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 5th September 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 1st August, 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. Clerk. Bench on Mill Hill (change of location following Cllr Darby’s boat show bid)
  2. Parishioner. Complaint regarding rubble in yellow bag outside The Swan
  3. Ludham parishioner. Request for allotment
  4. Parishioner. Notice board at Upper Street
  5. Parishioner. Concern regarding motorhome
  6. NNDC. Norfolk insight – statistics per area
  7. NNDC. Cost of living support scheme

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 (done August 2022)
      5. Review a general reserves policy (November 2022)
      6. Confirm Clerk’s contract to note amended salary and to note working hours (done August 2022 in the form of a letter)
      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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VAT Invoice Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
|  | Ralph Morris | Litter Picking | S/O | 130.00 |  |
|  | Clerk | Salary and expenses | BACS | 707.46 |  |
|  | CGM | Landscaping | DD | 89.88 | 14.98 |
|  | NEST | Pension (part paid by Clerk) | DD | 121.23 |  |
|  | HMRC | Tax | BACS | 45.40 |  |
| 27/06/22 | Marmax | Bench (paid during month) | BACS | 493.20 |  |
|  | K Wright | Painting beacon | BACS | 75.00 |  |
|  | C Gilden | Green cut, sign cut, tree trim | BACS | 70.00 |  |
| 09/08/2022 | AA Flags Ltd | Flag for Horning | 156.60 | 26.10 |  |
|  |  |  |  |  |  |

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. **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. PF/22/1920. AC Edmunds Builders Yard, Mill Loke. Demolition of existing bungalow and construction of new chalet bungalow.
      2. BA/2022/0233/HOUSEH. Ferryman’s Cottage, Ferry Road. Sliding gate to front boundary, replacement cladding to main bui9lding, enlarge decking in front of building, install decking around the chalet and along riverfront, and replace windows and French doors
      3. BA/2022/0223/FUL. Ferry Inn, Ferry Road. Two storey side and rear extension, roof dormers and rooflights, alterations to public house and restaurant, provision of additional tourist accommodation. Demolition of existing single-storey building and erection of new building to form micro-brewery with adjoining gift shop

* 1. Planning application decisions:

1. **Agenda items. To discuss agenda items:**
   1. To consider purchasing and funding an 1100 litre bin at the Village Hall car park
   2. To consider applying for a parish partnership funding for village gateways / roundels
   3. To consider and approve a Data Protection Policy
   4. **Closed session (prior to or post PC meeting depending on time scales)**

To discuss and agree the litter picking contractor for the year. Applications received from:

* + 1. E Firman
    2. R Morris
    3. A Thomas – School Road
    4. J Mckenna

1. **To list items for the Horning Reach Parish News:**
2. **To identify other items at the Chairman’s discretion**
3. **To confirm that the next meeting will take place in the St Benet’s Hall at 7pm on Monday 3rd October 2022**
4. **Closure of meeting**