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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 ON ZOOM on **Monday 3rd August 2020 at 7pm**  for the purpose of transacting the following business:
Jo Beardshaw Parish Clerk / RFO

Jo Beardshaw is inviting you to a scheduled Zoom meeting.

**Zoom login / phone number**

<https://us02web.zoom.us/j/6049531728>

Telephone Number: 0203 481 5237

Meeting ID: 604 953 1728

**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 9th March 2020, and matters arising.

1. **Actions from previous minutes**

To report any actions and updates from previous minutes

1. **Correspondence**
	1. Clerk. Invoice to football club sent. £100
	2. Parishioner. Note that the slipway has been damaged
	3. NNDC. Note that the Big Society Fund has been retired and replaced with the Norfolk Sustainable Communities Grant Fund
	4. Stone Masons. Note that a company will value the War Memorial for replacement so that the Council may review the insurance of the war memorial
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** |
| 3.8.20 | Ralph Morris | Litter Picking  | S/O | 130.00 |  |
| 3.8.20 | Clerk | Salary and expenses | 2512 | 558.68 |  |
| 3.8.20 | HMRC  | Tax (paid by Clerk).  | 2513 | 44.60 |  |
| 27.7.20 | Nest | Pension (in part from Clerk salary) | DD | 102.81 |  |
| 3.8.20 | Neal Sharpe | Internal audit | 2514 | 90.00 |  |
| 29.7.20 | URM | Glass | DD | 17.64 | 2.94 |
| 15.8.20 | CGM | Grounds Maintenance | DD | 81.80 | 13.63 |
| 3.8.20 | David Bracey | Play Inspection | 2515 | 96.00 | 16.00 |

1. **Asset Management.** To receive the report from the Asset Management Committee
	1. Re-opening of playground
2. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
	1. Playground report (new inspection book to be handed from Cllr to Cllr)

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. PF/20/1172. Sans Souci, 99 Lower Street. 3 bay detached garage to side of dwelling
2. **Agenda items. To discuss agenda items**
	1. To confirm receipt of the internal audit report
	2. To discuss any actions arising from the internal audit report for the financial year 2019/2020
	3. To confirm the Annual Governance Statement for the financial year 2019/2020
	4. To confirm the Annual Accounting Statement for the financial year 2019/2020
	5. To determine a decision (in principle) of allowing a pizza van the use of the Village Hall car park
	6. To agree to ringfence a minimum number of Parish Council allotments for the exclusive use of Hoveton parishioners in return for an annual management fee

1. **To list items for the Horning Reach Parish News**
2. **To identify other items at the Chairman’s discretion**
3. **To identify the next venue for the SAM2 sign**
4. **To confirm that the next meeting will take place in St Benet’s Hall at 7pm on Monday 7th September 2020 at 7pm in St Benet’s Hall or on ZOOM – to be confirmed**
5. **Closure of meeting**