**NOTICE OF A 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 3rd October 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 5th September 2016

1. **Actions from previous minutes**

To report any actions and updates from previous minutes:

* Quality council status: Councillors to be aware that as they are all responsible for financial management they should undertake training on the subject
1. **Correspondence**
	1. PCSO report
	2. Barclays bank. Apology letter
	3. Request for a bench on the Village Green
	4. Jeanette Bielby. Bench on the Village Green. Correspondence
	5. Ginny Matthews at Sense. Thank you letter
	6. Hoveton Great Broad Restoration Project. Letter regarding planning application
	7. CPRE. Opposition to local housing targets. Request to pledge support
2. **Finance**
	1. To receive confirmation of finances
	2. To note receipts
		1. Broads Authority. Rebate of £95 from planning application
	3. To agree and authorise payments
		1. S/O. CGM Landscaping. £81.80
		2. DD. Clerk Pension. £70.17 inc £50.12 PC contribution
		3. S/O. URM glass. £27 inc £4.50 VAT
		4. Chq no 2226. Carol Gilden. August work. £158
		5. Chq no 2227. Clerk salary and expenses. £501.02
		6. Chq no 2228. Ralph Morris. August litter picking. £130
		7. Chq no 2229. HMRC. Post Office Ltd. Tax. £63.20
		8. Chq no 2230. Jessica Mckenna. Plants / bulbs for planters. £110.98
		9. Chq no 2231. Savills (UK) Ltd Client Receipts Account. Allotment rent. £250
		10. Chq no 2232. Norfolk Parish Training and Support. A Seddon course. £45
		11. Chq no 2233. St Benet’s PCC. S137 donation. £500
		12. Chq no 2234. The Royal British Legion Poppy Appeal 2016. Poppy Wreath for Remembrance service. £50
		13. Chq no 2235. Peter Iddon. £82.22 inc £13.71 VAT
		14. Chq no 2236. Keith Buck. Playground work. £285
3. **Planning.** To receive planning applications and make decisions according to recommendations
	1. Planning applications received:
		1. BA/2016/0323/FUL. Bureside, Water Works Lane. Replacement dwelling and associated works
	2. Planning decisions received:
		1. BA/2016/0287/HOUSEH. Ropes Hill House, 4 Lower Street. Rear extension and lift enclosure. Approved
		2. BA/2016/0258/HOUSEH. Dove Cottage, Ropes Hill. Widen boat dock. Approved
4. **Asset Management.** To receive the report from the Asset Management Committee, including:
	1. HBS bids – coin box
	2. Footpath at playing field – bid submitted to Parish Partnership fund
	3. Quayheading at Ludham Bridge
	4. Update of asset register
	5. Update of which trees in the village are owned by the Parish Council, prior to commissioning a tree report
	6. Chain Fence at Village Hall
	7. Tree cages Jubilee Walk
5. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
	1. Cllr Davis. SAM2 sign
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 meeting dates for 2017
	2. To consider working with Hoveton PC to share allotments
	3. To confirm the Chairman as an additional signatory on the bank mandate. Current signatories are Cllrs Avellino, Martin and Davis
	4. To consider a plan for the recording of PROW within the village
	5. To review Standing Orders
	6. To confirm the Press and Media Policy
	7. To agree a policy review schedule for the next three years
	8. To note the receipt of the Annual Return from Mazars
	9. To consider a response to the government LAIS: precept recommendation (to hold referendums for some Parish Councils)
2. **To receive items for the next agenda**
	1. To consider a long term plan for the planters on the Village Green
3. **To list items for the Horning Reach Parish News**
4. **To confirm receipt of the playground check log and to confirm the checking person for the following month:**
5. **To identify other items at the Chairman’s discretion**
6. **To confirm venue and dates of the next council and committee meetings**
	1. **Monday 7th November 2016**
7. **Closure of meeting**