**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 13th June 2016 at 7.00pm** for the purpose of transacting the following business:  
Jo Beardshaw Parish Clerk / RFO

**Press and Public are welcome**

**AGENDA**

1. **Apologies**
2. **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
3. **Minutes of the previous meeting**

To receive and approve the minutes of the meeting held on Monday 16th May 2016

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

1. **Actions from previous minutes**

To report any actions and updates from previous minutes:

* HBS Community Fund (Defibs, flagpole etc)

1. **Correspondence**
   1. PCSO report
   2. NCC. Cycleway conversion. A1062 and Lower Street
   3. Parishioner. Comment regarding boat waste
   4. Response from NCC regarding the Lower Street crossroads
   5. NCC. SAM2 new site near Ludham Bridge
   6. Letter from HPC to be written to an allotment tenant who has not paid the annual rent
   7. Parishioner. Concerns over access around the St Benet’s area following a change of land ownership
2. **Finance**
   1. To receive confirmation of finances
   2. To note receipts
      1. Collection box. £87.92
      2. Tidings. Planter sponsorship. £80
      3. Allotment income. £57
   3. To agree and authorise payments
      1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
      2. DD. Clerk Pension May £57.57. Parish Council contribution £41.12
      3. DD. Clerk Pension June £61.17. Parish Council contribution £43.69
      4. Chq no 2206. Carol Gilden. Cutting Green April. £117
      5. Chq no 2207. HMRC (Post Office Ltd). £46.40
      6. Chq no 2208. NNDC. Dog bin emptying. £2127.84 inc £354.64 VAT
      7. Chq no 2209. Clerk salary and expenses May £443.75
      8. Chq no 2210. Clerk salary and expenses June £
      9. Chq no 2211. Neal Sharpe. Internal Audit. £70
3. **Planning.** To receive planning applications and make decisions according to recommendations
   1. Planning applications received:
      1. BA/2016/0174/FUL. Richardsons Boatyard, Ferry View Estate. Additional moorings, quayheading, public moorings and slipway
      2. BA/2016/0203/HOUSEH. Oakmead Cottage, Lower Street. Two storey side extension
   2. Planning decisions received:
      1. BA/2016/0136/FUL. Cygnets Reach, Lower Street. Proposed single storey exstension to front and side of boat shed. Approved
      2. BA/2016/0111/FUL. Southgates Boat Yard, 56 Lower Street. Recladding lean to roof. Approved
      3. BA/2016/0115/CU. 11 Bureside Estate, Crabbetts Marsh. Approved
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:
   1. The Chairman / Vice Chairman. Meeting held by Ludham PC regarding boat waste
   2. The Chairman. Meet and greet. 5/6/16
   3. Cllr Davis. SAM2 data
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. To confirm the members of all committees
   2. To discuss the unauthorised parking of vehicles on the recreation ground
   3. To consider increasing the number of dog waste and litter bins in this or the next financial year
   4. To consider applications from two parishioners for the two vacant positions on the Parish Council: Andrew Seddon and Dave Foreman
   5. To consider setting up URM glass recycling on a direct debit basis
   6. To approve Clerk’s contract and confirm the SLCC review of the salary bands
   7. To discuss boat waste and to consider future actions
   8. Request from Cllr Davis to purchase 4 planters (3 small planters currently in storage and one large planter from The Village Green to potentially level up the sides) for £120
   9. To confirm receipt of the internal audit report from Neal Sharpe

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 August 1st 2016**
5. **Closure of meeting**

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