local council award scheme foundation

**NOTICE OF A PARISH COUNCIL MEETING**

**To Members of the Council**: You are hereby summoned to attend a Horning Parish Council **Meeting IN THE VILLAGE HALL ANNEX** on **Monday 7th September 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 4th August 2020, and matters arising.

1. **Actions from previous minutes**

To report any actions and updates from previous minutes

1. **Correspondence**
   1. Clerk. PKF correspondence regarding the Annual Governance and Accountability Return
   2. Clerk. Insurance for war memorial confirmed at a rebuild value of £13,400 inc VAT and for an additional premium of £57 in future years
   3. Clerk. New internal auditor confirmed for 2020/2021 financial year accounts. Catherine Moore. Access to dropbox records given
2. **Finance**
   1. To receive confirmation of finances
   2. To note receipts
      1. 1.7.20. S/O Ludham Bridge Boatyard. £400
   3. To agree and authorise payments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 7.9.20 | Ralph Morris | Litter Picking | S/O | 130.00 |  |
| 7.9.20 | Clerk | Salary and expenses | 2516 | 564.65 |  |
| 7.9.20 | HMRC | Tax (paid by Clerk). | 2517 | 44.60 |  |
| 7.9.20 | Nest | Pension (in part from Clerk salary) | DD | 102.81 |  |
| 7.9.20 | Carol Gilden | Cutting of sign and green | 2518 | 151.00 |  |
| 29.8.20 | URM | Glass | DD | 18.00 | 3.00 |
| 15.8.20 | CGM | Grounds Maintenance | DD | 81.80 | 13.63 |

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 (new inspection book to be handed from Cllr to Cllr)
   2. Clerk. Slipway upgrade

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/20/1305. Riverlyn. 93 Lower Street, Horning. Construction of single-storey rear extension to existing single storey bungalow
2. **Agenda items. To discuss agenda items**
   1. To make decisions regarding a potential retail van on the Village Hall Car Park
   2. To consider options for a parishioner who has asked to donate a picnic bench or other to the village in memory of relatives
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 5th October 2020 at 7pm – at a location to be confirmed (subject to legislation and regulations)**
7. **Closure of meeting**