local council award scheme foundation

ISSUE DATE: 26th July 2018

**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 6th August 2018 at 7pm**  for the purpose of transacting the following business:  
Jo Beardshaw Parish Clerk / RFO

**Press and Public are welcome**

**AGENDA**

1. **Apologies for absence**
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 4th June 2018, and matters arising.

To receive and approve the minutes of the Extraordinary Parish Council meeting held on Tuesday 26th June 2018, and matters arising

1. **Actions from previous minutes**

To report any actions and updates from previous minutes

1. **Correspondence**
   1. NCC. Response from Highways Engineer regarding a possible PP bid for footpath 11
   2. Parishioner. Request for benches on the recreation ground
   3. Football group. Agreement to pay monthly. £8.30 per month
   4. HBS fund. Letter to confirm that the projects for both current grants are completed, and the monies requested, by 1st September 2018
   5. BA/2018/0278/TCAA. Tealby, 78 Lower Street. Application for works to trees. Fell one Oak Tree
2. **Finance**
   1. To receive confirmation of finances
   2. To note receipts:
   3. To agree and authorise payments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 6.08.18 | CGM Landscaping | Recreation Ground | S/O | 81.80 | 13.63 |
| 6.08.18 | Clerk | Pension | DD |  |  |
| 6.08.18 | Ralph Morris | Litter Picking | S/O | 130.00 |  |
| 6.08.18 | Clerk | Salary August | 2358 |  |  |
| 6.08.18 | HMRC | Tax | 2359 |  |  |
| 6.08.18 | Royal Merchant Navy | S137 Donation | 2360 | 20.00 |  |
| 6.08.18 | FLP playgrounds | Swing seat | 2362 | 212.53 | 35.42 |
| 6.08.18 | Michelle Blazey | Reimbursement for damaged shirt | 2363 | 25.00 |  |
| 29.08.18 | URM | Glass | DD | 25.20 | 4.20 |

1. **Asset Management.** To receive the report from the Asset Management Committee
   1. Proposal regarding playground furniture
   2. Parish partnership bid for Lower Street footpath / Horning Boat Show grant.
   3. Village benches
   4. Horning Boat Show bids
      1. Suggestion from parishioner for polyurethane picnic benches on the recreation ground
2. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
3. **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. **Planning.** To receive planning applications and make decisions according to recommendations
   1. Planning applications received:
      1. BA/2018/0263/HOUSEH. Roseberry, Ropes Hill. New 3 bay timber garage.
      2. BA/2018/0256/FUL. Eagles Nest, Ferry Road. Install velux roof window
      3. PF/18/1223. Beach Tree Cottage, Upper Street. Erection of first floor rear extension. Supported by email
   2. Planning decisions received:
      1. BA/2018/0191/HOUSEH. Romany, 34 Ropes Hill Dyke. Replace existing quayheading. Granted
      2. BA/2018/0205/NONMAT. 12 Bureside Estate, Crabbetts Marsh. Addition of a natural pond and landscaping. Granted
      3. BA/2018/0200/HOUSEH. Sedgeway, 21-22 Bureside Estate, Crabbetts Marsh. Replacement quayheading. Granted
2. **Agenda items. To discuss agenda items**
   1. To consider placing disabled parking bays on the restricted byway
   2. To consider co-opting Kim Rolfe as a Parish Councillor
   3. To consider training requirements for Councillors and to consider if Councillors wish to attend a training session in Happisburgh in October
   4. Village Hall Committee. Recommendation that a joint working party is set up to manage such things as parking within the village
   5. To agree to purchase playground fencing following competition analysis by the Asset Management Committee
   6. To consider actions from the Internal audit
   7. To approve the Standing Orders
   8. To approve the Code of Conduct
   9. To approve the Freedom of information (publication scheme) policy
   10. To approve the complaints procedure
   11. To approve the Equality and diversity policy
   12. To approve the members’ allowances policy
   13. To approve the social media policy
   14. To approve the press and media policy
   15. To approve the equality and diversity policy
   16. To approve the financial regulations and finance committee terms of reference policy
   17. To approve the disciplinary and grievance procedure
   18. To approve the risk management policy
   19. To approve the training policy
3. **To list items for the Horning Reach Parish News** 
   1. Allotments available. A group of allotment tenants are keen to find an additional person or couple to work with them. Approximately 2 – 3 hours per week. All produce shared amongst the group. Please contact Christine 630751
4. **To confirm receipt of the playground check log**
5. **To identify other items at the Chairman’s discretion**
6. **To identify the next venue for the SAM2 sign**
7. **To confirm that the next meeting will take place in St Benet’s Hall at 7pm on Monday 3rd September 2018**

**Closure of meeting**