**HORNING PARISH COUNCIL**

**HHHHMinutes of a Parish Council Meeting**

**held on Monday 4th June 2018 at 7pm in St Benet’s Hall**

**Present:**

**Cllr P Iddon**

**Cllr A Seddon**

**Cllr A Darby**

**Cllr A Varley**

**Cllr K Horey**

**Cllr C Smith**

**Cllr I Davis**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 3**

Cllr Darby noted that the agenda should have noted a start time of 7pm rather than 7.30pm. The clerk apologised for this oversight and the Chairman confirmed that agenda items would not be discussed until after the published time of the meeting

1. **Apologies.** Cllrs Martin and Avellino had sent their apologies, which were accepted
2. **Declarations of Interest.** None
3. **Minutes of the previous meeting.** The minutes of the meeting held on Wednesday 8th May were approved
4. **Actions from previous minutes:** none
5. **Correspondence**
   1. NNDC. Local British Merchant Navy. Request to fly the red ensign on Merchant Navy day – 3rd September 2018. **AGREED.** The Parish Council also agreed to a donation of £20 to the Merchant Navy. Councillors disagreed on the subject of making donations which have not been previously budgeted for, so held a vote, which resulted in 5 Councillors in favour, and 2 Councillors not in favour. Cllr Davis in particular did not wish to make this donation on the basis that it had not been budgeted for
   2. Horning Boat Show Committee. Letter of thanks for support. Noted
   3. NCC Highways. Information regarding footpath 11 and response to request for a possible PP bid. The NCC Highways Officer had responded to a request for information from the Clerk as follows: ‘this is Horning Footpath 11 running from Lower Street through to Pinewood Drive. I don’t believe we own the land, we maintain the footpath rights along the route. I think this is certainly one worthy of a bid for improvement. I’d be happy to take a look and offer some recommendations toward a suitable improvement. It is likely to set a precedent for future maintenance by the highway authority if we are to resurface the section. With this in mind the solution would need to be substantial enough not to become a maintenance burden in the future. ‘. The Clerk confirmed that the **Highways Engineer** intended to visit the footpath and let the PC know his thoughts.
   4. NCC Public Rights of Way Officer. Response regarding the road outside The Swan. The public rights of way officer had responded to an information request from the Clerk, as follows: ‘I think that everybody has chipped in in the past with pothole repairs including NCC (without prejudice and for safety purposes only) as we did have a fall reported once, although if there were not vehicles using it there would not be potholes!!  As we have said many times before it is the private vehicular use not the public use of the route (i.e. non-motorised) that is the likely cause of the potholes and those benefitting from the private rights should fund repairs.  The route does not have a registered owner but in common law it is likely that the owner on each side owns up to the half way point.  In this case it might be that in common law the pub owns a section of the route as they have the land on both sides.  They certainly use it as if it is part of their land, with their staff crossing the route regularly to wait on the tables in the riverside pub garden’. The Council noted this information
6. **Finances:**
   1. To receive confirmation of finances. Cllr Davis had signed the bank reconciliation for May
   2. The following receipts were noted:
      1. Jubilee Walk tree sponsorship. £40
   3. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 4.06.18 | CGM Landscaping | Recreation Ground | S/O | 81.80 | 13.63 |
| 4.06.18 | Clerk | Pension | DD |  |  |
| 4.06.18 | Ralph Morris | Litter Picking | S/O | 130.00 |  |
| 4.06.18 | Clerk | Salary | 2344 | 576.20 |  |
| 4.06.18 | HMRC | Tax | 2345 | 59.20 |  |
| 4.06.18 | Andrew Darby | Reimbursement for plaque and Norwich Electrical work on Oak Tree electrics | 2346 | 86.00 | 9.98 |
| 4.06.18 | Patrina Avellino | Jubilee Walk tags | 2347 | 106.57 |  |
| 4.06.18 | Keith Buck | Reflectors, benches, slipway, signs etc | 2348 | 707.80 |  |
| 4.06.18 | M Peake | Grass cutting | 2349 | 105.00 |  |
| 4.06.18 | Neal M Sharpe | Internal audit | 2350 | 90.00 |  |

1. **Asset Management.** 
   * 1. Village benches – Keith Buck would be starting work during the 2nd week of June and had replaced a post on the Children’s playground
     2. Cllrs Avellino and Darby had met with two contractors to discuss quotations for the village hall car park. They had received quotations, which would be sent through by the contractors in writing. Councillors discussed various funding mechanisms and also how to determine the differences in qualities and materials versus price. **The Clerk and Cllr Davis**  would research a public works loan
2. **Parish Councillor reports.** 
   1. None
3. **Parishioners’ Matters: The meeting was adjourned at 7.35 pm for public participation**
   1. **District / County Councillor report**:
      1. District **Cllr Mcgoun** agreed to check the ownership of the Swan car park with NNDC and would research whether or not the car park should have disabled parking bays

**The meeting was reconvened at 8.10pm**

1. **Planning:** 
   1. **Planning applications received**
      1. PF/18/0777. 4 Norwich Road. Erection of single-storey front extension and velux roof light on front elevation. **SUPPORTED** as response required by 31/5
   2. **Planning decisions received and noted:**

BA/2018/0097/HOUSEH. Marina Outlook, Ferry Marina. Replacement windows, doors and balustrade. Approved

1. **Agenda items**
   1. To consider the re-siting of recycling bins on the Village Hall car park to nearer the entrance, to reduce risk of additional damage to the surface of the car park. The request, in addition, had been made that the paper bank (M White) should also be moved to the same place. This was **AGREED.**  The **Clerk** would write to URM
   2. To consider the Internal Audit report from the auditor. The Clerk read the internal audit report. Which was **Approved**
   3. To approve the Parish Council Annual Governance and Audit Return for the F/Y 2017/2018. The Clerk read the Annual Governance document, which Councillors **Approved,**  and then the financial audit figures, which Councillors also **Approved**
   4. To consider looking into having disabled parking bays beside the Staithe. This would be considered further at the August meeting
   5. To consider holding fidelity guarantee insurance. Councillors considered Fidelity Guarantee Insurance, and agreed that it was not required
   6. To consider allowing the MG Car Club (28 cars) to park on the recreation ground on Saturday 22nd September. **Approved**
   7. To consider allowing Heatrae Sadia to hold a circus on the recreation ground. A representative of Heatrae Sadia had attended the meeting, and held an open discussion with Councillors and the public. She confirmed that the company held £10 million liability insurance, and that they would be undertaking litter picking after the event, and would guarantee to ‘make good’ any damage to the recreation ground (ie ruts in the ground). She confirmed that they would hope to hold the circus event between 2pm and 4pm. The Chairman confirmed that the Village Fayre would wind up at approximately 230pm after the last cyclists from the Tour de Broads had been through the village. It was confirmed that the **Clerk** would drop letters regarding the event through local doors, and that there would be an extraordinary parish council meeting on Tuesday 26th June at 7pm in the Mill Suite. The Horning Reach would also run an article asking people to attend the meeting
2. **To list items for the Horning Reach Parish News:**
   1. Extraordinary Parish Council meeting – circus
   2. Disabled parking bays

1. **HTo nominate a Councillor to undertake the playground checks:**
   1. Cllr Horey kindly offered to undertake playground inspections for the foreseeable period
2. **To identify other items at the Chairman’s discretion:**

None

1. **To identify the next venue for the SAM2 sign:** n/a
2. **Closure of meeting at 8.47 pm and details of the next meeting:**

**To confirm that the next meeting will take place in St Benet’s Hall at 7pm on Tuesday 26th June, and would be an EXTRAORDINARY PARISH COUNCIL MEETING The following meeting would be on Monday 6th August 2018 in St Benet’s Hall. There would be no meeting in July**