**HORNING PARISH COUNCIL**

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

**held on Monday 3rd October 2022 in St Benet’s Hall**

**Present:**

**Cllr A Varley (Chairman)**

**Cllr A Darby**

**Cllr G Martin**

**Cllr P Avellino**

**Cllr S Burgess**

 **Cllr B Woodcock**

 **Cllr R Cavendish**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners:** 6

1. **Apologies.** Cllrs 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.
3. **Minutes of the previous meeting.**
	1. To receive and approve the minutes of the Parish Council meeting held on Monday 5th September 2022, and matters arising. **APPROVED** following some amendments to the minutes
4. **Correspondence**
	1. NNDC. Cost of living support scheme. The Clerk noted that the current cost of living support scheme was closed but that she would keep an eye on when the next scheme opens.
	2. NNDC. Local government elections 4/5/2023. Noted
	3. NALC. Information regarding the condolence book. The Clerk noted that she would retain the condolence book for the time being and for posterity
	4. Clerk. Update on defibrillators. The Clerk had followed up on all the defibrillators and would put together and circulate a poster
	5. Savills. Church Commission information regarding arbitration on rent. It was noted that the rent review would be going to arbitration. The Clerk had requested further information from Savills
	6. VOA. Review of rates on the Bowls Club. The Clerk had filed the relevant paperwork for the rate review
	7. Clerk. Update on Litter Pick contract. The Clerk confirmed that Jessica Mckenna would start the litter picking role on the 1st November and would be paid monthly on Direct Debit
	8. Clerk. Thanks to parishioner for flag raising and lowering during the period of mourning. Noted
	9. GB Driveways. Lower Street footpath quotation. Cllr Avellino would research ownership of this footpath and the **AM committee** would consider budgeting for works within the 23/24 budget
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 – agreed not necessary as undertaken in May 2022
		2. VAT reclaim to be made (done September 2022)
		3. Review financial risk assessment (November 2022)
		4. Review fixed asset register including all benches (November 2022)
		5. Review a general reserves policy (November 2022)
		6. Confirm Clerk’s contract to note amended salary and to note working hours – (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 (done September 22)

* 1. The following **payments** were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VAT Invoice Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
|  | Ralph Morris – last payment made 1/10/2022 | Litter Picking  | S/O  | 130.00 |  |
|  | Clerk | Salary and expenses  | BACS | 719.19 |  |
|  | CGM | Landscaping  | DD |  |  |
|  | NEST | Pension (part paid by Clerk) | DD | 121.32 |  |
|  | HMRC | Tax | BACS | 45.40 |  |
|  | Carol Gilden | Gardening | BACS | 80.00 |  |
| 10/10/22 | Savills | Allotment rent | BACS | 280.00 |  |
|  | Royal British Legion | Wreath | BACS | 50.00 |  |
|  | Horning PCC | Donation | BACS | 500.00 |  |
|  | PKF Littlejohn | Audit | BACS | 240.00 | 40.00 |
|  | URM | Glass recycling | BACS | 61.61 | 10.27 |
|  | Fenland Leisure Products | Bottom Rope assembly | BACS | 291.60 | 48.60 |

1. **Asset Management.**
	1. AM Terms of Reference
	2. SAM2 update
	3. Plaque on wheelchair-accessible bench
	4. The AM committee reported that the potholes on the village hall car park were bad and needed approximately £800 - £1,000 spent on them. This was agreed. Mr F Buck would undertake the works following two quotes
	5. Councillors held a lengthy discussion regarding speeding, speedwatch and the use of SAM2 data. Cllr Cavendish kindly offered to ‘translate’ the SAM2 data on behalf of the Council and turn it into useful, useable information
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.**
	2. **Public Session**
		1. The Clerk would write to businesses within the village asking that they make their staff aware of speed limits and ask them to be mindful of parishioners (School, New Inn, Ferry Marina, the Swan etc)

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

1. **Planning:**
	1. Planning applications received:
		1. BA/2022/0339/FUL. Spur Road, Crabbetts Marsh. Replace timber quay-heading & decking with plastic quay-heading with timber fascia & timber decking. This application had come in during the previous few days. The Clerk would circulate the application for consideration by the Council
	2. Planning application decisions:
		1. BA/2022/0233/HouseH. Ferryman’s Cottage. Sliding gate to front boundary, replacement cladding to main building, enlarge decking in front of building, install decking around the chalet and along the riverfront and replace windows and French doors. Approved subject to conditions
2. **Agenda items**
	1. To consider and approve new updated standing orders and financial regulations as per the NALC guidance. It was agreed that this was necessary as the 2018 standing orders and financial regulations had been approved in May 2022
	2. To consider action regarding the war memorial prior to the Remembrance Day service. Cllr Martin agreed to look at the war memorial as he had kindly done in previous years. The Council thanked Cllrs Martin for his efforts in this regard
	3. To consider requests to the County Councillor for roundels (speed limit circles in white lines on the road). The Council agreed that it firstly wished to see the roundels re-painted but that if any additional roundels could be financed by the County Councillor on behalf of the village it would be welcome
	4. To consider a bid for a donation (following a positive recommendation in 2021) from the Wroxham Hoveton Belaugh Voluntary Community Care group. The Council **AGREED** to donate £50.
	5. To confirm the receipt of the Notice of Conclusion of Audit from PKF Littlejohn and confirmation of the publication on the parish council website
3. To consider projects for the new Community Safety Programme:
	* 1. Restricted byway safety
		2. Waterworks Lane Common land – new tarmac required
4. **To list items for the Horning Reach Parish News**
	1. Thanks to Alex, Fiona, Betty for Condolences assistance for HM The Queen
	2. Speeding
	3. Bird ‘Flu

**For November:**

* 1. Parishioners are warmly invited to attend meetings
	2. Minutes and agendas available on the website
1. **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 7th November 2022**
3. **Closure of meeting at 2047 hrs**