local council award scheme foundation

**NOTICE OF A MEETING OF THE PARISH COUNCIL**

**To Members of the Council**: You are hereby summoned to attend **a Horning Parish Council** **Meeting in St Benet’s Hall** on **Monday 1st August 2022 at 7pm** for the purpose of transacting the following business:  
Jo Beardshaw Parish Clerk / RFO

**Press and Public are welcome**

**AGENDA**

1. **Apologies for absence**
2. **Declarations of Interest.** Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council’s (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest and whether it is personal or prejudicial
3. **To approve the minutes of the previous meeting**

To receive and approve the minutes of the meeting held on Monday 6th June, and matters arising.

1. **To receive details of actions from previous minutes and to receive items of correspondence**

To report any actions and updates from previous minutes and to consider items of correspondence

* 1. Chairman. Defibrillator update
  2. Clerk. Bench on Mill Hill
  3. Raingear. Response regarding request for information on sinking a well at the Upper Street allotments
  4. Cllr Varley. Approval given to Johnnie Walker and his band to use the Village Green 13th August (risk assessment completed)
  5. NCC. Parish Partnership Scheme
  6. Boshier-Hinton Foundation. Playground suggestions
  7. Social media responses to request for suggestions for Highway improvement

1. **Finance**
   1. To receive confirmation of finances
   2. To note all outstanding matters from the internal audit report:
      1. Update Standing Orders and Financial Regulations to new models
      2. VAT reclaim to be made
      3. Review financial risk assessment (November 2022)
      4. Review fixed asset register including all benches
      5. Review a general reserves policy (November 2022)
      6. Confirm Clerk’s contract to note amended salary and to note working hours
      7. Ensure that the website is WCAG 2.1 accessible
      8. To ensure that the litter picker has public liability and is self-employed
   3. To note receipts
   4. To agree and authorise payments

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| --- | --- | --- | --- | --- | --- |
| **VAT Invoice Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
|  | Ralph Morris | Litter Picking | S/O | 130.00 |  |
|  | Clerk | Salary and expenses including sand and posters for the Jubilee | BACS | 675.11 |  |
|  | CGM | Landscaping | DD | 89.88 | 14.98 |
|  | NEST | Pension (part paid by Clerk) | DD | 121.23 |  |
|  | HMRC | Tax | BACS |  |  |
|  | Horning Village Hall | Platinum Jubilee hall rental (£24) and electricity (£30) | BACS | 24.00 |  |
|  | K Wright | Picnic table works | BACS | 717.00 |  |
|  | C Gilden | Cut sign and steps and green | BACS | 191.50 |  |

1. **Asset Management.** To receive the report from the Asset Management Committee including recommendations following the annual playground inspection and painting of the beacon
   1. AM Terms of Reference
   2. Emblem
   3. CGM response to complaint
   4. SAM2 device
   5. No Mooring sign at Waterworks Staithe
2. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
   1. Cllr Varley. Playground report

1. **Parishioners’ Matters**

To adjourn the meeting to allow members of the public to speak for a maximum of 5 minutes

* District Councillor / County Councillor
* Members of the public to speak
* Reconvene meeting

1. **Planning.** 
   1. Planning applications received:
      1. BA/2022/0233/HOUSEH. Ferrymans Cottage, Ferry Road. Sliding gate to front boundary, new external decking, replace timber cladding to main elevations with composite, new loft accommodation

* 1. Planning application decisions:

1. **Agenda items. To discuss agenda items:**
   1. To consider and approve meeting dates for 2023 and for booking of St Benet’s Hall on those dates, and the Village Hall Annexe for the November Finance meeting
   2. To discuss and agree a response to Savills regarding the allotments
   3. To confirm Cllr Varley and Burgess as signatories for Unity Bank
   4. To consider a request from Cllr Varley for the Parish Council to maintain a verge near Neatishead Road
   5. To discuss and agree the litter picking contractor for the year. Applications received from:
      1. E Firman
      2. R Morris
      3. A Thomas
   6. To consider an upgrade to the SAM2 and methods to interrogate the data from the device
   7. To set a rental figure for the football club
2. **To list items for the Horning Reach Parish News:**
3. **To identify other items at the Chairman’s discretion**
4. **To confirm that the next meeting will take place in the St Benet’s Hall at 7pm on Monday 5th September 2022**
5. **Closure of meeting**