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 7th November 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 3rd October, 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. Horning Boat Show. Receipt of letter regarding Horning Parish Council bids
  2. Stalham TC. Forthcoming infrastructure levy bill
  3. BA. Pre-application advice
  4. Clerk. Finance meeting 21/11/22
  5. NNDC. Miyawake Forest
  6. Community Heartbeat Trust. Confirmation of New Inn Defibrillator up and running with the New Inn having registered the defibrillator in their names
  7. NNDC. Precept information
  8. Central Government. Decarbonisation scheme
  9. PCC. Church Staithe support letter
  10. Clerk. Invoice sent to NCC / Cty Cllr Price regarding reimbursement of Westcotec costs

1. **Finance**
   1. To receive confirmation of finances
   2. To note all outstanding matters from the internal audit report:
      1. Review financial risk assessment (November 2022)
      2. Review a general reserves policy (November 2022)
      3. Ensure that the website is WCAG 2.1 accessible
      4. To ensure that the litter picker has public liability and is self-employed (done October 2022)
   3. To note receipts:
   4. To agree and authorise payments

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| --- | --- | --- | --- | --- | --- |
| **VAT Invoice Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
|  | Jessica Mckenna | Litter Picking | S/O to be set up | 130.00 |  |
|  | Clerk | Salary and expenses | BACS | 563.16 |  |
|  | CGM | Landscaping | DD | 89.88 | 14.98 |
|  | NEST | Pension (part paid by Clerk) | DD | 121.23 |  |
|  | HMRC | Tax | BACS | 158.40 |  |
|  | Carol Gilden | Gardening – sign cut and green cut | BACS | 154.00 |  |
| 20.10.22 | URM | Glass recycling | BACS | 69.36 | 11.56 |
| 30.09.22 | Westcotec Ltd | To repair vehicle activated sign serial number 7640. Replacement radar fitted. | BACS | 997.80 | 166.30 |
|  | Wroxham Hoveton Belaugh Voluntary Community Care | Donation as agreed at the October meeting | BACS | 50.00 |  |
|  | Kevin Wright | Fixing of plaque to village sign and fixing rope to play equipment | BACS | 120.00 |  |

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. SAM2 update
   3. Plaque on wheelchair-accessible bench
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/2022/0299/FUL. Extensions & Alterations to Existing Chalet and Erection of Storage Shed. 13 Bureside Estate, Crabbetts Marsh, Horning, Norfolk
      2. BA/2022/0342/HOUSEH. Langton, 100 Lower Street. Removal and replacement of 57 metres of quay heading, replace existing decking, install x2 Klargester water treatment plants, repairs and supportive works to support he boathouse and piling to support concrete parking area
      3. PF/22/2426. Bure Ridge, 8 Hillside Road. Two storey rear extension to dwelling
2. **Agenda items. To discuss agenda items:**
   1. To consider action regarding the cost of living crisis by reviewing which initiatives are being undertaken by NCC and NNDC and other organisations locally.
   2. To consider action regarding a possible offer to purchase the Upper Street allotments
   3. To consider a quotation for works to the Lower Street footpath to the steps
   4. To consider the use of SAM2 data and how it is translated and used
   5. To consider options for having a plinth built for the Beacon on the recreation ground
   6. To consider approval of a quote from an internal auditor for the work on the 22/23 audit
3. **To list items for the Horning Reach Parish News:**
   1. Invite all parishioners to meetings
4. **To identify other items at the Chairman’s discretion**
5. **To confirm that the next meeting will take place in the St Benet’s Hall at 7pm on Monday 5th December 2022**
6. **Closure of meeting**