**HORNING PARISH COUNCIL**

**HHHHMinutes of a Parish Council Meeting**

**held on Monday 3rd June 2019 at 7pm in St Benet’s Hall**

**Present:**

**Cllr I Davis**

**Cllr P Iddon**

**Cllr A Varley**

**Cllr A Darby**

**Cllr G Mancini-Boyle**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 6**

1. **Apologies.** Cllrs Seddon, Avellino, Martin
2. **Declarations of Interest.** None
3. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the meeting held on Wednesday 15th May 2019, and matters arising. Approved
   2. To receive and approve the minutes of the Annual Parish Meeting held on Wednesday 15th May 2019, and matters arising. Approved
4. **Actions from previous minutes:** None
5. **Correspondence**
   1. NCC Highways. Agreement to an additional SAM2 site at the Upper Street Junction, refusal to add another site from the 60 mph zone to the 40 mph zone due to concern over confusion of speed limits. Noted
   2. B Mcgoun. Thanks for flowers given by the Parish Council. Noted
   3. BA. To confirm that Councillors have received and noted the Broads Plan, which was adopted on 17th May 2019. Noted
   4. David Bracey Play inspections. Confirmation of inspection booked. Noted
6. **Finances:**
   1. To receive confirmation of finances. The Chairman had reviewed the audit figures, but the bank reconciliation had not been finalised by the time of the meeting. The Chairman confirmed that he was satisfied that the accounts were in order. Cllr Iddon thanked the Clerk for preparing the audit figures
      1. Allotment income. £57 via BACS
      2. Allotment income. £323 direct
   2. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 3.6.1 | CGM Landscaping | Recreation Ground | S/O | 81.80 | 13.63 |
| 3.6.19 | Nest | Pension | DD | 101.50 |  |
| 3.6.19 | Ralph Morris | Litter Picking | S/O | 130.00 |  |
| 3.6.19 | Clerk | Salary for May | 2444 | 515.93 |  |
| 3.6.19 | Catherine Jeffery | Plants for planters | 2445 | 53.94 | 00 |
| 3.6.19 | URM | Glass recycling | DD | 18.00 | 3.00 |
| 3.6.19 | Fenland Leisure Products Ltd | Cradle swings | 2446 | 3394.99 | 565.83 |

1. **Asset Management.** 
   1. Damaged post on Twist Beam. Cllr Darby confirmed that a replacement post for the twist beam had been ordered at a cost of £141.65 and that a local contractor was prepared to install it when it arrived. The Chairman asked that when the twist beam is removed it should be retained for looking at. Cllr Iddon and the Chairman both agreed that FLP should be fulfilling the warranty and that the twist beam post may help with evidence
   2. Cradle swings fitted. Noted with thanks
   3. Bin signage. Cllr Darby had kindly spent some time renovating the sandwich board sign ‘bins’ which he had returned to the Staithe. The Council thanked him very much for his work on this, which had saved money and further signage on the Staithe. Cllr Iddon kindly agreed to chain the sandwich board to the posts so that the board didn’t return to the river, where it had spent the previous 2 or 3 years
2. **Parish Councillor reports.** 
   1. None
3. **Parishioners’ Matters: The meeting was adjourned at 7.23 pm for public participation**
   1. **District / County Councillor report**:
      1. Cllr Varley was present in both capacities, and encouraged Cllrs to view and consider the BA and NNDC local plans

A member of the public noted that his wife would be busking on the village green in aid of the church organ, which needed £2000 spent on it for renovation

**The meeting was reconvened at 7.31pm**

1. **Planning:** 
   1. **Planning applications received**
      1. PF/19/0806. The Paddock, 8a Hillside Door. Removal of Garage door and installation of window. **AGREED**
2. **Agenda items**
   1. To consider writing a Terms of Reference document for the Finance, Planning and Asset Management Committees, and to consider members of those committees. Committee members were agreed as follows:



The Chairman noted that he felt that the Asset Management Committee was taking on much of the work for the Parish Council and that the TOR should be considered carefully. The finance TOR were agreed as per previous years. **The Clerk** would work with Cllr Seddon regarding a TOR for the planning committee

* 1. To consider working more closely with the Horning Facebook page to publicise events / working groups etc. It was **AGREED** that the Clerk would send information to the Horning Facebook page if relevant
  2. To receive the internal audit report. **Received and confirmed.**
  3. To confirm the fixed asset register for 18/19 for the external audit. **AGREED,** including the fencing and the Jubilee Walk lecturn
  4. To confirm the Annual Governance Statement for F/Y 2018/19. The Chairman read the Annual Governance Statement, which was **AGREED**
  5. To confirm the Accounting Statements for F/Y 2018/19. The Council had received this paperwork prior to the meeting and confirmed the details of it
  6. To consider a response to Ben Hogg, BA, regarding the Horning Conservation Area map emailed to Cllrs 24/5/19. The Chairman confirmed that Ben Hogg would be attending the PC meeting in August. The **Clerk** would send round the map and the explanation, as discussed

1. **To list items for the Horning Reach Parish News:**
   1. Community Singers
   2. Thanks to NNDC for donation
   3. BA appraisals
2. **To identify a Parish Councillor to undertake the playground log for the month.** Inspection due
3. **HTo identify other items at the Chairman’s discretion:**
4. **To identify the next venue for the SAM2 sign:** The SAM2 would move to the new location on Upper Street
5. **Closure of meeting at 8.25 pm**
6. **To confirm that the next meeting will take place in St Benet’s Hall on Monday 5th August. There would be no meeting in July**