160145/FUL. The Staithe, Lower Street, Horning. Flagpole
		2. BA/2016/0170/COND. Heron Cottage, Ferry Road. Variation of condition 2 of permission BA/2014/0228/CU.
		3. BA/2016/0136/FUL. Cygnets Reach, Lower Street. Proposed single storey extension to front and side of boat shed.
	2. Planning decisions received:
		1. NNDC. PF/16/0112. Land at Leeds Way. This application has been withdrawn
4. **Asset Management.** To receive the report from the Asset Management Committee
5. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
6. **Parishioners’ Matters**

To adjourn the meeting to allow members of the public to speak for a maximum of 5 minutes

* District Councillor / County Councillor
* Members of the public to speak
* Reconvene meeting
1. **Agenda items. To discuss agenda items**
	1. Consider approving the model code of conduct
	2. To confirm the purchase of two plaques, one for the playground and one for the flagpole
	3. To confirm that Councillors are satisfied with the current insurance policy
	4. To discuss replacement bins for boat waste
	5. To confirm the fixed asset register
	6. To confirm the end of year finances
	7. To confirm Neal Sharpe as internal auditor for the year

1. **To receive items for the next agenda**
2. **To list items for the Horning Reach Parish News**
3. **To identify other items at the Chairman’s discretion**
4. **To confirm venue and dates of the next council and committee meetings**
	1. **Monday 13th June – June Parish Council meeting**
	2. **NO MEETING JULY**
5. **Closure of meeting**

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