**HORNING PARISH COUNCIL**

**HHHHMinutes of a MEETING OF HORNING Parish Council**

**held on Monday 6th June 2022 in St Benet’s Hall**

**Present:**

**Cllr A Varley (Chairman)**

**Cllr A Darby**

**Cllr P Avellino**

**Cllr S Burgess**

**Cllr B Woodcock**

**Cllr R Cavendish**

**Cllr G Martin**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners:** none

1. **Apologies.** Cllr Davis had sent his 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. Cllr Darby noted an interest in that the applicant on item 11ai is a neighbour of his. Noted with thanks
3. **To confirm that all Councillors have read and understood the Code of Conduct, Standing Orders and Financial Regulations. CONFIRMED**
4. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the Annual Parish Council meeting held on Wednesday 4th May 2022, and matters arising. **APPROVED**
   2. To receive and approve the minutes of the Annual Parish Meeting held on Wednesday 4th May, and matters arising. **APPROVED**
5. **Actions from previous minutes:** None to report not elsewhere on the agenda.
6. **Correspondence**
   1. Council. Parishioners and the Council gave a vote of thanks to Cllr Varley for his work over the Jubilee weekend. Cllr Varley also thanked the group of parishioners who created a memorable Beacon ceremony and ‘Big Lunch’ over the weekend. The Council also thanked Cllr Varley for his assistance with the Beacon
   2. Clerk. Defibrillator update. The Clerk noted that the Chairman would update the Council on the New Inn Defibrillator at the following meeting
   3. Chairman. Mill Hill Bench update. The Clerk noted that NCC had received the application for a bench on Mill Hill and would process it accordingly
   4. Parishioner. Thoughts regarding the planning of the Queen’s Platinum Jubilee. A parishioner had written to the Council describing displeasure at the lack of action and planning. The Council discussed the matter at length and agreed that the major failing was in term of communications rather than inaction. The Council agreed that it would see itself more as a facilitator of events, not necessarily the hands-on team. The Council did agree that there should be learnings going forward and that it would wish to be much more on the front foot with future events and to make a project plan in the future
   5. Boots corporate services. Flu vaccination service. Noted
7. **Finances:**
   1. **Bank Reconciliations:** These would be reviewed at the following meeting
   2. **Receipts:**
   3. £104. Eastern Power Networks (to 31.3.27). Wayleave
   4. 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 including a new handmade Union Jack and a new Halyard | BACS | 729.24 |  |
|  | CGM | Landscaping | DD | 89.88 | 14.98 |
|  | NEST | Pension (part paid by Clerk) | DD | 107.80 |  |
|  | HMRC | Tax | BACS | 31.60 |  |
|  | Pat Avellino | Plaque for new bench reimbursement | BACS | 51.30 | 8.55 |
|  | David Bracey | Play inspection | BACS | 108.00 | 18.00 |
|  | AJG Insurance | Insurance | BACS | 1049.35 |  |
|  | Carol Gilden | April gardening – sign and green cut | BACS | 154.00 |  |

1. **Asset Management.** 
   1. To receive information regarding a potential update on the Terms of Reference for the AM committee. The AM committee confirmed that it would review the TOR
   2. To consider creating or researching an emblem for the village. **Cllr Avellino** was working on this project on behalf of the Council
   3. Cllr Darby noted that CGM were not performing a satisfactory job on the recreation ground in terms of cutting and strimming. **The Clerk** would speak to CGM and ask them to improve the works
   4. The Council discussed the SAM2 device and both Cllrs Avellino and Cavendish were happy to interrogate the data from the SAM2 and send it to the Clerk possibly, for publication on the website, or sharing in the Horning Reach
   5. Litter picking contract. Two applications had been received and a parishioner attended the meeting to explain his qualifications for litter picking
   6. The Council agreed that Cllr Burgess could put a fishing line recycling unit on the Parish Council bench on Swan Green in memory of ‘Hall’
   7. The Parish Council asked Cllr Varley to speak to the BA about the loss of the ‘No Mooring’ sign at Waterworks Staithe
2. **Parish Councillor reports.** 
   1. Cllr Varley. Playground report. Cllr Varley noted that the playground was in good order and that there were no matters outstanding
3. **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. County Cllr Price updated the Council on County Council activity during the month

The Council held a discussion on the subject of Ukranians and how the Council could reasonably help. It was **AGREED** that the Clerk would speak with other Clerks and see what local Councils could do to assist in bringing people together. **The Clerk** would also write to Duncan Baker to note that parishioners were struggling with the poor management of the Homes for Ukranians work

* 1. **Public Session**

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

1. **Planning:** 
   1. Planning applications received:
      1. PF/22/0296. AC Edmunds Builders’ Yard, Mill Loke. Erection of 2 chalets and demolition of existing bungalow, post office sub-station and storage sheds. Supported
2. **Agenda items**
   1. To consider if fidelity guarantee insurance should be taken out or not. The Council discussed this at length, and the Clerk and Cllr Martin explained fidelity guarantee insurance. It was agreed that the Council did not need it.
   2. To confirm the location for the SAM2 device for the month. Ludham Bridge
   3. To confirm that all Councillors have read and understood the Code of Conduct, Standing Orders and Financial Regulations. **CONFIRMED**
   4. To consider updating the Clerk’s salary as per correspondence. **CONFIRMED**
   5. To consider and approve an internal control policy for the Council. The Council agreed that this would be considered at the finance meeting in November
   6. To consider and approve a general reserves policy for the Council. The Council agreed that this would be considered at the finance meeting in November
   7. To confirm receipt of the Council’s Internal Audit report. **CONFIRMED.** The Clerk would put all recommendations on the August agenda for consideration and action
   8. To consider, approve and sign the Annual Governance Statement for the annual audit. **CONFIRMED**
   9. To consider, approve and sign the Council’s accounting statement for the financial year 21/22. **CONFIRMED**
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. Thank you to those who have worked to improve the look of the village for the Jubilee / Boat Show
   2. Thanks to Johnnie Walker and his band
   3. Dog mess
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 1st August 2022**
3. **Closure of meeting at 2127 hrs**