**HORNING PARISH COUNCIL**

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

**held on Monday 1st August 2022 in St Benet’s Hall**

**Present:**

**Cllr I Davis (Chairman)**

**Cllr A Varley**

**Cllr A Darby**

**Cllr B Woodcock**

**Cllr R Cavendish**

**Cllr G Martin**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners:** none

1. **Apologies.** Cllrs Avellino and Burgess 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. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the Parish Council meeting held on Monday 6th June 2022, and matters arising. **APPROVED**
4. **Actions from previous minutes:** None to report not elsewhere on the agenda.
5. **Correspondence**
   1. Chairman. Defibrillator update. Cllr Davis had spoken to the New Inn and arranged the transfer from the Parish Council to the New Inn of the defibrillator. **The Clerk** would write to the New Inn and would also remove the asset from the fixed asset register
   2. Clerk. Bench on Mill Hill. The Clerk would chase the application as she had not heard back from NCC
   3. Raingear. Response regarding request for information on sinking a well at the Upper Street allotments. The Clerk noted that she could not get any companies to be interested in the issue
   4. Cllr Varley. Approval given to Johnnie Walker and his band to use the Village Green 13th August (risk assessment completed). Noted
   5. NCC. Parish Partnership Scheme. Noted
   6. Boshier-Hinton Foundation. Playground suggestions. Noted with thanks.
   7. Social media responses to request for suggestions for Highway improvement – the Clerk read all the responses and the Council discussed the various options which were realistically viable for future consideration for Highways funding.
6. **Finances:**
   1. **Bank Reconciliations:** These would be reviewed at the following meeting
   2. **Receipts: none**
   3. **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

* 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 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 | 45.40 |  |
|  | Horning Village Hall | Platinum Jubilee hall rental (£24) and electricity (£30) | BACS | 54.00 |  |
|  | K Wright | Picnic table works (£717) + trip hazard (£149) + installation of bench (£425) | BACS | 1291.00 |  |
|  | C Gilden | Cut sign and steps and green | BACS | 191.50 |  |

1. **Asset Management.** 
   1. AM Terms of Reference - postponed
   2. Cllr Darby noted that he would be putting in a bid to the boat show for a substantial tree to be purchased and planted on the recreation ground, together with a bench. Noted with thnaks
   3. The Clerk would be putting in a bid to the boat show for the beacon and potentially for a plinth to surround the beacon.
   4. It was noted that there are various issues with the playground which **Cllr Varley** would look at fixing urgently with the help of the village contractor
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
   2. **Public Session**

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

1. **Planning:** 
   * 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. **Objection.**
     2. PF/22/1720. Chestnut Cottage, Upper Street. Detached garage to rear of dwelling. No comment made.
2. **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. **AGREED**
   2. To discuss and agree a response to Savills regarding the allotments. It was noted that the stretch of grass in question is maintained by an allotment tenant
   3. To confirm Cllr Varley and Burgess as signatories for Unity Bank. **AGREED**
   4. To consider a request from Cllr Varley for the Parish Council to maintain a verge near Neatishead Road. It was noted that this verge is not owned by the Council
   5. To discuss and agree the litter picking contractor for the year. Applications received from:
      1. E Firman
      2. R Morris
      3. A Thomas

It was agreed to postpone this item to the following month as not enough information had been received from potential candidates

* 1. To consider an upgrade to the SAM2 and methods to interrogate the data from the device. It was noted that this had been agreed many years ago and that the SAM2 was currently being upgraded at the cost of NCC
  2. To set a rental figure for the football club. It was **AGREED** that the new rental figure for the year would be £100. The **Clerk** would speak with the football team about this

1. 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
2. **To list items for the Horning Reach Parish News** 
   1. Thank
3. **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 5th September 2022**
3. **Closure of meeting at 2127 hrs**