**HORNING PARISH COUNCIL**

**HHHHMinutes of the Parish Council Meeting**

**held on Monday 5th December 2016**

**Present:**

**Cllr P Iddon**

**Cllr P Avellino**

**Cllr A Darby**

**Cllr A Seddon**

**Cllr C Smith**

**Cllr P Kibler**

**Cllr D Foreman**

**Cllr A Gilden**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 7**

1. **Apologies.** Apologies were received and accepted from Cllr Davis, Cllr Martin and Cllr K Smith
2. **Declarations of Interest.** None
3. **Minutes of the previous meeting.** The minutes of the meeting held on Monday 7th November 2016 were confirmed as a true and correct record, and were signed.
   1. Cllr Darby confirmed that the Christmas Tree is donated by the PCC
4. **Actions from previous minutes:**
   1. Tree inspection. The Clerk confirmed that the inspection had taken place. One tree had been identified as requiring to be felled, and the Oak Tree on the Village Green required attention over a three year period. **Cllr Avellino** would look at the tree on the Upper Street Green to work out ownership and also to see if it requires work. **Cllr Avellino** would review the trees which need work in the village and commission the work as required
   2. Ludham Bridge Moorings lease. The Clerk confirmed that she had looked over this contract and that it would be rolling from one year to another until it required re-negotiating
5. **Correspondence**
   1. PCSO report. The Police had received 12 calls from the area since the last meeting including abandoned calls, road related calls, suspicious circumstances, concern for safety and rowdy or nuisance behaviour. There had been no crimes in the month
   2. Responses from various parishioners regarding the CPR / Defib training on 10th January 2017. The Clerk noted that she had around 26 responses so far to the training
   3. Response from the National Association of Local Councils confirming receipt of the Quality Council information. Noted
   4. Parishioner. Request to ‘adopt’ a tree on the Jubilee Walk. This was agreed, and a cheque for £35 received from Mrs Filby by the Council, which the **Clerk** would bank
   5. M&B. Response to request for £50 for the painting of the bollards. Noted
   6. Parishioner. Registering an interest in tendering for the litter pick contract. The Chairman noted that the Clerk had received a note of interest in the litter pick contract, with a request to tender for the work. He explained that the litter pick contract was renegotiated and awarded in January 2016 and that in November 2016 Councillors had been asked if they wished to put the contract out for re-tender (in December / January). Councillors had agreed (at the November meeting) that they did not feel that it was necessary to put the contract out for tender as Ralph Morris was, in their opinion, doing an excellent job within the village. The Chairman noted that the Council had a requirement to review the contract, but not to retender the contract unless there had been significant complaints. Therefore the Chairman asked the **Clerk** to contact the parishioner who had registered their interest, to let them know that the litter pick contract for 2017 would not be put out to tender
   7. Mr M Turpin. Information regarding tree cages and planters. Mr Turpin had emailed the clerk to note that he had undertaken some pruning on the fruit trees on the Jubilee Walk. He had noted that the ground around many of the trees needed weeding and refreshing with Bark. **Cllr Darby** kindly offered to look at this. Mr Turpin had also noted that the planters were now in a good state as he had raised them off the ground. Noted
   8. NNDC. Sandra Bush. Request to consider the removal of the phone box on Ferry Road. The Parish Council **AGREED** to retain the phone box. **The Clerk** would contact NNDC to ask that the phone box be retained
6. **Finances:**
   1. To receive confirmation of finances. The Chairman confirmed that he had seen the monthly bank reconciliation and he had approved the bank reconciliation for the month
   2. The following receipts were noted:
      1. Ludham Bridge Moorings. £375
   3. The following payments were authorised:
      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
7. **Planning:**
   1. **Planning applications received**
      1. BA/2016/0406/HOUSEH. Plot 26, Bureside Estate, Crabbetts March. Replace door with window. **Supported**
   2. **Planning decisions received and noted:**
      1. BA/2016/0330/CU. Helska Leisure Centre, Ferry 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
8. **Asset Management.** 
   1. Quayheading at Ludham Bridge. It was noted that this would retained on the agenda but that the contractors would not be starting the work until perhaps April
   2. Update of asset register. The Chairman noted that he had discussed this with Cllr Avellino and this was underway
   3. Playground swing. **Cllr Avellino** would try to source a contractor to undertake this work
   4. Cllr Darby had emptied the coin box and had washed and counted all the coins and had given the **Clerk** £105.65 for banking
9. **Parish Councillor reports.** To receive any Parish Councillor reports
   1. Cllr Davis. SAM2 sign. Cllr Davis had not been able to attend the meeting but had sent the SAM2 data through via email. The Chairman noted that one car had been driven at 87 miles per hour past the SAM2 sign at Ludham Bridge. Cllr Seddon asked if Councillors should be considering a plan for tackling the speeding problem near Ludham Bridge. This item would be placed on a future agenda and **The Clerk** would ask Cllr Davis if he could place the SAM2 at Ludham Bridge again in the near future for further data. **The Clerk** was also asked to speak with Cllr Davis to see if it was possible to drill down in to the data to find times of day etc
   2. Cllr Iddon. Boat waste update. The Chairman noted that there was no further update
10. **Parishioners’ Matters: The meeting was adjourned at 7.42 pm pm for public participation**
    1. **District / County Councillor report**: District Councillor Barbara Mcgoun had sent her apologies, as had County Councillor Allison Bradnock
    2. Betty Woodcock noted that the Village Hall would be holding Matinees for children on Sunday mornings. Noted

**The meeting was reconvened at 7.53 pm**

1. **Agenda items**
   1. To agree the flag flying policy. **AGREED**
   2. To agree the bench policy. **AGREED**
   3. To agree a precept request figure. The Chairman of the Finance Committee had put together a summary of the Finance meeting, and an explanation of the precept request decision. This decision was **AGREED** by Full Council and signed by two Councillors, the Chairman and the Clerk:

***Summary***

*The Finance Committee met on Monday 21st November in order to generate a precept recommendation for the full Parish Council to consider. More detail is provided below but in summary the recommendation is to hold the current level of the precept by absorbing the reduction in NNDEC grant and not making any further budgeted allocation to the Strategic Reserves.*

***Process***

*The basic process was to take the actual 2016/17 figures for expenditure and income (excluding precept) at the end of October (7 months). These figures were then used to generate a forecast for the end of year figures. The forecast figures were then used to form the basis for the budget for 2017/18 taking into account known or expected factors which could vary the amounts in question. The precept amount was then used to balance income and expenditure. The table below contains the results of this process.*

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***Strategic Reserve***

*Whilst the budget for 2016/17 had identified an additional £2,000 increase to the Strategic Reserve, unfortunately the in-year expenditure had been more than expected which meant that this was not possible. Therefore the Strategic Reserve at the start of 2017/18 will be £14,000.*

*The Parish Council have already authorised the funding or repair work to the Ludham Moorings location but it is possible that this will not be expended in the current financial year. Additionally, the safety inspection of the playground equipment has identified the need to fit safety matting around some of the pieces of equipment. Both of these items of expenditure are estimated to be around £4,800 in total.*

*This would put the forecast of the Strategic Reserve falling to £9,200 during the 2017/18 financial year. It is recommended that a Parish Council should hold unallocated reserves of between 3 and 6 months of expenditure which equates to approximately £5,000 - £10,000. The Finance Committee is content that the reserves should be near the upper extent of this range in order to have adequate cover for repair and maintenance of the c. £50,000 of assets for which the Parish Council has responsibility. The recommendation is that no further increase to the Strategic Reserve is required at this time.*

***Precept***

*The resultant budget allows the precept to be held at* ***£15,866*** *due to the fact that the Strategic Reserve is now at an acceptable level to cover the perceived financial risk and so no additional contribution is suggested for the 2017/18 financial year.*

1. **To plan items for the next agenda**

None

1. **To list items for the Horning Reach Parish News:**

There would be no Horning Reach during the following month

1. **HTo nominate a Councillor to undertake the playground checks:**
   1. Cllr Foreman would undertake the checks during the month of November
2. **To identify other items at the Chairman’s discretion:**
   1. The Chairman noted that a document had been forwarded by the Clerk to Cllr Kibler and himself, detailing updates on Neighbourhood Planning. He explained that some months beforehand he had attended a course with Cllr Kibler at which Neighbourhood Planning was explained in depth. Following a summary given at the following Parish Council meeting, it had been agreed that the Parish Council did not at that time wish to pursue Neighbourhood Planning due to the high cost and also that it did not seem necessary. He noted that NNDC, due to various changes in planning laws, had asked again if the Parish Council wished to become involved in Neighbourhood Planning. The Chairman detailed that the plans made it slightly quicker to adopt a Neighbourhood Plan but also that the changes were in the main for the benefit of developers in order that they can meet government targets. The Parish Council **AGREED** to stick with the original decision some months previous not to pursue a Neighbourhood Plan
   2. The Chairman noted that the Parish Council had been approached by a Mr Lumbard of Ludham Parish Council (but not representing Ludham Parish Council) regarding Broadband Speeds. Mr Lumbard had started a petition to encourage BT to improve Broadband speeds in the area. The Chairman noted that it is not an offence for BT to claim a particular Broadband Speed if 10% of customers receive that speed. The Council **AGREED** to support Mr Lumbard’s petition
   3. The Chairman noted that within the village there is a dilapidated and run down tennis court and that this might be used to benefit the village. After some discussion it was **AGREED** that the Parish Council would slowly consider taking this idea forward. **Cllr Darby** and **the Clerk** would speak with the tennis court neighbours, and if these conversations were positive **the Clerk** would attempt to contact the owner of the tennis court, who she understood to live in Australia
3. **Closure of meeting at 8.22pm and details of the next meetings:** Wednesday 4th January 2017 in St Benet’s Hall at 7pm