**HORNING PARISH COUNCIL**

**HHHHMinutes of a Parish Council Meeting**

**held on Monday 7th September 2020 at 7pm in the Mill Suite**

**Present: Cllr I Davis (Chairman)**

**Cllr R Martin**

**Cllr A Varley**

**Cllr P Avellino**

**Cllr A Seddon**

**Cllr A Darby**

**Cllr P Iddon**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 2**

1. **Apologies.** None received
2. **Declarations of Interest.** 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. The Chairman noted that he may have an interest in item 10am on the basis that the applicant is his nearest neighbour
3. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the Zoom meeting held on Monday 4th August 2020, and matters arising. **APPROVED**
4. **Actions from previous minutes:** The Chairman explained that he had clarified the allotment rental idea further with the Chairman of Hoveton Parish Council and had agreed with him that from 1st April 2021 Hoveton PC would rent 25 half allotments from Horning Parish Council at a fee of £250, but with a £10 rebate on each allotment which is rented out (at £20 per half allotment). **The Clerk** would go back to Hoveton PC and draw up an agreement

**The Clerk** would speak to an allotment tenant (who owns a plough) and ask him to plough the fallow land where the new allotments will be, so that they do not become overgrown

The Chairman noted that he had spoken again with Norfolk County Council regarding the planning application for the egress point from the Upper Street allotments on to the main road. He was awaiting a response from NCC

**The Clerk** would follow up the decision of the Parish Council to change banks to Unity Bank

1. **Correspondence**
   1. Clerk. PKF correspondence regarding the Annual Governance and Accountability Return. The Clerk explained that Horning PC had been chosen for an intermediate audit. Noted
   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. Noted
   3. Clerk. New internal auditor confirmed for 2020/2021 financial year accounts. Catherine Moore. Noted
2. **Finances:**
   1. Cllr Martin confirmed the accounts for the month
   2. **Receipts:** 
      1. 1.7.20. S/O Ludham Bridge Boatyard. £400
   3. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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.** 
   1. Cllr Varley noted that he had held an Asset Management meeting during the month and had discussed the Parish Partnership Scheme. Councillors agreed unanimously that the polyurethane benches were practical and that they would prefer them to wooden benches. Cllr Varley would work on an amended benches policy, following the clerk’s draft document in 2019
   2. The Chairman asked Cllr Iddon if he might be kind enough to undertake some maintenance work on the plate at the playground gate. **Cllr Iddon** agreed to take a look, following the vandalism at the recreation ground during the month
   3. The Chairman noted that there was an angle iron sticking up on the slipway. The Chairman, Cllr Varley and the Clerk had met with a contractor prior to the meeting and he would revert with an estimate to undertake the works
2. **Parish Councillor reports.** 
   1. Playground report (new inspection book to be handed from Cllr to Cllr). Cllr Varley retained the playground inspection book and would undertake the inspection for a further months
   2. Clerk. Slipway upgrade. See item 7c above
3. **Parishioners’ Matters: The meeting was adjourned at 7.25 pm for public participation**
   1. **District / County Councillor report**
   2. **Public Session**

A parishioner by the name of Rupert Cavendish addressed the parish council and explained that he would like to be co-opted in to one of the current casual vacancies. The Chairman thanked him for attending the meeting and introducing himself

**The meeting was reconvened at 7.43pm**

The Chairman asked the Council if it would like to co-opt Rupert Cavendish to fill one of the current casual vacancies on the Parish Council. The Council **AGREED** to do so. **The Clerk** would liaise with Mr Cavendish regarding the required paperwork and would discuss training with him over the coming weeks. Mr Cavendish would join the Council for the October 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. **Supported**
2. **Agenda items**
   1. To make decisions regarding a potential retail van on the Village Hall Car Park. The Council **AGREED** that the best location for the Retail Van would be at the yellow circle on the paperwork circulated by the chairman, which was against the hedge. It was further agreed that on a day when the recreation ground was wet, the alternative site (on the car park itself) should be used. **The Chairman** would circulate the license to Councillors prior to sending it to the applicant
   2. To consider options for a parishioner who has asked to donate a picnic bench or other to the village in memory of relatives. The Parish Council discussed this at length and agreed to work with the parishioner when any further phases of the Jubilee Walk might be happening, or a decision as to whether or not a picnic bench might be feasible on the Recreation Ground
3. **To list items for the Horning Reach Parish News** 
   1. Wayford Bridge closure
   2. 3 casual vacancies, one co-option onto Parish Council
   3. Mill Suite or Zoom for meetings for the rest of the year
   4. Retail space on VH Car Park / Recreation Ground
4. **HTo identify other items at the Chairman’s discretion:**
5. **To identify the next venue for the SAM2 sign.** The Sam2 sign would be placed at Ludham Bridge, then at Ropes Hill
6. **Closure of meeting at 7.58 pm**
7. **To confirm that the next meeting will take place on Monday 5th October 2020 in the Village Hall Annex or on ZOOM at 7pm**