**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 13th June 2016**

**Present:**

**Cllr I Davis**

**Cllr P Iddon**

**Cllr K Smith**

**Cllr C Smith**

**Cllr A Darby**

**Cllr P Kibler**

**Cllr R Martin**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 8**

1. **Apologies.** Apologies were received and accepted from Cllrs Darby and Avellino
2. **Declarations of Interest.** None
3. **Minutes of the previous meeting.** The minutes of the meeting held on Monday 16th May 2016 were confirmed as a true and correct record, and were signed

The minutes of the Annual Parish Meeting held on Wednesday 4th May 2016 were confirmed as a true and correct record

1. **Actions from previous minutes:**

* HBS Community Fund. The Clerk explained that she had yet to request the relevant funds from the HBS community fund because she was awaiting the final invoice from the Broads Authority for the flagpole planning application. She outlined that she would be requesting funds to cover the electrical work for the defibrillators as well as the defibrillator cabinet upgrade and everything associated with the flagpole

1. **Correspondence**
   1. PCSO report. The PCSO had written to the Clerk with the latest police report, which was as follows. 1 road related call, 3 reports or rowdy or nuisance behaviour, 1 call for a concern for safety and 1 report of suspicious circumstances. There had been no crimes. Noted
   2. NCC. Cycleway conversion. A1062 and Lower Street. Noted
   3. Parishioner. Comment regarding boat waste. A parishioner had written to the clerk explaining that in his opinion boat waste is produced mainly by hirers of boats and therefore (in his opinion) the responsibility for the cost of its disposal lies with the hire companies. The parishioner had noted that he felt that the BA already charges hire companies for a boat hire license and so the cost of waste collection could be easily added to the Boat Hire licence. The Chairman explained that he had spoken with the parishioner on this subject. Noted
   4. Response from NCC regarding the Lower Street crossroads. The Clerk explained that she had been in touch with Richard Flowers of NCC regarding the Lower Street / Ropes Hill crossroads and that she felt that there was no further rolling or reinstatement required. Noted
   5. NCC. SAM2 new site near Ludham Bridge. Cllr Davis explained that he had received permission to place the SAM2 sign near to Ludham Bridge, as per his recent request. Noted
   6. Letter from HPC to be written to an allotment tenant who has not paid the annual rent. The Parish Council **AGREED** that the Clerk should write a letter to the tenant requesting the outstanding funds
   7. Parishioner. Concerns over access around the St Benet’s area following a change of land ownership. A parishioner had written to the Parish Council regarding the land opposite Thurne, where the landowner appears to be preventing the public from walking along the river bank (and to not access it from Cold Harbour). The Clerk noted that Ludham Parish Council had been informed that the landowner does not have the required grass cutting machinery and so has had to close the path because the path cannot be cut. The Parish Council **agreed** that **the Clerk** should investigate further
   8. ENQ900015153 – pathway to school very overgrown. The Chairman informed the Council that this pathway had been cut by a parishioner. The Chairman would add the PC’s thanks to the Horning Reach article
2. **Finances:**
   1. To receive confirmation of finances. Cllr Davis confirmed that he had signed the monthly bank reconciliation. He reported that he intended to give the Parish Council a report every month summarising budget against actual finances
   2. The following receipts were noted:
      1. Collection box. £87.92
      2. Tidings. Planter sponsorship. £80
      3. Allotment income. £57
      4. Slipway income. £134 (£114 plus £20 anonymous donation)
   3. The following payments were authorised:
      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 £446.09
      9. Chq no 2211. Neal Sharpe. Internal Audit. £70
      10. Chq no 2212. HMRC (Post Office Ltd). June tax. £50.20
      11. Chq no 2213. URM UK Ltd. Glass. £23.58 inc £3.98 VAT
      12. Chq no 2214. Ralph Morris. May and June litter picking £260
3. **Planning:**
   1. **Planning applications received**
      1. BA/2016/0174/FUL. Richardsons Boatyard, Ferry View Estate. Additional moorings, quayheading, public moorings and slipway. Supported
      2. BA/2016/0203/HOUSEH. Oakmead Cottage, Lower Street. Two storey side extension. Supported
   2. **Planning decisions received and noted:**
      1. NNDC. PF/16/0112. Land at Leeds Way. This application has been withdrawn. Noted

1. **Asset Management.**

None

1. **Parish Councillor reports.** To receive any Parish Councillor reports
   1. Boat Waste meeting. The Chairman reported that, following a meeting held by Ludham Parish Council, it seemed apparent that not enough thought had been given to the reclassification of boat waste by central government. **The Clerk** would write to Norman Lamb explaining this. The Chairman explained that Angie Fitch-Tillett, the portfolio holder covering waste at NNDC had not been well prepared for the meeting but that she intended to hold a ‘waste forum’ before or during July.

More generally, on the subject of boat waste, the Parish Council discussed the problem of the rats at the boat waste bins in Horning. It was unanimously **AGREED** that **the Clerk** should speak with Scott Martin at NNDC the following morning and ask that the boat waste bins including the structure be removed urgently in order to remove the rats. Cllrs Smith kindly offered to put up a sign in their shop explaining why this was happening. The Chairman would also inform local businesses. It was suggested that the Clerk recommend to NNDC that they erect a fence around the structure to ensure that the rat bait is kept away from visitors / children

* 1. The Chairman. Meet and Greet. The Chairman had held a ‘meet and greet’ event on 5th June 2016. He reported that it had been better attended than previous events with 9 or 10 parishioners attending. He noted that the majority of the discussions were around boat waste
  2. SAM2 data. Cllr Davis did not have a SAM2 report at the meeting

1. **Parishioners’ Matters:** The meeting was adjourned at 7.52 pm for public participation
   1. **District / County Councillor report**: District Councillor Barbara Mcgoun and County Councillor Allison Bradnock had sent their apologies as they were unable to attend the meeting. The Chairman congratulated Cllr Mcgoun for her recent appointment in Great Yarmouth.
   2. **The meeting was adjourned at 7.45pm for Public Participation.**

Dave Young informed the Parish Council that he was working on the village plan and that he had had 400 flyers made and delivered round the village. He had recruited a team of 8 people to work on the Village Plan with him. The Chairman thanked him very much for his hard work to date on the Plan

Betty Woodcock thanked the Chairman for his help with the Village Hall defibrillator which was now ‘online’. Mrs Woodcock asked who had undertaken work on Staithe Road filling in potholes. The Parish Council were unaware of this and were unable to shed some light on the matter apart from the suggestion that Open Reach / BT might have been involved

The Parish Council asked **the Clerk** to speak with Carol Gilden to ask her to regularly, and on an ongoing basis, weed the area beside Mrs Woodcock’s house, which is Parish Council land

**The meeting was reconvened at 8.01 pm**

1. **Agenda items**
   1. To confirm the members of all committees. The Chairman had covered item 11d below, so was able to incorporate the new Councillors into this item. The Parish Council **AGREED** committee members as follows:

**Finance (Chairman Ian Davis).** Gary Martin, Kim Smith

**Asset Management (Chairman Pat Avellino).** Chris Smith, Andrew Darby, Kim Smith, Dave Foreman

**Planning (Chairman: Phil Kibler).** Anne Gilden, Andrew Darby, Peter Iddon, Andrew Seddon

**Allotments (Chairman and sole committee member: Gary Martin)**

On the subject of allotments, the Chairman noted that he would speak with Geoff Evans again to see if he would be agreeable to setting up an allotment committee within the tenants

* 1. To discuss the unauthorised parking of vehicles on the recreation ground. The Chairman noted that during the 3 Rivers Race, Horning Sailing Club had used the recreation ground again, as in previous years, but had this year failed to send a risk assessment. The Clerk had written to the Treasurer and awaited a response. **The Chairman** would speak with the Commodore. Noted. In addition, Cllr Kibler reported that there are regularly cars parked on the recreation ground. Mrs Woodcock noted that the Village Hall Committee had recently erected a sign encouraging people not to drive past the end of the Village Hall. The Parish Council considered purchasing a chain and post fence to dissuade people from parking on the recreation ground. **The Chairman** would look into costs for this
  2. To consider increasing the number of dog waste and litter bins in this or the next financial year. Cllr Kibler noted that he was aware of complaints that there is no litter bin on the Staithe and that there were perhaps not enough dog bins in the village. Cllrs Smith both noted that they felt strongly that a litter bin on The Village Staithe would inevitably be full and overflowing and therefore an eyesore. Cllr Davis noted that the cost for dog bins during the Financial Year was already very high and that the issue with dog waste was one of tackling the problem rather than putting more bins in place
  3. To consider applications from two parishioners for the two vacant positions on the Parish Council: Andrew Seddon and Dave Foreman. The Parish Council **AGREED** to co-opt these parishioners.
  4. To consider setting up URM glass recycling on a direct debit basis. **AGREED**
  5. To approve Clerk’s contract and confirm the SLCC review of the salary bands. **AGREED**
  6. To discuss boat waste and to consider future actions. See item 9a above
  7. 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. **AGREED.**
  8. To confirm receipt of the internal audit report from Neal Sharpe and to formally approve the governance statement followed by the accounts for the financial year 2015/2016. The Chairman read the governance statement, which was **AGREED** by the Parish Council. All Councillors had received the accounts and also **AGREED** the accounts. **The Clerk** would finalise the audit work

1. **To plan items for the next agenda**
   1. Governance Statement
   2. Boat Waste update
   3. Asset register update
2. **To list items for the Horning Reach Parish News:**
   1. Thank parishioners for cutting the pathway to the school
   2. Please use the bottle bank
   3. Cost of dog waste bins per year
   4. The Village Plan
3. **HAt the Chairman’s discretion**
   1. Cllr K Smith noted that there was a problem with coaches parking in the wrong place on the Swan Car Park due to poor white line marking. **Cllr Gilden** agreed to speak with the owners of the Mississippi to ask if they might be willing to organise some white lines
   2. Andrew Seddon asked if the Jubilee Green is owned by the Parish Council. **The Clerk** would speak with Cllr Avellino to check this
4. **Closure of meeting at 8.44pm and details of the next meetings:** 1st August 2016