**HORNING PARISH COUNCIL**

**HHHHMinutes of a Parish Council Meeting**

**held on Tuesday 13th April 2021 at 1900 hrs on Zoom.**

**Present:**

**Cllr I Davis (Chairman)**

**Cllr P Avellino**

**Cllr A Varley**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: none**

***The Chairman opened the meeting by recognising the sad death of the Duke of Edinburgh and offered the Council’s condolences, and those of the parish, to Her Royal Highness the Queen and the Royal Family. He noted that the village flag was flying at half mast and would do so until 8pm on Sunday according to protocol. He noted that there was an online book of condolence on the Royal.uk website (details on the PC website)***

1. **Apologies.** Cllrs Iddon, Darby, Martin and Cavendish had sent their apologies.
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 March 2021, and matters arising. **APPROVED**
4. **Actions from previous minutes:** None to report not elsewhere on the agenda.
5. **Correspondence**
   1. Tesco Bags of Help. The Chairman and Clerk explained that the donation from Tesco Groundwork UK Ltd had not been required and had been reimbursed. Noted
   2. NALC regarding retention of paperwork ‘guidance’ for Councillors. (Communications Policy). The Clerk had liaised with the Norfolk Association of Local Councils, who agreed that this policy would be a good idea and that it should be incorporated into Council policies. She outlined her ideas for the policy, which the Council discussed. **The Clerk** would write a policy for review at the following meeting incorporating such items as private email policy, clearance of folders, retention of information only in the dropbox etc.
   3. Chairman. Ferry Road update. The Chairman had attended a virtual meeting with various other stakeholders and confirmed that NCC Highways would not adopt the road until it was of an ‘adoptable’ standard. Anglian Water had donated an improved pump and £400K towards upgrades and a survey. Noted
   4. HMRC. Mistakes with incorrect payment of VAT. HMRC had inadvertently paid money into the Parish Council accounts, which had been returned.
   5. Cllr Varley. Boat bin update. Councillor Varley updated the Council on the status of the boat waste bins. There was a discussion held as to how often the boat bins would be emptied. It was agreed that this had always been left as flexible depending on demand and the season.
   6. Norfolk Cycles. Recommendation for future cycle maintenance events. The Council agreed that this was not something within budget.
   7. Norfolk CAB. Grants for individuals in need database. Norfolk CAB had written to the Council with details of the launch of their Grants for individuals in need database. The database is funded as part of the coordinated community support programme and is open access on the Norfolk CAB website. The database contains largely small local grant giving organisations that operate in Norfolk. The Council agreed to include this item in the Horning Reach item
6. **Finances:**
   1. The Chairman had reviewed and confirmed the bank reconciliation.
   2. The Council noted that as the payment to Ralph Morris for litter picking in March had not been taken (due to the bank changeover) so a BACS payment of £260 would be taken rather than the usual DD of £130.
   3. **Receipts:** 
      1. NNDC. Textile Bank. £61.50
   4. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
| April 2021 | Ralph Morris | Litter Picking | BACS | 260.00 |  |
| April 2021 | Clerk | Salary and expenses | BACS | 563.25 |  |
| April 2021 | CGM | Landscaping | DD | 84.26 | 14.04 |
| April 2021 | URM | Glass | BACS | 39.60 | 6.60 |
| April 2021 | NEST | Pension (part paid by Clerk) | DD | 105.66 |  |
| April 2021 | HMRC | Tax | BACS | 47.87 |  |
| April 2021 | Savills | Rent for allotments half year | DD | 280.00 |  |
| April 2021 | Carol Gilden | Gardening from November and October 2020 | - | 65.00 |  |
| March 2021 (between meetings) | Groundwork UK | Tesco grant for C-19 refunded | BACS | 500.00 |  |
| April 2021 | NALC | Subscription | BACS | 264.63 |  |

1. **Asset Management.** 
   1. New bench requested for playground in memoriam for parishioner. **Cllr Avellino** noted that she would be ordering three benches the following week.
   2. Cllr Varley thanked Cllr Avellino and congratulated her on the successful Parish Partnership bid for a new bench. He noted that the bench on the memorial green would be moved to the location of the table tennis table and that the existing bench at the TT table would be scrapped with the plaque moved to the new bench.
   3. Cllr Avellino noted that Cllr Darby had found a new contractor and Cllr Avellino would be speaking with him during the week regarding various jobs round the village including the patching of some potholes on the Village Hall car park.
2. **Parish Councillor reports.** 
   1. Cllr Varley. Playground report. Cllr Varley noted that he had undertaken the playground report as usual.

1. **Parishioners’ Matters: The meeting was adjourned at 1948 hrs for public participation.**
   1. **District / County Councillor report.** District Councillor Varley updated the Council on NNDC activity during the month. Cty Cllr Price updated the Council on NCC activity during the month.

It was noted that a boat ‘Calypso’ had been moored for a long time on the Staithe. **Cllr Varley** would speak to the Broads Authority now that the season was underway.

The Chairman noted that a new parishioner had requested street lighting in the village. The Council agreed that it did not wish for a change to the current ‘dark skies’ policy. **The Clerk** would contact the parishioner to explain the dark skies policy.

* 1. **Public Session**

**The meeting was reconvened in 1955 hrs.**

1. **Planning:** 
   1. Planning applications received.

PF/21/0726. 25 Abbot Road. Single storey rear extension following removal of conservatory. The Council **Supported** this application.

* 1. 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**
   1. To consider a request from the Horning Boat Show Committee. The Council **AGREED** this. **The Clerk** would send the usual email requesting risk assessments nearer the time.
   2. To approve the allotment agreement with Hoveton PC and to note that 11 allotments have been rented to Hoveton parishioners. (note invoices to go out during April 2021).
   3. To consider relocating a dog bin to Upper Street (or purchasing a new one). The Council discussed this and agreed that following an audit it had been identified 2 years previously that a dog bin at Upper Street had not had a lot of usage, therefore this relocation was not required.
   4. To consider a request from the organisers of the Annual Village Fayre to hold the Fayre on the village green on Sunday 22 September, and to use the green the previous day for setup. **AGREED**. The Clerk would ask for the usual documentation prior to the fayre.
2. **To list items for the Horning Reach Parish News** 
   1. New Councillors wanted
   2. Citizens Advice
3. **HTo identify other items at the Chairman’s discretion:**
4. **To identify the next venue for the SAM2 sign.** The Chairman noted that the SAM2 would be set up on Swan Corner.
5. **To confirm that the next meeting will take place on Tuesday 11th May 2021 on Zoom at 7pm**
6. **Closure of meeting at 2029 hrs**