**HORNING PARISH COUNCIL**

**HHHHMinutes of a Parish Council Meeting**

**held on Monday 3rd February 2020 at 7pm in St Benet’s Hall**

**Present: Cllr R Martin**

**Cllr A Varley**

**Cllr A Seddon**

**Cllr A Darby**

**Cllr P Iddon**

**Cllr P Avellino**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 7**

1. **Apologies.** Cllr Davis had sent his apologies
2. **Declarations of Interest.** Cllr Iddon noted an interest in item 11e as he had made the request. Cllr Varley identified that as a District Councillor he may have an interest in some applications because he sits on the planning committee at District.
3. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the meeting held on Monday 6th January 2020, and matters arising. **APPROVED**
4. **Actions from previous minutes:** none
5. **Correspondence**
   1. Confirmation of 2 x new Union Jack flags. Noted
   2. NPTS. Confirmation of PC responsibility regarding publishing of agenda. The Clerk noted that she had clarified the rules regarding the publishing of the agenda on noticeboards and that the requirement was to publish the date, time and location of the meeting. Noted
   3. Norwich Western Link update. The Clerk gave an update on the Western Link, which would be going forward to public consultation on the design in early 2021
   4. Request to use the VH car park for a fish and chip van. The Parish Council confirmed that the Staithe and Willow serve fish and chips on the weekends. **The Clerk** would revert and confirm that there is not currently a fish and chip van on the Village Hall car park
   5. NALC. Reminder regarding Parish Council training 20th February. Noted
   6. Came and Company. Confirmation of playground inspection requirements. The Clerk confirmed that Came and Company had confirmed that the Parish Council needed to undertake 4-weekly inspections by a person deemed to be competent. There was a long discussion regarding the definition of competence, which was ultimately unresolved. **The Clerk** would ask the insurer what their definition of competence is.
   7. BA response to PC objection regarding elements of the Conservation area appraisal. The Clerk confirmed that Kate Knights of the BA would be attending the March meeting with a view to discussing the conservation area appraisal
6. **Finances:**
   1. Cllr Martin confirmed the accounts for the month
   2. **Receipts:** None
   3. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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) | 2487 | 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 |
| 3.02.20 | Keith Buck | Post for lifebelt | 2488 | 45.00 |  |

1. **Asset Management.** 
   1. Cllr Varley circulated quotations for a replacement slide. This was discussed in depth. Cllr Iddon asked Cllr Varley to query the Heras fencing detail within the quotation, in that Heras fencing is required but that the Parish Council is not buying it and therefore should not be charged for it. Cllr Varley would continue to look at options and the item would be discussed further at the March meeting
2. **Parish Councillor reports.**
3. **Parishioners’ Matters: The meeting was adjourned at 8 pm for public participation**
   1. **District / County Councillor report**

Cty Cllr Price had attended the meeting and noted that a site meeting in Ferry Road had been agreed for MP Duncan Baker for Friday 3rd April.

* 1. **Public Session**

**The meeting was reconvened at 8.23pm**

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. **Supported**
      4. BA/2020/0006/FUL. Silver Trees, Lower Street. Replacement dwelling. **Supported**
2. **Agenda items**
   1. To consider placing a litter bin on the Village Green. Following discussion, and having acknowledged that the Parish Council had debated the issue many times in the past, the Parish Council **AGREED** to trial a rubbish bin on the Staithe. A member of the public kindly offered to see if a rubbish bin was available, and the Clerk would laminate a sign along the lines of ‘hand litter only – rubbish bin trial’. It was agreed that if at any point the bin was not ‘working’ as a trial, it would be removed
   2. To consider policy review durations and dates. The Clerk read the list of policies, and confirmed the dates and durations for each policy. **Confirmed**
   3. To receive an update from the clerk regarding accessibility of websites. The Clerk had attended a training course and explained that Web accessibility is the inclusive practice of ensuring there are no barriers that prevent interaction with, or access to, websites on the internet by people with physical disabilities, situational disabilities, and socio-economic restrictions on bandwidth and speed. The Clerk confirmed that she was researching this and would be hoping to have the website fully accessibility before September 2020
   4. To consider moving the Parish Council bank account to Unity Trust and to move towards an online banking system. **AGREED**. The Clerk would further research the move to Unity Bank with a view to online banking
   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. **AGREED**
3. **To list items for the Horning Reach Parish News** 
   1. Spring Clean
   2. Broads Authority conservation area appraisal
   3. Football Club
4. **HTo identify other items at the Chairman’s discretion:** none
5. **To identify the next venue for the SAM2 sign.**
6. **Closure of meeting at 9.09 pm**
7. **To confirm that the next meeting will take place in St Benet’s Hall on Monday 2nd March 2020 in St Benet’s Hall at 7pm**