**HORNING PARISH COUNCIL**

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

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

**Present:**

**Cllr I Davis (Chairman)**

**Cllr A Varley**

**Cllr A Darby**

**Cllr R Cavendish**

**Cllr G Martin**

**Cllr P Avellino**

**Cllr S Burgess**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners:** 2

1. **Apologies.** Cllr Woodcock had sent her 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. Cllrs Martin and Varley noted an interest in any discussions regarding the allotments on the basis that they are tenants of the allotments
3. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the Parish Council meeting held on Monday 7th November 2022, and matters arising. **APPROVED**
4. **Correspondence**
   1. Clerk. NCC Highways ENQ number for flooding outside Cedar Grange: ENQ900216712. Council noted that this problem had not been rectified and that it had historically always been an issue
   2. Clerk. Clarification of litter pick contract regarding dog bins. The **Clerk** would contact NNDC and ask for advice regarding the emptying of litter bins and dog bins and whether or not the litter picker contractor should be undertaking these works
   3. Clerk. Council division of responsibilities poster. The Council **Approved** allocation of up to £15 for a poster to be designed for this
   4. Clerk. Confirmation of new account signatories – Cllrs Burgess and Varley. Noted
   5. NALC. Confirmation of national salary scales for 22/23 – backpay from April 2022. The **Chairman** would discuss this with the **Clerk**
   6. Savills. Rent increase for allotments to £600 per annum w/e from 11/10/2023. **AGREED**
   7. Cllr Avellino. Confirmation of purchase of the memorial bench. This bench had been ordered and the payment was on the agenda. Noted
   8. Wroxham Hoveton, Belaugh community care. Thank you note for donation. Noted
   9. Clerk. Liaison with Horning Primary School. The Clerk explained that she had spoken with the Primary School to build closer links and the Council was now in touch with the School for when requirement arises
   10. NCC. Response regarding bottom of the Lower Street steps – patching ground. The Clerk noted that NCC footpaths officer had confirmed that it was likely that NCC would cover these works
   11. Cllr Burgess. Update on Beacon maintenance. Cllr Burgess had spent some time and effort working on the Beacon working towards understanding what needs to be undertaken to retain the Beacon’s longevity. The village contractor had cleaned out the Beacon and Cllr Burgess had been in touch with the company who built the beacon to identify the M8 bolt which needs to be removed when not in use
   12. BA. Tree preservation order – Ropes Hill. Noted with interest
   13. NNDC. Veterans Survey. Request for circulation. Noted
   14. Horning Primary School. Improved signage requested. The Council was not certain where improved signage could help for the school. The **Clerk** would contact the school for further information
   15. NNDC. Norfolk Household Support fund. Following lengthy discussion, the Council **AGREED** that the Clerk would apply for the fund whilst also source people within the community who would be able to join a team of people together to allocate funding if required. The Clerk would apply for £10,000
5. **Finances:**
   1. **Bank Reconciliations:** A new bank statement had not been available at the time, but the budget would be reviewed by Council in the agenda (below
   2. **Receipts:** 
      1. Anonymous Donor for tree on Mill Hill Green. £1,055
      2. Slipway monies. £86.40
      3. NCC. Sam2 works reimbursement. £831.5
   3. **To note all outstanding matters from the internal audit report:**
      1. Ensure that the website is WCAG 2.1 accessible. Postponed

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

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| --- | --- | --- | --- | --- | --- |
| **VAT Invoice Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
|  | Jessica Mckenna | Litter Picking | S/O | 130.00 |  |
|  | Clerk | Salary and expenses | BACS | 667.18 |  |
|  | CGM | Landscaping | DD | 44.94 | 7.49 |
|  | NEST | Pension (part paid by Clerk) | DD | 128.34 |  |
|  | HMRC | Tax | BACS | 69.00 |  |
|  | Carol Gilden | Gardening – sign cut and green cut | BACS | 117.00 |  |
| 31.10.22 | URM | Glass recycling | BACS | 48.96 | 8.16 |
|  | E Buck | Village Hall car park works | BACS | 1,000.00 |  |
|  | SLCC | SLCC membership renewal | BACS | 59.00 |  |
| 18.11.22 | P Avellino (Amazon) | Refund for tree protectors | BACS | 12.99 | 2.17 |
|  | GDC Ltd | Tree and supports | BACS | 1055.00 + VAT |  |
|  | Marmax | Memorial Bench | BACS | 393.12 | 65.52 |
|  | K Wright | Beacon works | BACS | 70.00 |  |

1. **Asset Management.**
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 1959 hrs for public participation.**
   1. **District / County Councillor report.**
   2. **Public Session**

**The meeting was reconvened at 2012 hrs.**

1. **Planning:** 
   1. Planning applications received:
      1. BA/2022/0397/HOUSEH. 5 Bureside Estate, Herondelle, Crabbetts Marsh. Erection of new domestic boundary fence (max height of 1.6 – 2.4m) retrospective. No comment made
      2. BA/2022/0299/FUL. 13 Bureside Estate, Crabbett’s Marsh. Extension and alteration to existing chalet and erection of shed. No comment made
      3. BA/2022/0399/FUL. Spur Road, Crabbetts Marsh. Replace timber quay-heading and decking with plastic quay-heading with timber fascia and timber decking. No comment made
      4. BA/2022/0410/HOUSEH. Replace timber quay-heading and construct new mooring cut. The White House, Ropes Hill, Horning, Norfolk. No comment made
   2. Planning application decisions:
      1. BA/2022/0342/HOUSEH. Langton, 100, Lower Street. Removal and replace 57 metres of quay heading, 2. replace existing decking, 3. Install x2 klargester water treatment plants, 4. repairs and supportive works to support the boathouse and piling to support. Approved
2. **Agenda items**
   1. To confirm a date for the January meeting – 2nd January agreed but it is a bank holiday – Tuesday 10th January 2023. **AGREED**
   2. To consider a rent increase for the allotments to £600 pa. **AGREED unanimously.** The **Clerk** would send the relevant information to Savills.
   3. To consider plans for a plinth and plaque. The Asset Management committee noted that it was researching this and would revert at the January or February meeting
   4. To discuss the Community Infrastructure Levy and to receive information from the District Councillor. The Council discussed the Community Infrastrucure Levy in detail. District Councillor Varley agreed to return to a future meeting of the Parish Council with information concerning how much funds from NNDC had been allocated to Parish Councils in the District
   5. To consider the use of SAM2 data and how it is translated and used. The Chairman explained that he had for many years undertaken the work alone as it is tricky to share it as the SAM2 needs to be regularly moved and the information taken from it and translated, and the SAM2 needs to re-charged etc. Cllr Cavendish very kindly offered to learn how the SAM2 works and take over the SAM2 potentially for a period.
   6. To consider organising a CPR training event and to confirm that there is no clash between Village Hall CPR training. It was **AGREED** that the Clerk would speak to the Village Hall and Mr and Mrs Evans to organise a CPR training opportunity. The suggested timings were 2pm and 7pm on a day in March
   7. To consider parishioner / parish council engagement and ideas for improving engagement generally. The Council held a lengthy discussion regarding improved engagement. The Chairman would speak again to the Village Hall team regarding the coffee mornings on Saturdays. The Clerk would use social media on more occasions, the Council would also put together a strategy for improved engagement, which would be a regular item on the agenda going forwards. It was also agreed that Councillors would try to share within the community that they are Parish Councillors, so that villagers know who they can speak to if required. The Council also discussed using a multi-media platform in order to engage with as many parishioners as possible
   8. To consider a request to upgrade the armoured cable for the Christmas Tree. **AGREED. The Clerk** would speak with DH Hunt regarding a quotation
   9. To consider and approve a precept demand for 2023/2024 following a precept recommendation and budget from the Finance Committee. Following lengthy discussion regarding budget, a precept request of £21,105 was proposed and seconded, and unanimously **AGREED**
3. **To list items for the Horning Reach Parish News** 
   1. Locations of defibrillator updates (February as no Reach in January)
   2. Call for Veterans
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 Tuesday 10th January 2023**
3. **Closure of meeting at 2100 hrs**