**HORNING PARISH COUNCIL**

**HHHHMinutes of the ANNUAL MEETING OF HORNING Parish Council**

**held on WEDNESDAY 4th May 2022 in St Benet’s Hall, following the Annual Parish Meeting at 1900 hrs**

**Present:**

**Cllr I Davis (Chairman)**

**Cllr A Darby**

**Cllr P Avellino**

**Cllr S Burgess**

**Cllr A Varley**

**Cllr B Woodcock**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners:** none

1. **Apologies.** Cllrs Martin and Cavendish had sent their apologies, which were accepted
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.** Declaration of acceptance of office signed. The Clerk asked for nominations for the position of Chairman. Cllr Davis was nominated, seconded and unanimously agreed as Chairman. Cllr Davis signed the declaration of office
4. **To elect a Vice-Chairman.** Declaration of acceptance of office signed. Cllr Varley was nominated, seconded and agreed as Vice-Chairman. Cllr Varley signed the declaration of office
5. **To consider members of committees for the year. Agreed,** with the addition of Cllrs Varley and Burgess as bank signatories. **The Clerk** would undertake the relevant changes with Unity Bank
6. **To confirm that all Councillors have read and understood the Code of Conduct, Standing Orders and Financial Regulations.** Councillors asked the Clerk to send them a link to the web page and to postpone this item to the following meeting
7. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the meeting held on Monday 4th April 2022, and matters arising. **APPROVED**
8. **Actions from previous minutes:** None to report not elsewhere on the agenda.
9. **Correspondence**
   1. Clerk. Defibrillator update. **The Chairman** would speak to the New Inn to formally hand over the defibrillator, and would undertake the checks at the same time.
   2. Chairman. Mill Hill Bench update. **The Clerk** had received details from NCC regarding an application form, which she would put together on behalf of the parishioner who had asked for the memorial bench
   3. Parishioner. Request for table on the Village Green for the Jubilee ‘Big Lunch’. This had been agreed. **The Clerk** would inform the parishioner
   4. Parishioners. Various correspondence regarding the road closure. The road closure was discussed – there had been no significant complaints and the work had been undertaken relatively swiftly
   5. Clerk. Request for a parishioner to source and plant ‘the tree for the Jubilee’ as per details from the housing arboriculturist. The Council agreed that the **Clerk** should ask Liam Harmer to undertake the works
10. **Finances:**
    * 1. **Bank Reconciliations:** These would be reviewed at the following meeting
      2. **Receipts:**  £9921.50 NNDC. Precept.

* 1. The following **payments** were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VAT Invoice Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
|  | Ralph Morris | Litter Picking | S/O | 130.00 |  |
|  | Clerk | Salary and expenses | BACS | 641.57 |  |
|  | CGM | Landscaping | DD | 84.00 | 14.00 |
|  | NEST | Pension (part paid by Clerk) | DD | 107.80 |  |
|  | HMRC | Tax | BACS | 31.60 |  |
|  | Catherine Jeffery | Plants for planters | BACS | 43.09 |  |
|  | Carol Gilden | Gardening outstanding + February and March | BACS | 339.00 |  |
|  | L Harmer | Tree works | BACS | 175.00 |  |
| 05/04/2022 | NBB Recycled Furniture | Wheelchair-friendly table | BACS | 930 | 155.00 |
| 31/03/2022 | URM | Bottle recycling | DD | 14.40 | 2.40 |
| 19/01/2022 | NALC | VAT on previous invoice unpaid – training course | BACS | 12.00 |  |
| Paid during the month as deposit | Abfab | Beacon | BACS | 950.00  (£800 to pay) |  |
|  | Kevin Wright | Removal of trip hazard on village green, painting of car park bay lines, work on planters, the noticeboard and benches | BACS | 2198.00 |  |
|  | Virginia Neary | Overpayment of allotment rent | BACS | 19.00 |  |

1. **Asset Management.** 
   1. To consider purchasing items for the flag and flagpole. **AGREED. The Clerk** would undertake these purchases on behalf of the Council
   2. To consider action regarding the Village Hall car park. The Asset Management Committee would continue to work on additional quotations for the Village Hall Car Park
2. **Parish Councillor reports.** 
   1. Cllr Varley. Playground report. Cllr Varley noted that
3. **Parishioners’ Matters: The meeting was adjourned at 2030 hrs for public participation.**
   1. **District / County Councillor report.** District Councillor Varley updated the Council on NNDC activity during the month.
   2. **Public Session**

**The meeting was reconvened at 2045 hrs.**

1. **Planning:** 
   1. Planning applications received: none
2. **Agenda items**
   1. To determine a suitable location for the beacon. The Parish Council agreed that the Beacon should be located between the TT table and the football pitch. The Chairman noted that he would undertake the risk assessment. The Council agreed to invite the two Chairs of the Boat Show to light the beacon. It was agreed that a bucket of water, sand and rope to form a barrier would all be important
   2. To consider a plan to hold a meeting with Anglian Water and local businesses concerning Ferry Road. **The Chairman** would write a letter to businesses on the road and **Cllr Varley** would deliver the letter. **The Clerk** would let AW know the agreed actions.
   3. To finalise any remaining discussions regarding the Queen’s Platinum Jubilee weekend. All relevant items had been discussed during the meeting
3. To consider projects for the new Community Safety Programme:
   * 1. Restricted byway safety
     2. Waterworks Lane Common land – new tarmac required
     3. Anglian Water – help with paying bills
4. **To list items for the Horning Reach Parish News** 
   1. Litter pick tender
   2. Car park quotations
   3. Cllrs list on www
5. **HTo identify other items at the Chairman’s discretion:** 
   1. **The**The ChairmanddkNone

1. **To identify the next venue for the SAM2 sign.** No further information noted
2. **To confirm that the next meeting will take place in St Benet’s Hall on Monday 6th June 2022 at 7pm**
3. **Closure of meeting at 2115 hrs**