**HORNING PARISH COUNCIL**

**HHHHMinutes of a Parish Council Meeting**

**held on Monday 17th May 2021 at 1900 hrs in the Village Hall**

**Present:**

**Cllr I Davis (Chairman)**

**Cllr P Avellino**

**Cllr A Varley**

**Cllr R Cavendish**

**Cllr R Martin**

**Cllr P Iddon (**Cllr Iddon resigned during the meeting**)**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 1**

1. **Apologies.** Cllr Darby had sent his 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. **To elect a Chairman.** Cllr Ian Davis was nominated, seconded and declared the Chairman of the Parish Council. Cllr Davis signed the declaration of acceptance of office.
4. **To elect a Vice-Chairman.** Cllr Martin was nominated and seconded, as was Cllr Varley. Following a secret ballot, Cllr Martin was voted in as Vice Chairman. The declaration of acceptance of office was signed.
5. **To consider members of committees for the year.** Committee members were confirmed as follows:



1. **To confirm that all Councillors have read and understood the Code of Conduct, Standing Orders and Financial Regulations.** All Councillors **AGREED** this
2. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the Zoom meeting held on Tuesday 13th April 2021, and matters arising. **APPROVED**
3. **Actions from previous minutes:** None to report not elsewhere on the agenda.
4. **Correspondence**
   1. Parishioner. Letter regarding bench 8 outside St Benet’s Hall and donation of £200 towards maintenance. The Clerk read this letter to the Council as follows: ‘I enclose a cheque to help with costs of the general upkeep of the public seating on the village green. My late Father dedicated a seat in memory of my late Mother who died in 1976. I appreciate the care that is taken of all the public seating given in memory of loved ones in Horning and take this opportunity to thank you. The Clerk would write to the sender and thank her for the cheque of £200 and for her letter
   2. HPC. Letter to Barclays for final closure of all accounts (to be confirmed and signed according to the mandate). Signed and agreed
   3. Came and Co. Receipt of insurance paperwork, circulated round Councillors for comment. No comments were made
   4. NNDC. Works to be undertaken at Boat Bins. NNDC had written to the Council to explain that there were some impending works due to be carried out at the parking area just in front of the bins / telephone box on Lower Street. The date of the works was unknown
   5. Parishioner. Update on commemorative garden. A parishioner had written to the Council to explain that a group of parishioners had visited a garden centre and spent £200 on hardy perennials which were put in before the early May bank holiday. Ferry Marina had kindly sponsored the plants. Noted
5. **Finances:**
   1. The Vice Chairman had reviewed and confirmed the bank reconciliation.
   2. **Receipts:** 
      1. NNDC. Precept first instalment. £9632.00
      2. Allotment receipts
      3. Parishioner on behalf of bench 8. £200
   3. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
| MAY 2021 | Ralph Morris | Litter Picking | S/O | 130.00 |  |
|  | Clerk | Salary and expenses | BACS | 572.35 |  |
|  | CGM | Landscaping | DD | 84.26 | 14.04 |
|  | NEST | Pension (part paid by Clerk) | DD | 105.66 |  |
|  | HMRC | Tax | BACS | 47.80 |  |
|  | Savills | Rent for allotments half year | DD | 280.00 |  |
|  | J Beardshaw | Allotment fencing and Village Green signage | BACS | 83.72 |  |
|  | Came and Co | Insurance renewal | BACS | 976.70 |  |
|  | Catherine Moore | Internal audit | BACS | 90.00 |  |
|  | URM | Bottle Bank | DD (TBC) | 12.60 |  |
|  | Carol Gilden | Sign work, green work and tidying around bins and steps | BACS | 99.50 |  |

1. **Asset Manaagement.** 
   1. Cllr Avellino noted that three benches had been ordered
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.
   2. **Public Session**

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

1. **Planning:** 
   1. Planning applications received. None
   2. Planning decisions received:
      1. BA/2021/0074/COND. The Old Vicarage, Church Road. Erection of boathouse in alternative location on site, variation of condition 2 of permission BA/2020/0078/HOUSEH. Approved
2. **Agenda items**
   1. To consider action regarding Waterworks Staithe on the basis that it is not fit for purpose. Recommendation to contact NNDC. Clerk has spoken to BA. The Council discussed the Waterworks Staithe and updated itself on ownership and rights of way. It was agreed that no action was required
   2. To confirm receipt of the Council’s Internal Audit report. **CONFIRMED**
   3. To consider, approve and sign the Annual Governance Statement for the annual audit. **CONFIRMED**
   4. To consider, approve and sign the Council’s accounting statement for the financial year 20/21. **CONFIRMED**
   5. To consider, approve and sign the Exemption Certificate for exemption from a limited assurance review. **CONFIRMED**
3. **To list items for the Horning Reach Parish News** 
   1. New Councillors wanted
   2. Dog fouling in playground
4. **HTo identify other items at the Chairman’s discretion:**

The Chairman noted that The Chairman noted that the Council had been approached by the Wroxham, Hoveton and Belaugh Medical Care Scheme for a donation. This item would be added to the following agenda

1. **To identify the next venue for the SAM2 sign.** No further information noted
2. **To confirm that the next meeting will take place on Monday 7th June 2021 in the Village Hall or Village Hall Annexe at 7pm**
3. **Closure of meeting at 2029 hrs**