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**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 3rd February 2020 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 6th January 2020, and matters arising.

1. **Actions from previous minutes**

To report any actions and updates from previous minutes

1. **Correspondence**
	1. Confirmation of 2 x new Union Jack flags
	2. NPTS. Confirmation of PC responsibility regarding publishing of agenda
	3. Norwich Western Link update.
	4. Request to use the VH car park for a fish and chip van
	5. NALC. Reminder regarding Parish Council training 20th February
	6. Came and Company. Confirmation of playground inspection requirements
	7. BA response to PC objection regarding elements of the Conservation area appraisal
2. **Finance**
	1. To receive confirmation of finances
	2. To note receipts:
	3. To agree and authorise payments

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| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 3.02.20 | Ralph Morris | Litter Picking  | S/O | 130.00 |  |
| 3.02.20 | Clerk | Salary and expenses | 2484 | 575.75 |  |
| 3.02.20 | HMRC  | Tax (paid by Clerk) | Add Jan tax (£44) as not paid Jan | 93.60 |  |
| 3.02.20 | Nest | Pension | DD | 106.72 |  |
| 3.02.20 | Jo Beardshaw | Flagmakers. Flag | 2485 | 114.18 | 19.03 |
| 29.01.20 | URM | Glass | DD | 10.80 | 1.80 |
| 26.01.20 | CGM | Grounds Maintenance | DD | 81.80 | 13.63 |
| 3.02.20 | Norwich Electrical | Christmas lights and repairs | 2486 | 72.00 | 12.00 |

1. **Asset Management.** To receive the report from the Asset Management Committee
2. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
	1. Playground report

1. **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.**
	1. Planning applications received:
		1. BA/2019/0458. Plot K, Bureside Estate, Crabbetts Marsh. Lawful Development Certificate for more than 4 years as a dwelling house. No response sent by PC
		2. BA/2019/0446/HOUSEH. Greenbanks, Ropes Hill. Single storey side extension to existing rear extension and rear extension with balcony to bedroom over. **Supported**
		3. PF/20/0129. 3 Benedict Road. Single storey rear extension, alterations to garage door and alterations to car port to side elevation to form first floor veranda
		4. BA/2020/0006/FUL. Silver Trees, Lower Street. Replacement dwelling.
2. **Agenda items. To discuss agenda items**
	1. To consider placing a litter bin on the Village Green
	2. To consider policy review durations and dates
	3. To receive an update from the clerk regarding accessibility of websites
	4. To consider moving the Parish Council bank account to Unity Trust and to move towards an online banking system
	5. To consider granting permission for the organisers of the Village Fayre to use the Village Green on Sunday 16th August for the Fayre itself, plus setting up on the previous day
3. **To list items for the Horning Reach Parish News**
4. **To identify other items at the Chairman’s discretion**
5. **To identify the next venue for the SAM2 sign**
6. **To confirm that the next meeting will take place in St Benet’s Hall at 7pm on Monday 2nd March 2020 at 7pm in St Benet’s Hall**
7. **Closure of meeting**