**HORNING PARISH COUNCIL**

**HHHHMinutes of a Parish Council Meeting**

**held on Monday 1ST March 2021 at 1900 hrs on Zoom**

**Present:**

**Cllr I Davis (Chairman)**

**Cllr P Avellino**

**Cllr P Iddon**

**Cllr A Varley**

**Cllr R Cavendish**

**Cllr A Seddon**

**Cllr A Derby**

**Cllr R Martin**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: none**

1. **Apologies.** All Cllrs were present
2. **Declarations of Interest.** Cllr Varley noted an interest on the basis that he sits as a District Cllr on the Planning Committee at the District Council
3. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the Zoom meeting held on Monday 1st February 2021, and matters arising. **APPROVED**
4. **Actions from previous minutes:** None to report not elsewhere on the agenda
5. **Correspondence**
   1. Councillor resignation. The Chairman noted that the Council would be disappointed to hear that Cllr Seddon had resigned from the Council. The Chairman noted that Cllr Seddon had been a highly valued member of the Council and in particular as the Chairman of the Planning Committee. Councillors thanked Cllr Seddon very much for his valued service to the parish
   2. Hoveton PC. Communications regarding letting of allotments to Hoveton residents. The Council was pleased to hear that the plan was moving forward
   3. Norfolk ALC. Vacancy for a board member. The Clerk urged Councillors to consider applying to join the board if they were interested
   4. Litter picker contractor. Response to queries. The Clerk had received a complaint regarding the litter picking and had received a response back from the litter picking contractor, which the Council was happy with.
   5. Various. Issues, complaints and responses concerning various and frequent road works. The Clerk had written to the agencies responsible for closing roads and urged them to try to work together when forcing planned road closures (as opposed to those relating to utility emergencies)
   6. Internal audit. 26th April 2021 for two weeks. The Clerk noted that this audit would be taking place over the last week of April and the first week of May and that she was looking forward to the auditor reviewing the work of the Parish Council
   7. Cllrs Varley / Iddon. Updates on live-aboard boats on the Staithe. Cllr Iddon noted that he had put a notice on one of the vehicles which was related to the nearby live-aboard. The car had been moved to Mill Loke. Cllr Varley also noted that he had been in touch with the Broads Authority, who would be working at moving live-aboards at the next stage in the roadmap out of Covid
6. **Finances:**
   1. Cllr Martin had reviewed and confirmed the statement for January 2021
   2. **Receipts:** 
      1. None
   3. The following payments were authorised:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

**The Council AGREED that the Clerk should write a cheque from the Barclays savings account in order to move it to the Unity Savings account so that all Barclays accounts could be closed**

1. **Asset Management.** 
   1. Update on picnic bench request from parishioner. The Clerk had sent the relevant paperwork to the family concerned, who would revert
   2. New bench requested in memoriam for parishioner. The Clerk had been in touch with all potential bench donors
   3. Cllr Varley had been in touch with the Broads Authority regarding the live-aboard boats on the Staithe. He informed the Council that the BA would be following up after lockdown
2. **Parish Councillor reports.** 
   1. Clerk. GDPR update. The Clerk noted that she would be attending a Cloud masterclass during the week
   2. Cllr Varley. Playground report. Cllr Varley noted that the playground was in good working order with no issues
3. **Parishioners’ Matters: The meeting was adjourned at 1939 hrs for public participation**
   1. **District / County Councillor report.** District Councillor Varley had been working with residents on Waterworks Lane regarding drainage. He would liaise with the County Councillor and NCC Highways to make progress on this
   2. **Public Session**

**The meeting was reconvened at 1952 hrs**

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
2. **Agenda items**
   1. To consider an updated financial risk assessment. **AGREED**
   2. To consider items for a Workflow document for Parish Council online payments, to be added to the banking policy as an appendix. The Clerk would write this document and add it to the next agenda for consideration
   3. To consider an updated GDPR information audit. The Council considered this audit and held a useful discussion concerning how GDPR and its implications is linked to Standing Orders. The Council also discussed private email addresses and some general potential ‘rules’ that Councillors could work on concerning GDPR. The Clerk would consider this during the month
   4. To confirm the General Power of Competence. **AGREED**
   5. To approve a Data Protection Policy. **AGREED**
3. **To list items for the Horning Reach Parish News** 
   1. New Councillors wanted
   2. Pennywort
4. **HTo identify other items at the Chairman’s discretion:**
5. **To identify the next venue for the SAM2 sign.** The Chairman noted that the SAM2 wasn’t up for the duration of Covid-19
6. **To confirm that the next meeting will take place on Monday 13th April 2021 on Zoom at 7pm**
7. **Closure of meeting at 2029 hrs**