**HORNING PARISH COUNCIL**

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

**held on Monday 5th September 2022 in St Benet’s Hall**

**Present:**

**Cllr I Davis (Chairman)**

**Cllr A Varley**

**Cllr A Darby**

**Cllr G Martin**

**Cllr P Avellino**

**Cllr S Burgess**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners:** none

*Prior to the meeting interviews for the litter picking tender took place.*

1. **Apologies.** Cllrs Cavendish and Woodcock 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. Cllr Burgess noted an interest in 9aii on the basis that he knows the applicant.
3. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the Parish Council meeting held on Monday 1st August 2022, and matters arising. **APPROVED** following some amendments to the minutes
4. **Correspondence**
   1. Clerk. Bench on Mill Hill (change of location following Cllr Darby’s boat show bid). Cllr Darby explained that he had researched a tree for the Mill Hill Green and that he had put in a grant bid to the Horning Boat Show for a semi-mature tree at a cost of £1055. The tree is 3.5 metres high. The Council thanked Cllr Darby for his work. Cllr Darby went on to say that as the issue with the lack of decision from NCC is ongoing, he had approached the parishioner who had asked for a bench at Mill Hill, who gladly offered to potentially add the bench to the Mill Hill Green if the tree grant bid is successful
   2. Parishioner. Complaint regarding rubble in yellow bag outside The Swan. It was noted that this rubble had very recently disappeared
   3. Ludham parishioner. Request for allotment. The Council agreed that it could not offer non-parishioners allotments at the current time
   4. Parishioner. Notice board at Upper Street. **Cllr Martin** very kindly offered to remove this noticeboard if possible
   5. Parishioner. Concern regarding motorhome. The Clerk would arrange for some **NO OVERNIGHT PARKING** signs to be purchased
   6. NNDC. Norfolk insight – statistics per area. The Clerk would circulate this information for the benefit of Councillors
   7. NNDC. Cost of living support scheme. It was **AGREED**  that the **Clerk** would start the application process when the next round of grant giving is opened.
5. **Finances:**
   1. **Bank Reconciliations:** Cllr Martin had reviewed and confirmed the bank reconciliations
   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 – done May 22
      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 | 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.** 
   1. AM Terms of Reference – postponed
   2. The **AM team / Clerk** would review emblem / flag notification requirements.
   3. The **AM team** would consider a recommendation for a note on the wheelchair accessible picnic table along the lines of ‘priority use for wheelchair users’
   4. It was noted that the radar on the SAM2 is broken. The County Councillor offered to fund the fix from his Highways Budget (approximately £990). The PC would need to pay the invoice and then reclaim the amount from NCC. Cllr Avellino kindly offered to collect the SAM2.
   5. **Cllr Varley** would speak with the village contractor to ensure that the playground items which need work are fixed as a priority
2. **Parish Councillor reports.** 
   1. Cllr Varley. Playground report. Cllr Varley noted that the playground was in good order and that the village contractor would be undertaking the outstanding works as soon as possible (see 6e)
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. Cty Cllr Price reminded the Council that he needed all suggestions for projects / bids to be with him by 7/10/22 for highways improvements
   2. District Cllr Varley noted that the boat waste bins would be padlocked in future. The Council informed Cllr Varley that the metal barriers around the boat waste bins are not owned or maintained by the Parish Council
   3. A member of the public queried an overgrown footpath near 99 Lower Street. The Council was informed that the land is owned by Cripps Developers. **The Clerk** would follow up on this with Cripps
   4. **Public Session**

**The meeting was reconvened at 2022 hrs.**

1. **Planning:** 
   * 1. PF/22/1920. AC Edmunds Builders Yard, Mill Loke. Demolition of existing bungalow and construction of new chalet bungalow. **Supported**
     2. BA/2022/0233/HOUSEH. Ferryman’s Cottage, Ferry Road. Sliding gate to front boundary, replacement cladding to main building, enlarge decking in front of building, install decking around the chalet and along riverfront, and replace windows and French doors. The Parish Council resolved to offer **No Comment** on this application
     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. **Supported**
     4. BA/2022/0292/HOUSEH. Silver Birches, 1 Bittern Island, Lower Street. Replacement of 110m quayheading in timber. **No comment**
2. **Agenda items**
   1. To consider purchasing and funding an 1100 litre bin at the Village Hall car park. The Parish Council agreed that it did not wish to fund an additional bin on the Village Hall car park for the time being
   2. To consider applying for a parish partnership funding for village gateways / roundels. It was noted that there are no suitable locations for village gateways but that roundels would be appreciated
   3. To consider and approve a Data Protection Policy. **AGREED**
   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 (Joint application) – tender bid withdrawn
    2. R Morris (Joint application) – tender bid withdrawn
    3. A Thomas – School Road. AGREED
    4. J Mckenna

It had been agreed that A Thomas would litter-pick School Road for an S137 gift of £100 per year.

1. To consider projects for the new Community Safety Programme:
   * 1. Restricted byway safety
     2. Waterworks Lane Common land – new tarmac required
2. **To list items for the Horning Reach Parish News** 
   1. Thank you for work on new flag
   2. Defibrillators in the village
   3. HMRC cost of living assistance and associated scams
   4. Wheelchair accessible bench
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 1st November 2022**
3. **Closure of meeting at 2047 hrs**