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 ON ZOOM** on **Monday 5th October 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.

Time: Oct 5, 2020 07:00 PM

Join Zoom Meeting

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

Meeting ID: 604 953 1728

To telephone meeting: 0203 481 5237

**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 7th September 2020, and matters arising.

1. **Actions from previous minutes**

To report any actions and updates from previous minutes

1. **Correspondence**
   1. The BA. Consultation on two documents: ‘Peat Guide’ and ‘Residential Moorings Guide’
   2. Village Hall car park licensee. Request agreed to put small sign on Lower Street steps
   3. The BA. Appraisal of conservation area – consultation event cancelled
2. **Finance**
   1. To receive confirmation of finances
   2. To note receipts
      1. £100. Football Club
      2. £9632. Parish Precept 2nd instalment. NNDC
   3. To agree and authorise payments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 5.10.20 | Ralph Morris | Litter Picking | S/O |  |  |
| 5.10.20 | Clerk | Salary and expenses (plus back pay since April for salary change £94.80 | 2519 | 660.64 |  |
| 5.10.20 | HMRC | Tax (paid by Clerk). | 2520 | 67.00 |  |
| 28.9.20 | Nest | Pension (in part from Clerk salary) | DD | 122.72 |  |
| 5.10.2020 | Norfolk ALC | Re-write of chq 2492 lost in post at NCC | 2521 | 300.00 | 50.00 |
| 5.10.20 | URM | Glass | DD | 25.20 | 4.20 |
| 5.10.20 | CGM | Grounds Maintenance | DD | 81.80 | 13.63 |
| 5.10.20 | Royal British Legion | Poppy Appeal donation | 2522 | 50.00 |  |
| 5.10.20 | Carol Gilden | August work – cutting of sign, weeding of steps | 2523 | 96.00 |  |
| 5.10.20 | St Benet’s PCC | Annual donation | 2524 | 500.00 |  |
| 5.10.20 | Savills | Allotment rent six months to 10/10/20 | DD | 262.50 |  |
| 5.10.20 | Royal British Legion Poppy Appeal 2020 | Wreath / donation | 2525 | 50.00 |  |

1. **Asset Management.** To receive the report from the Asset Management Committee
   1. Update on picnic bench request from parishioner
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). Cllr Varley
   2. Clerk. Slipway upgrade
   3. Chairman. Update on retail van on VH car park

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

None

1. **Agenda items. To discuss agenda items**
   1. To confirm the Unity Bank declaration and mandate signatories
   2. To consider plans for 11/11 and the cleaning of the war memorial for the Remembrance Day service at the Church
   3. To confirm a date in November for the Finance Committee meeting / precept setting meeting
   4. To consider and approve policies as follows:
      1. Standing Orders
      2. Code of Conduct
      3. Finance Regulations
      4. Finance Committee TOR
      5. Press and media policy
2. **To list items for the Horning Reach Parish News**
3. **To identify other items at the Chairman’s discretion**
4. **To identify the next venue for the SAM2 sign**
5. **To confirm that the next meeting will take place in St Benet’s Hall at 7pm on Monday 2nd November 2020 at 7pm on Zoom**
6. **Closure of meeting**