**HORNING PARISH COUNCIL**

**HHHHMinutes of the ANNUAL MEETING OF HORNING Parish Council**

**held on WEDNESDAY 10TH MAY 2023 in The Village Hall Annexe. This meeting took place following the Annual Parish Meeting. The meeting started at 2015 hrs**

**Present:**

**Cllr R Martin**

**Cllr I Davis**

**Cllr A Varley**

**Cllr R Cavendish**

**Cllr S Burgess**

**Cllr P Avellino**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners:** 3.

1. **Apologies for absence.** None
2. **Declarations of acceptance of office signed.** All declarations were duly signed
3. **Election of Chairman.** Cllr Davis noted that he wished to step down from the role, having undertaken the position for some years. He proposed Cllr Martin, who was duly seconded and, there being no other nominations, Cllr Martin was confirmed as the Chairman of the Parish Council. He duly signed the declaration of acceptance of office
4. **Election of Vice-Chairman.** Cllr Martin proposed Cllr Davis as Vice- Chairman, seconded by Cllr Avellino and, there being no other nominations, Cllr Davis was confirmed as the Vice-Chairman of the Parish Council. He duly signed the declaration of acceptance of office
5. **Nomination for committees.** Positions were confirmed as follows



1. **To confirm that all Councillors have read and understood the Code of Conduct, Standing Orders and Financial Regulations.** All Councillors agreed that they had done so
2. **Declarations of interest.** Cllr Varley noted that he sits on the Planning Committee at NNDC. Noted
3. **To approve the minutes of the previous meeting**
   1. **Electrics.** Cllr Davis noted that he would telephone Norwich Electrical
   2. **PP agreement for signage for the school.** Cllr Avellino would speak with NCC Highways to ascertain dates and details for the current run of parish partnership funding
   3. **Flagship – Mill Hill Green.** The Clerk had the correct contact at Flagship and would follow up with them.
   4. **Broads Authority Correspondence –** The Clerk would invite the relevant officers to the June meeting. Cllr Cavendish would formulate a list of thoughts / questions / queries for circulation around Cllrs prior to the June meeting
   5. **Defibrillator request / Highways.** The Clerk noted that she had received confirmation from NCC Highways that there would be no issue with a defibrillator being placed on private land near Tidings Newsagents.
4. **To report any actions and updates from previous minutes that are not otherwise noted on the agenda and to consider items of correspondence:**
   1. Parishioner. Update on the private defibrillator near to Tidings on Lower Street. Highways consulted, CHT consulted. All new defibrillators to be registered on [www.circuit.co.uk](http://www.circuit.co.uk)
   2. NALC. Confirmation of new SCP salary rate for Clerks. Noted
   3. Parishioner. Fence query on Parkland Crescent. Cllr Varley noted that he would contact the parishioner to support him.
   4. Proposal for works to trees subject to a TPO. Tealby, 78 Lower Street. T1: Beech - remove deadwood and clean out the crown. T2: Silver Birch - Pollard to 12m. T3: Silver Birch - remove (dead). T4: Oak (windblown) - pollard to 4m. T5: Weeping Willow - crown lift to 4m and clean out the crown. T6: Conifer (Western Red Cedar) - remove. T7: Conifer (Western Red Cedar) - reduce the two lead stems by 4m: height reduction from 16m to 12m. T8: Scots Pine - remove. Noted
   5. Horning Reach. Update. The Clerk noted the impressive new calendar which had been put together by Cllr Varley and the Horning Reach team. The Council thanked Cllr Varley for his excellent voluntary work on the Reach
   6. Local business. Local charity craft market request to use Village Green (for a fee to be agreed). The Clerk noted that this correspondence had stopped so that the item was no longer relevant

1. **Finances:**
   1. **Bank Reconciliations:** The Chairman confirmed the bank reconciliation had been received and checked
   2. **Receipts:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VAT Invoice Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
|  | Jessica Mckenna | Litter Picking | S/O | 130.00 |  |
|  | Clerk | Salary and expenses | BACS | 676.85 |  |
|  | CGM | Landscaping | DD | Account in credit |  |
|  | NEST | Pension (part paid by Clerk) | DD | 128.34 |  |
|  | HMRC | Tax | BACS | 74.00 |  |
|  | Carol Gilden | Gardening | BACS | 30.00 |  |
|  | Horning Village Hall | Hub payment (from EMR) – second payment 55 | BACS | 72.00 |  |
|  | A Darby | Bunting and 2 x St George’s Flags | BACS | 180.36 | 30.06 |
|  | C J (Parishioner) | Flowers for planters | BACS | 67.72 |  |
|  | Gallagher insurance | Insurance | BACS | 1294.23 |  |
| 31.03.23 | URM | Glass recycling | DD | 32.64 | 5.44 |
|  | Kevin Wright | Bench cleaning | BACS | 75.00 |  |

1. **Asset Management.** 
   1. Bin Swap update. Cllr Varley noted that this plan was going ahead and the spare bin would be placed at the Church Car Park, which had been agreed by the PCC. **Cllr Varley** would let **the Clerk** have the details of the bin for her to purchase on behalf of the Council
2. **Parish Councillor reports.** 
   1. Cllr Varley. Playground report
      1. – issues with vehicle gate. **Cllr Davis** kindly offered to look at the gate and feed back at the June meeting
   2. Cllr Cavendish. SAM2 data report – if applicable. Cllr Cavendish noted that he would be presenting data at the following meeting and that the SAM2 would be placed in the trial position in June
   3. Clerk. Road closures / potential FOI request / Cllr Price research. **The Clerk** would put in a FOI request for five years’ worth of road closures. **The Clerk** would also research compensation for businesses due to a loss of business due to road closures
3. **Parishioners’ Matters: The meeting was adjourned at 2109 hrs for public participation.**
   1. **District / County Councillor report.**
   2. **Public Session**

Items for the agenda were agreed as follows:

* + - * Flagstones for under the accessible bench
      * Sign on bench ‘please vacate for wheelchair users’

**The meeting was reconvened at 2124 hrs.**

1. **Planning:** 
   * 1. None
   1. Planning application decisions:
      1. PF/23/0377 15 The Avenue. Proposal: Single storey side and rear extension to dwelling. Approved
2. **Agenda items**
   1. To note that all Councillors must register their interests within 28 days of acceptance of office: <https://forms.north-norfolk.gov.uk/outreach/registerinterest.ofml>. Noted
   2. To consider complaints regarding the increase in toll fees from the Broads Authority, and the allocation of toll fees towards the navigation function. This matter would be dealt with at the upcoming meeting with the Broads Authority.
   3. To confirm that the Parish Council is unable to hold the General Power of Competence – 6 out of 11 Councillors elected (8 Councillors need to have been elected to have the GPC). Noted
   4. To agree meeting dates for 2024. **AGREED**
   5. To discuss litter picking and upcoming payments for the year. It was agreed that the litter pick contract is due for renewal in November (October Meeting) and that it should be considered at the June meeting. **The Clerk** would also speak to the parishioner who litter picks School Road for a nominal annual fee.
   6. To consider the Councillor training programme for the forthcoming year. The Clerk would circulate the training dates.
3. **To list items for the Horning Reach Parish News** 
   1. APM
   2. Planning
4. **HTo identify other items at the Chairman’s discretion:** 
   1. **The**The ChairmanddkNone
5. **ThCllrTo identify the next venue for the SAM2 sign.** No further information noted
6. **To confirm that the next meeting will take place in St Benet’s Hall on MONDAY 5TH JUNE 2023 AT 7PM**
7. **Closure of meeting at 2152 hrs**