**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 5th September 2016**

**Present:**

**Cllr P Iddon**

**Cllr P Avellino**

**Cllr A Darby**

**Cllr A Seddon**

**Cllr D Foreman**

**Cllr A Gilden**

**Cllr K Smith**

**Cllr C Smith**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 13**

1. **Apologies.** Apologies were received and accepted from Cllrs Davis, Martin and Kibler
2. **Declarations of Interest.** Cllr Gilden noted an interest in item 7a iv) on the basis that she lives in a neighbouring property. Cllr Seddon noted an interest in the same item on the basis that he knows the applicant personally
3. **Minutes of the previous meeting.** The minutes of the meeting held on Monday 1st August 2016 were confirmed as a true and correct record, and were signed
4. **Actions from previous minutes:**
   1. Response from NNDC community fund regarding possible funding for boat waste bins. The Clerk explained that she had received a response from Sonia Shuter at NNDC regarding a possible Big Society Fund bid for a boat waste enclosure. She had felt that the enclosure would not benefit the whole community enough to justify a Big Society bid. Noted
   2. Tree inspection report from Target Trees 2015. **Cllr Avellino** would look at old maps and try to ascertain which trees in the village are owned by the Parish Council. Once this was done a tree report could be commissioned
5. **Correspondence**
   1. PCSO report. The police had received 16 calls since the previous meeting. These were broken down as follows: 2 abandoned calls, 4 road related calls, 5 reports of rowdy or nuisance behaviour, 3 calls for a concern for safety, 1 call for information purposes and 1 report of a civil dispute. The Clerk noted that in the same period in the previous year there had been 5 reported crimes. Noted
   2. Changes to pre-book poppy bus in North Norfolk. The Chairman noted that there had been changes to this valuable service and he would report this in the Parish Council item for the Horning Reach
   3. Various. Norfolk rights of way to be lost if unrecorded or under-recorded by 2026. The Clerk noted that she had corresponded with Anita Turpin on this subject and that she would be the best person to update the Council on recording all PROW within the village
   4. NALC. Confirmation of approval of transparency grant. The Clerk noted that NALC had confirmed that the transparency grant had been approved for transparency training. Noted
6. **Finances:**
   1. To receive confirmation of finances. The Chairman confirmed that he had seen the monthly bank reconciliation and that the Vice Chairman (the Chairman of the Finance Committee) had approved the bank reconciliation for the month and would be signing it at the following meeting
   2. The following receipts were noted:

none

* 1. The following payments were authorised:
     1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
     2. DD. Clerk Pension. £84.56 (£60.40 from PC)
     3. Chq no 2220. Carol Gilden. July gardening work. £192
     4. Chq no 2221. Clerk salary and expenses. £574.50
     5. Chq no 2222. URM UK Ltd. Glass. £25.20 inc £4.20 VAT
     6. Chq no 2223. Ralph Morris. August litter picking £130
     7. Chq no 2224. HMRC. Post Office Ltd. Tax. £80
     8. Chq no 2225. Century Printing. Plaques. £90 inc £15 VAT

1. **Planning:**
   1. **Planning applications received**
      1. BA/2016/0241/FUL. Ferry Inn, Ferry Road. Retention of refrigerated trailer, portacabin and static caravan. The Parish Council agreed to offer no comment on this application on the basis that it did not feel qualified to comment on the intricacies of potential flood risk
      2. BA/2016/0287/HOUSEH. Ropes Hill House, 4 Lower Street. Rear extension and lift enclosure. Supported
      3. BA/2016/0310/HOUSEH. Journeys End, Ferry View Estate. Replacement of river frontage quay heading. The Parish Council agreed to support this application, but the **Clerk** would confirm with Cllr Kibler that he could see no problem with this application
      4. PF/16/1207. 29 Mill Hill. Two storey extension to side of dwelling. The Parish Council agreed to support this application, but the **Clerk** would confirm with Cllr Kibler that he could see no problem with this application
   2. **Planning decisions received and noted:**
      1. BA/2016/0220. Sherwood, Ropes Hill. Car port. Approved. Noted
      2. BA/2016/0215/FUL. Quay East, Ropes Hill. Replacement quayheading. Approved. Noted

1. **Asset Management.** 
   1. HBS bids – coin box. Cllr Avellino confirmed that she had requested a quotation from Broadland Products and would revert at the next meeting
   2. HBS bids – picnic benches. Cllr Avellino noted that the price per bench including installation for a polypropylene benches would be approximately £1000 inc VAT. The Council agreed that it would not be appropriate to put a bid in to the Horning Boat Show on the basis that it was not convinced that picnic benches were necessary.
   3. Footpath at playing field. **Cllr Avellino** would be placing a Parish Partnership bid during September for the work to this footpath. The outcome would be known in February / March 2017
   4. Quayheading at Ludham Bridge. Cllr C Smith noted that the contractors were no further forward. It was agreed that little could be done to speed up this process but that the item should be retained on future agendas
   5. Update of asset register. Cllrs Foreman and Avellino would be working together to update this. Cllr Foreman noted that it was a substantial piece of work which would take some months to complete
2. **Parish Councillor reports.** To receive any Parish Councillor reports
   1. Cllr Davis. SAM2 sign. Cllr Davis was not present at the meeting. Cllr Avellino noted that the approval for the SAM2 to be used at Falgate had been given.
   2. Cllr Martin. Playground checks / insurance. The Clerk had spoken with Cllr Martin on this subject. Cllr Martin had confirmed that he felt that monthly checks would be suitable but that they must be undertaken and properly recorded. The Chairman recommended that the checks logs should be maintained by the Clerk and the person responsible for the check each month should be confirmed at each meeting
   3. Cllr Iddon. Boat Waste update. The Chairman had attended a meeting at Norman Lamb MP’s office with Stephen Hems (NNDC) Barbara Mcgoun, Mike Flett (Ludham PC) Joel Hull (NCC) John Packman (BA) and the area director for the Environment Agency. He confirmed that NNDC had agreed to work with NCC to form a solution. The BA had also confirmed that they would provide a financial contribution. In addition, Norman Lamb would work on the 2012 Waste Act by writing to the Minister for the Environment. The Chairman also confirmed that Kate Hastleton-Glee (NNDC) had been extremely reliable and had ensured that there were as few problems with fly tipping as possible. He noted that the bins were emptied 5 times per week (every day apart from Thursday and Sunday)
   4. Cllrs Iddon and Gilden. Village Fayre. Cllrs Gilden and Iddon noted that the Village Fayre on the 21st of September had been a success with a profit of £2200 to be sent to Horning Village Church and the EAAA. The Council congratulated the organising committee and thanked them for their hard work. The Chairman noted that there had been a terrific turnout of villagers for the Fayre
3. **Parishioners’ Matters:** The meeting was adjourned at 7.40 pm for public participation
   1. **District / County Councillor report**: District Councillor Barbara Mcgoun had been unable to attend the meeting

County Councillor Allison Bradnock had attended the meeting and apologised for previous absence due to medical issues. She urged parishioners and Councillors to contact her with any concerns

It was noted that the tree cages on the Jubilee Walk needed some work doing to them. Cllr Darby had ‘made good’ as best he could. **Cllr Avellino** confirmed that the AM Committee would look into the tree cages.

The Chairman noted that the base and flags for the flagpole were in his garage and that himself and Cllr Kibler would put the flag up with Dick Turpin. He noted that he had a Norfolk Flag and a Union Jack flag

**The Clerk** would ask Carol Gilden to clear the area near the dinghy bay beside Mrs Woodcock’s house

Anita Turpin explained that she had read the detail of the recording of PROW within the village, and felt that the Parish Council should consider the subject in more depth.  She suggested using the Parish Plan and the Horning Reach as methods of reaching parishioners.  In particular, Mrs Turpin was keen that the Parish Council should ask elderly people if there were any PROW which they had known of in years gone past, but which had perhaps not been walked recently, and which had not been recorded on the definitive map.

Mrs Turpin went on to explain that she knew of two pathways which should or could be re-established.  Firstly a footpath which links Upper Street to Ludham Bridge on the west side of the river Ant, past Neave’s Mill to the Public Footpath 13 (which continues to Brown’s Hill and on towards NWT Alderfen Broad). Access to this path was lost during the works on Compartment 3 of the Flood Alleviation Scheme.   Secondly from Falgate to Ludham Bridge she noted that residents had claimed that in previous years there had been a footpath on the north side of the A1062 on the same side of the road as the houses. (Note: the feasibility study for the Three Rivers Way Phase 2 favours a path on the south side for safety reasons). The Chairman thanked Mrs Turpin for her research and suggested that the item be added to the next agenda.

**The meeting was reconvened at 8.10 pm**

1. **Agenda items**
   1. To confirm a Councillor training record for the past 12 months and the next 12 months. Councillors gave the Clerk details of training which they would be interested in going on over the next 12 months.
   2. To discuss the purchase of a chain and post fence. The Chairman had received a quotation from Keith Buck for £475 for the work. **Cllr Avellino**  would also obtain a quotation from RPG Countryside Services and would instruct the work
   3. To consider the risk management policy after review by Cllr Martin. Cllr Martin had confirmed that he was happy with the existing risk management policy
   4. To consider a social media policy after review by the Clerk. **AGREED**
   5. To confirm by resolution that the Parish Council publishes online the items mentioned on page 6 of the Local Council Award Scheme. The Parish Council **CONFIRMED** that the relevant information was on the Parish Council website
   6. 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. The Parish Council **CONFIRMED** that the relevant information was on the Parish Council website
   7. To consider allowing the Rotary Club of Wroxham Bure Valley to plant 1500 crocus corms in October 2016 in the vicinity of the village sign. The Clerk had spoken with Gillian Jeckells who kindly maintains the gardens at the junction. Mrs Jeckells had confirmed that she did not wish the crocus to be planted in the grass beside the bed. The Parish Council agreed that the Chairman should telephone the Rotary Club and recommend the Upper Street Green, the Wroxham side of the Lower Street / Ropes Hill junction and the bench at Letherington’s Lane on the 3RW as possible location for the crocus corms to be planted. *Note: Following the meeting the Chairman spoke with Gillian Jeckells again who had agreed to some crocus being planted in the grass beside the bed.*
   8. To consider a request by a parishioner to keep two sheep at an allotment. After discussion, this was **AGREED**. The Clerk would write a suitable contract and would check with NALC and NSALG that there were no concerns with this, and would speak with Geoff Evans to put the owner of the sheep in touch with him
   9. To agree action regarding pest control to kill the rats on the Village Green. **The Clerk** was asked to speak with Platten pest control to eradicate the rats on the Village Green
   10. To consider a request to purchase a bench in memory of a parishioner. The Parish Council **AGREED**  that bench 16 could either be moved if the parishioner wished to buy their own bench and have it engraved, or the bench itself could have a plaque put on it. The **Clerk** would contact the parishioner and explain that any new bench would need to be polypropylene and would need to be a size consistent with other benches (yet to be agreed)
   11. To consider working with Hoveton PC to share allotments. The Clerk had informally contacted Hoveton PC (on recommendation from Geoff Evans). Hoveton PC had confirmed that it would be interested in working with Horning PC on allotments and opening up allotments to Hoveton residents. It was agreed that the Chairman should add a call for allotment tenants to the next Horning Reach, and if no people came forward then the allotments could be opened up to Hoveton residents. The item would then be on the agenda for a future meeting
2. **To plan items for the next agenda**
   1. Asset register
   2. Quayheading
3. **To list items for the Horning Reach Parish News:**
   1. Poppybus
   2. Allotments
   3. PROW
4. **HAt the Chairman’s discretion**
5. **Closure of meeting at 8.40pm and details of the next meetings:** Monday 3rd October at 7pm in St Benet’s Hall