**HORNING PARISH COUNCIL**

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

**held on Monday 7th November 2022 in St Benet’s Hall**

**Present:**

**Cllr A Varley (Chairman)**

**Cllr A Darby**

**Cllr P Avellino**

**Cllr S Burgess**

**Cllr B Woodcock**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners:** 6

1. **Apologies.** Cllrs Davis, Cavendish and Cllr Martin 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 3rd October 2022, and matters arising. **APPROVED**
4. **Correspondence**
   1. Horning Boat Show. Receipt of letter regarding Horning Parish Council bids. The Horning Boat Show Community Fund Committee had written to the Council to thank it for the bids for funding from the Community Fund. They had informed the Council that the bid for the **Jubilee Beacon** was unsuccessful ‘unfortunately, the HBS Committee does not consider retrospective bids, although we do understand the reason for having the Beacon made when you did, and very glad you did’. The bid for the **Jubilee Beacon Plinth and Plaque** was successful: ‘the HBS Community Fund Committee are pleased to approve this application as it marks a fitting celebration of our **Late Queen’s Platinum Jubilee**, we look forward to receiving confirmation of the cost, following which the funds will be made available’. The bid for the Jubilee Tree Planting was also unsuccessful: ‘the committee have considered this application, but unfortunately, due to the limited funds available, the committee have decided not to approve this bid’. The Parish Council noted the responses to the bids and was disappointed that the Beacon bid, in particular, had been unsuccessful. The Parish Council noted the comments with thanks
   2. Stalham TC. Forthcoming infrastructure levy bill. The Council held a lengthy discussion about the Community Infrastructure Levy and agreed to discuss the item at the next Parish Council meeting and receive information from NNDC
   3. BA. Pre-application advice. It was noted that the BA are encouraging applicants to take up this advice as it is free of charge
   4. Clerk. Finance meeting 21/11/22. Noted
   5. NNDC. Miyawake Forest. Noted
   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. The Clerk explained that the District Council had written to the council to explain that the taxbase for 2023/2024 is 606.92, which is a slight increase on the 598.50 from the previous year, which had resulting in a charge per household of £33.15. The Council had also reminded the Parish Council that The Local Government Finance Act 1992 places restrictions on members voting if they are in arrears with their Council Tax. Councillors acknowledged that they were in receipt of this information
   8. Central Government. Decarbonisation scheme. The Clerk explained to the Council about the new Decarbonisation Scheme which had been launched by central government. She had reviewed the successful grants for the scheme and seen that in the main they are for airsource heat pumps for schools, village halls etc. She noted that she could speak with the school and the Village Hall and offer to assist them with grant applications if they wished to put forward an application
   9. PCC. Church Staithe support letter. The PCC had written to the Council asking for a letter of support in an application for renewed quayheading. Following discussion, the Council agreed that **The Clerk** should write a letter of support to the PCC
   10. Clerk. Invoice sent to NCC / Cty Cllr Price regarding reimbursement of Westcotec costs. Noted.
5. **Finances:**
   1. **Bank Reconciliations:** Cllr Darby had reviewed and confirmed the bank reconciliations
   2. **Receipts:** 
      1. £9921.50 precept
   3. **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)

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | DD | 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.** 
   1. AM Terms of Reference. Cllr Varley confirmed that the Terms of Reference had been agreed
   2. SAM2 update. This item was postponed to agenda items below.
   3. Plaque on wheelchair-accessible bench. Cllr Varley noted that this had been done.
   4. Minor maintenance had been undertaken in the form of fixing some playground apparatus (with rope previously purchased) and the emblem to the Village Sign
   5. Cllr Varley explained that he would like to run a trial replacing a dog bin for a litter bin on the recreation ground. This had been undertaken in various other parishes successfully. It was **AGREED** that the Council would run this trial on the Recreation Ground. **Cllr Varley** would speak with Serco to arrange this
2. **Parish Councillor reports.** 
   1. Cllr Varley. Playground report. Cllr Varley noted that the playground was in good order and that he had undertaken a high level check
3. **Parishioners’ Matters: The meeting was adjourned at 1948 hrs for public participation.**
   1. **District / County Councillor report.**
   2. **Public Session**

**The meeting was reconvened at 2030 hrs.**

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. Supported
      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 the boathouse and piling to support concrete parking area. Supported
      3. PF/22/2426. Bure Ridge, 8 Hillside Road. Two storey rear extension to dwelling. Supported
   2. Planning application decisions:
2. **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. Cllr Varley had explained details of the cost of living crisis and explained that Claire Goldwater of NNDC is responsible for signposting and sharing cost of living support across the board to schools, libraries, CAB offices, Parish Councils and all parishioners.
   2. To consider action regarding a possible offer to purchase the Upper Street allotments. The Clerk explained that she had approached Savills (who work on behalf of the Church Commission) to see if (if the Council wished to do so) it might perhaps be able to purchase the allotments. It had confirmed that it would be willing to sell the allotments (one or both sets) at the appropriate price
   3. To consider a quotation for works to the Lower Street footpath to the steps. The Clerk noted that Sarah Price of NCC footpaths had been struggling to ascertain ownership. The Clerk noted that she would revert at the following meeting
   4. To consider the use of SAM2 data and how it is translated and used. It was agreed that this item required the Chairman to be present and was postponed to the following meeting.
   5. To consider options for having a plinth built for the Beacon on the recreation ground. **The Council** would consider options and try to find a supplier
   6. To consider approval of a quote from an internal auditor for the work on the 22/23 audit. **AGREED.** The Clerk would write to the internal auditor accordingly
3. **To list items for the Horning Reach Parish News** 
   1. Parishioners are warmly invited to attend meetings
   2. Minutes and agendas available on the website
   3. Pre-planning advice
   4. Decarbonisation scheme
   5. Happy Christmas / Happy New Year
   6. List of defibrillators
4. **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 December 2022**
3. **Closure of meeting at 2100 hrs**