**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 1st August 2016**

**Present:**

 **Cllr P Iddon**

 **Cllr P Avellino**

**Cllr A Darby**

**Cllr P Kibler**

**Cllr R Martin**

**Cllr A Seddon**

**Cllr D Foreman**

**Cllr A Gilden**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 8**

1. **Apologies.** Apologies were received and accepted from Cllrs Davis, K Smith and C Smith
2. **Declarations of Interest.** None
3. **Minutes of the previous meeting.** The minutes of the meeting held on Monday 13th June 2016 were confirmed as a true and correct record, and were signed
4. **Actions from previous minutes:**
* HBS Community Fund (Defibs, flagpole etc). £1788 requested from the fund. The Clerk explained that Roger Tomkins had confirmed that the HBS fund would pay this invoice despite the larger electricity bill than had been anticipated
* Response from Horning Sailing Club regarding unauthorised parking on the recreation ground. The Chairman confirmed that the Clerk had received no response to her email to the Secretary of the Sailing Club regarding the parking on the recreation ground. Noted
* Flagpole update. The Flagpole was due to be delivered on the 8th August to Cllr Avellino’s house.
1. **Correspondence**
	1. PCSO report. The police had received 15 calls from the area since the last meeting on the 13th June. 2 calls for information purposes, 1 report of lost property, 3 reports of rowdy or nuisance behaviour, 2 road related calls, 2 abandoned calls, 2 calls for a concern for safety, 1 report of a road traffic collision (on Upper Street), 1 report of a burglary and 1 report of suspicious circumstances. As a result of these calls there had been 3 reported crimes in the last 2 months: a burglary on Parkland crescent, a theft of a number plate from a car and a public order offence which is being investigated. Noted
	2. NNDC. Electoral review of North Norfolk. The Clerk explained that the consultation on the electoral review had started. No recommendations were available as the consultation involved members of the public and organisations recommending new boundaries. No Councillors wished to comment
	3. BA. Biodiversity enhancements guide. The Clerk explained that the guide consultation was running from 26th August for 7 weeks. The guide notes that waterside chalets are an important feature and asset to the Broads Authority Executive Area and communities and that it is recognised that they may need changes over time. The document therefore provides guidance on making these changes to the chalets. Noted
	4. NNDC. Big Society Grant funding. The Clerk explained that she had received a list of Big Society grants which had been awarded. She read some of these awards to the Parish Council. Councillors suggested that **The Clerk** contact NNDC Big Society and discuss the possibility of receiving a grant for the boat waste bin enclosure
	5. Came and Company. Confirmation that the Parish Council insurers recommend weekly visual inspections of play equipment. Cllr Martin had received the detail of this email from Came and Company and explained that he felt that the recommendation could be illegal. **The Clerk** would send him the insurance paperwork
	6. BA. Application for works to trees subject to a TPO. Woodlands, 39 Bureside Estate, Crabbetts Marsh. One silver birch removed. Consent given. Noted
	7. Letter from tourist complaining of road outside Cygnet Cottage. The tourist had written to the Council explaining that she had recently been on holiday in Horning and had been appalled by the drainage situation in the area. **The Clerk** would write to her to explain that the road was privately owned and that the drainage would cost a huge amount to fix, split between the various landowners
	8. Norman Lamb MP. Annual tour. 1040am Friday 26th August in the Village Hall car park. Noted
	9. BA/2016/0261/CLEUD. Eagles Nest, Ferry Road. Application for a Lawful Development Certificate for 4 years continuous use as a Managers flat including occasional holiday accommodation. Noted
	10. Cllr Kibler / Steve Burgess. Removal of flotsam from the Parish Staithe, and disposal of rubbish. The Parish Council asked **The Clerk** to write to Steve Burgess to thank him for his work
2. **Finances:**
	1. To receive confirmation of finances. Cllr Martin confirmed that he had signed the monthly bank reconciliation.
	2. The following receipts were noted:
		1. Allotment tenant. £19
		2. BA. Refund for flagpole. £95
	3. The following payments were authorised:
		1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
		2. DD. Clerk Pension. £23.38 (£16.67 from PC)
		3. Chq no 2215. David Bracey Play Safety. £90 inc £15 VAT
		4. Chq no 2216. Carol Gilden. May and June invoices. £172 / £154. Total £326
		5. Chq no 2217. Clerk salary and expenses. £259.17
		6. Chq no 2218. URM UK Ltd. Glass. £23.58 inc £3.93 VAT
		7. Chq no 2219. Ralph Morris. July litter picking £130
3. **Planning:**
	1. **Planning applications received**
		1. BA/2016/0220/HOUSEH. Sherwood, Ropes Hill. Car port. Supported by the PC
		2. BA/2016/0215/FUL. Quay West, Ropes Hill. Replacement quay heading. Supported by the PC
		3. BA/2016/0227/CLEUD. Two Gates, Norwich Road, Falgate. Land used within the curtilage of a dwelling. Certificate of lawful existing use or development of land. No objection given by PC
		4. BA/2016/0228/COND. Haughs End Road, Lower Street, HOVETON. Variations of conditions from permission BA/2014/0248/FUL. The Parish Council agreed to **object** to this planning application
		5. BA/2016/025/HOUSEH. Dove Cottage, Ropes Hill. Widen boat dock. The Parish Council supported this application
		6. BA/2016/0170/COND.  Heron Cottage, Ferry Road.  Planning Committee Friday 22nd July. Noted
	2. **Planning decisions received and noted:**
		1. BA/2016/0145/FUL. The Staithe, Lower Street. Flagpole. Agreed
		2. BA/2016/0187/HOUSEH. The Boat House, Ferry Road. Agreed
		3. BA/2016/0174/FUL. Richardsons Boatyard, Ferry View Estate. Refused
		4. BA/2016/0203/HOUSEH. Oakmead Cottage, Lower Street. Agreed

1. **Asset Management.**
	1. Cllr Avellino reported that she had received a complaint regarding the hedge between the Swan and the Staithe and she had spoken with The Swan. Cllr Kibler had kindly cut the hedge. The Chairman thanked him very much for his assistance.
2. **Parish Councillor reports.** To receive any Parish Councillor reports
	1. Cllr Davis. SAM2 data. Cllr Davis had been unable to attend the meeting
	2. Cllrs Avellino and Iddon. Devolution seminar. The Chairman had been unable to attend the seminar. Cllr avellino explained that she attended the seminar and a number of pots of funding were being presented as part of the devolution agreement for Norfolk and Suffolk. A public consultation is due to take place between the 8 July - 23 August 2016. The consultation responses are then being sent to the Secretary of State. They will decide whether a mayoral combined Authority for Norfolk and Suffolk should be set up. A further seminar for towns and Parishes will follow in the autumn.
3. **Parishioners’ Matters:** The meeting was adjourned at 7.27 pm for public participation
	1. **District / County Councillor report**: District Councillor Barbara Mcgoun had attended the meeting and, together with the Chairman, explained to the Council that little progress had been made with the problem of Boat Waste

**The meeting was reconvened at 7.56 pm**

1. **Agenda items**
	1. To consider setting up a direct debit for litter picking. **AGREED**
	2. To consider putting in place a chain link fence at the Village Hall / recreation ground. It was **AGREED** that the Chairman would work out some costs for this for the next meeting, and would include additional fencing in front of the Jubilee Walk
	3. To consider a policy for social media. The Clerk had circulated a document from another Parish Council. It was **AGREED** that **The Clerk**  would put together a version of this, relevant to Horning, for the following meeting
	4. To consider undertaking four recommendations arising from the play safety inspection. **Cllr Kibler** kindly offered to remove the stick which was sticking out of the ground. **Cllr Avellino**  would speak to Keith Buck to ask him to sort the fence out in two areas where it needs mending. The Council **AGREED**  that the aboriculturist had visited and reported in 2015 and that he would not need to visit in 2016. **Cllr Avellino** would review the tree inspection report from 2015
	5. To consider applying for a transparency grant for training and website management. **AGREED**
	6. To confirm the Parish Council’s Power of Competence. **Confirmed**
	7. To consider a policy for risk management. **Cllr Martin** agreed to review this policy and revert at the next meeting
	8. To confirm a Councillor training record for the past 12 months and the next 12 months. Councillors confirmed to the Clerk that they would all inform her of their training requirements and details of courses which they had been on
	9. To consider whether or not the Parish Council wishes to take out fidelity guarantee insurance. The Parish Council confirmed that it did **NOT** wish to take out fidelity guarantee insurance
	10. To confirm by resolution that the Parish Council publishes online the items mentioned on page 6 of the Local Council Award Scheme. This item was postponed to the following meeting
	11. To confirm by resolution that the Parish Council has the Governance, Community and Development evidence as detailed on page 7 of the Local Council Award Scheme. This item was postponed to the following meeting
	12. To confirm the Parish Council’s training policy. **AGREED**
	13. To confirm the Parish Council’s Disciplinary and Grievance procedures. **AGREED**
	14. To discuss a possible HBS Community Fund bid for polypropylene benches for the recreation ground. It was agreed that Cllr Avellino would obtain costings for two picnic tables for the September meeting
	15. To confirm the purchase of plaques for the flagpole, three defibrillators / cabinets and the play area. The Clerk detailed approximate costings of around £22 + VAT per plaque from Century Printing in Stalham. This was **AGREED.** The wording had been agreed by all those involved
2. **To plan items for the next agenda**
	1. Boat Waste update
	2. Asset register update
3. **To list items for the Horning Reach Parish News:**
	1. Ongoing boat waste
	2. Please don’t fly tip
4. **HAt the Chairman’s discretion**
5. **Closure of meeting at 8.40pm and details of the next meetings:** Monday 5th September 2016