**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 5th December 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 7th November 2016

1. **Actions from previous minutes**

To report any actions and updates from previous minutes:

* Tree inspection
* Ludham Bridge Moorings lease

1. **Correspondence**
   1. PCSO report
   2. Responses from various parishioners regarding the CPR / Defib training on 10th January 2017
   3. Response from the National Association of Local Councils confirming receipt of the Quality Council information
   4. Parishioner. Request to ‘adopt’ a tree on the Jubilee Walk
   5. M&B. Response to request for £50 for the painting of the bollards
   6. Parishioner. Registering an interest in tendering for the litter pick contract
2. **Finance**
   1. To receive confirmation of finances
   2. To note receipts
      1. Ludham Bridge Moorings. £375
   3. To agree and authorise payments
      1. S/O. CGM Landscaping. £81.80 inc £13.63 VAT
      2. DD. Clerk Pension. £70.17 inc £50.12 PC contribution (Payment to be taken 22.11.16)
      3. DD. Ralph Morris. £130. November litter picking (DD 1.12.16).
      4. S/O. URM glass. £21.96 inc £3.66 VAT. (Payment to be taken 29.12.16)
      5. Chq 2247. Carol Gilden. Gardening October. £114
      6. Chq 2248. Norwich Electrical Co. Resecuring cable to tree and checking three lights ready for winter use. £33.60 inc £5.60 VAT
      7. Chq 2249. Horning Village Hall. Electricity for Vodafone mast. £30
      8. Chq 2250. Clerk salary and expenses. £517.12
      9. Chq 2251. Target Trees. Tree report for Village Staithe and Recreation Ground. £300 inc £50 VAT
3. **Planning.** To receive planning applications and make decisions according to recommendations
   1. Planning applications received:
      1. BA/2016/0406/HOUSEH. Plot 26, Bureside Estate, Crabbetts March. Replace door with window
   2. Planning decisions received:
      1. BA/2016/0330/CU. Helska Leisure Centre, Farry Marina. Change of use to Office / Reception. Permitted
      2. BA/2016/0261/CLEUD. Eagles Nest, Ferry Road. Application for a Lawful Development Certificate for 4 years continuous use as a Manager’s flat including occasional holiday accommodation. Not issued
4. **Asset Management.** To receive the report from the Asset Management Committee, including:
   1. Quayheading at Ludham Bridge
   2. Update of asset register
   3. Playground swing
5. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
   1. Cllr Davis. SAM2 sign
   2. Cllr Iddon. Boat waste update
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 agree the flag flying policy
   2. To agree the bench policy
   3. To agree a precept request figure
2. **To receive items for the next agenda**
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. **WEDNESDAY 4TH January 2017**
7. **Closure of meeting**