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 1st March 2021 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.

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 1st February 2021, and matters arising.

1. **Actions from previous minutes**

To report any actions and updates from previous minutes

1. **Correspondence**
   1. Councillor resignation
   2. Hoveton PC. Communications regarding letting of allotments to Hoveton residents
   3. Norfolk ALC. Vacancy for a board member
   4. Litter picker contractor. Response to queries
   5. Various. Issues, complaints and responses concerning various and frequent road works
   6. Internal audit. 26th April 2021 for two weeks
   7. Cllrs Varley / Iddon. Updates on live-aboard boats on the Staithe
2. **Finance**
   1. To receive confirmation of finances
   2. To note receipts
      1. Ludham Boatyard. £400
   3. To agree and authorise payments

**Cancel cheque number 2533 to Carol Gilden (£155)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** |
| 1.3.21 | Ralph Morris | Litter Picking | S/O | 130 |
| 1.3.21 | NEST | Pension (part paid by Clerk) | DD | 105.66 |
| 1.3.21 | HMRC | Tax | - | 47.80 |
| 1.3.21 | Clerk | Salary and expenses | - | 585.16 |

1. **Asset Management.** To receive the report from the Asset Management Committee
   1. Update on picnic bench request from parishioner
   2. New bench requested in memoriam for parishioner
2. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
   1. Clerk. GDPR update
   2. Cllr Varley. Playground report

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. None
   2. Planning decisions received:
      1. BA/2020/0404/HOUSEH. Daydreams, Horning Reach. Retention of extended mooring cut and quay heading. Approved
      2. BA/2020/0384/FUL. Boathouse, Ferry Cott Lane. Proposed replacement boathouse, boardwalk and mooring. Approved

1. **Agenda items. To discuss agenda items**
   1. To consider an updated financial risk assessment
   2. To consider items for a Workflow document for Parish Council online payments, to be added to the banking policy as an appendix
   3. To consider an updated GDPR information audit
   4. To confirm the General Power of Competence
   5. To approve a Data Protection Policy
2. **To list items for the Horning Reach Parish News** 
   1. Pennywort in the rivers
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 on Zoom at 7pm on Tuesday 13th April 2021 at 7pm**
6. **Closure of meeting**