**HORNING PARISH COUNCIL**

**HHHHMinutes of the Annual Parish Council Meeting**

**held on Wednesday 15th May 2019 at 7.24pm in St Benet’s Hall (following the Annual Parish Meting)**

**Present:**

**Cllr P Iddon**

**Cllr I Davis**

**Cllr R Martin**

**Cllr A Seddon**

**Cllr P Avellino**

**Cllr A Darby**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 6**

1. **Apologies.** Cllrs Varley, Mancini-Boyle
2. **Election of Chairman and Vice-Chairman.** Cllr Davis was voted as Chairman, and Cllr Martin as Vice-Chairman. No other nominations were received
3. **Declarations of Interest.** Cllr Martin noted an interest in items regarding allotments
4. **Minutes of the previous meeting.** To receive and approve the minutes of the meeting held on Monday 1st April 2019. **Approved**
5. **Actions from previous minutes:** 
   1. Cllr Avellino had confirmed that she would check to see if any outstanding bank fees were payable to suppliers following the problems with the bank wrongly cancelling a cheque book. She had not received any detail of this. Noted
6. **Correspondence**
   1. Receipt of Waste Transfer note from NNDC for Dog and litter bins. 572 collections. Noted
   2. Seafarers UK Ltd. Request to fly the red ensign for Merchant Navy Day on 3rd September. **AGREED**
   3. PKF. Receipt of information regarding the Annual Audit. The Clerk outlined the requirements for the Annual External Audit
   4. NNDC. Local Plan consultation. Noted
   5. Ludham Bridge Moorings. Confirmation of receipt of rental agreement 14.1.19. Noted
   6. Friends of St Benet’s Abbey. Risk assessments for use of the Village Green on 9th June 2019. The Council thanked the organisers for these risk assessments and noted that they were very much looking forward to the event
   7. Friends of St Benet’s Abbey. Details regarding the Monks which were to be placed on the Village Green but now at Ludham Church. The Clerk explained that as these Willow Monks were now at Ludham Church (St Catherine’s) they would not be moving to Horning
   8. BA/2019/0159/TCAA. Land opposite Alder Tree, 109 Lower Street. Application for works to trees. Alder – remove, Willow – re-pollard. Noted
   9. BA/2019/0157/TPOA. Oakmead Cottage, Lower Street. Application for works to trees. Crown Reduction of Oak Tree. Noted
   10. BA/2019/0155/TCAA. The Bungalow, Horning Reach. Application for works to trees. 1 x willow – fell. Noted
   11. Anglian Water. Confirmation that works are complete. Noted
   12. Allotment tenant. Complaint regarding other allotment tenants. The Clerk had received a complaint regarding cockerels at the Upper Street allotments. It was agreed that the issue would resolve itself and that no action should be taken for the time being
   13. Complaint about speeding on Upper Street. Following lengthy discussion on the subject of the SAM2 sign, and following receipt of information from the NCC Highways Engineer, it was agreed that the Chairman would consider some additional options for locations for the Sam2 sign in the Upper Street area
7. **Finances:**
   1. To receive confirmation of finances. The Chairman would be working with the Clerk over the coming days / weeks on the audit
      1. NNDC. Grant (£293) and Precept (£9475). Total £9768
   2. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 1.05.19 | CGM Landscaping | Recreation Ground | S/O | 81.80 | 13.63 |
| 1.05.19 | Clerk | Pension | DD | 101.50 |  |
| 1.05.19 | Ralph Morris | Litter Picking | S/O | 130.00 |  |
| 1.05.19 | Clerk | Salary for April | 2438 | 603.54 |  |
| 15.05.19 | Horning Village Hall | Vodafone mast | 2440 | 30.00 |  |
| 15.05.19 | Carol Gilden | Cutting green and sign in March | 2441 | 88.00 |  |
| 30.04.19 | URM | Glass | DD | 18.00 | 3.00 |
| 15.05.19 | Marmax | Benches for Jubilee Walk | 2442 | 699.84 | 116.64 |
| 15.05.19 | Norfolk ALC | Subscription | 2443 | 266.33 |  |
| 15.05.19 | Horning Primary School | Donation for Jubilee Walk launch | 2439 | 50.00 |  |

1. **Asset Management.** 
   1. Damaged post on Twist Beam. Cllr Avellino had asked FLP if the item was under warranty. She would also be checking with FLP if the quotation for the fixing of the twist beam was connect, as it had been unreasonably high. It was **AGREED** that if there was no movement on price from FLP, Cllr Avellino would ask a local contractor to undertake the work required.
   2. It was noted that the Cradle Swings would be finished the following week
   3. A general discussion was held regarding bin signage on the Staithe. **Cllr Darby**, and others, agreed to look into this and review options prior to making a decision
2. **Parish Councillor reports.** 
   1. None present due to County / District full council meetings
3. **Parishioners’ Matters: The meeting was adjourned at 7.30 pm for public participation**
   1. **District / County Councillor report**:

**The meeting was reconvened at 7.38pm**

1. **Planning:** 
   1. **Planning applications received**
      1. BA/2019/0003/REF. (appeal reference APP/E9505/W/19/3225873). Babatru, 18 Bureside Estate, Crabbetts Marsh. Appeal against refusal made to the Secretary of State. Cllr Seddon explained the background behind this application and the detail of it.
2. **Agenda items**
   1. To receive an update on the Jubilee Walk Launch. 21st May 2019. Cllr Darby had worked with Dr and Mrs Boshier and the School Governing Body and the children to put together the launch of the Jubilee Walk. Invitations had been distributed within the village.
   2. To consider options for work to the Mill Loke hedge following receipt of two quotations (CGM: £305+VAT), (Keith Debbage: £100). It was noted that even if the hedge was cut back, the green waste would need to be removed, The Parish Council **AGREED** that the work need not be undertaken. **Cllr Iddon** kindly offered to visit the parishioner and explain the Council’s decision
   3. Broadland Community Choir. Request for use of the Village Green for a choir event on 14th July. **AGREED**
   4. Allotment tenant. Request to have a pig or goat on an allotment. It was agreed that if the request is formally made the Parish Council would need to review all tenants owning livestock, which would be a shame. **The Clerk** would contact the tenant to explain this
   5. To consider spending approx. £60 on plants for planters, following request. **AGREED**
   6. To confirm the Clerk as RFO, and the Internal Auditor as Neal Sharpe. **AGREED**
   7. To confirm:
      1. Standing Orders. **AGREED.** The Chairman wished to review the Standing Orders during the year, as he did not feel that they reflecting the workings of the Parish Council
      2. Financial Regulations. **AGREED**
      3. Risk Assessment. **AGREED**
3. **To list items for the Horning Reach Parish News:**
   1. Horning PC web address
   2. Community singing event – Broadland singers
4. **To identify a Parish Councillor to undertake the playground log for the month**
5. **HTo identify other items at the Chairman’s discretion:** 
   1. It was noted that there was no Vodafone reception near The Ferry any more. The **Chairman** agreed to speak with the New Inn to see if the Vodafone had been accidentally switched off
   2. The Parish Council discussed insurance and professional indemnity. The **Clerk** would check with NNDC to see if they provide the PC with any form of professional indemnity
6. **To identify the next venue for the SAM2 sign:** The SAM2 sign was currently at Upper Street but would be moving to Lower Street, followed by a new location at Upper Street (Highways permitting)
7. **Closure of meeting at 8.41 pm and details of the next meeting:**
8. **To confirm that the next meeting will take place in St Benet’s Hall on Monday 3rd June at 7pm. There would be no meeting in July**