**HORNING PARISH COUNCIL**

**HHHHMinutes of a meeting of HORNING Parish Council**

**held on Monday 5th June 2023 in St Benet’s Hall at 1900 hrs**

**Present:**

**Cllr R Martin**

**Cllr A Varley**

**Cllr R Cavendish**

**Cllr S Burgess**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners:** 3.

1. **Apologies for absence.**  Cllrs Davis and Avellino had sent their apologies, which were duly accepted
2. **Declarations of interest.** Cllr Varley noted that he sits on the Planning Committee at NNDC. Noted

**The meeting was adjourned at 1903 hrs in order to hold discussions with members of the Broads Authority: John Packman, Chief Executive and Angie O’Connor, Assets Manager**

Ms O’Connor confirmed that the Staithe lease was due for renewal on 26/03/2025 and that as leases take a long time to organise she would start working towards that date in the near future.

Mr Packman explained the justification behind the increase in navigation fees. He explained the consequences of inflation, salary increases of staff, increased need for new safety measures, reduction in boats and smaller boats becoming larger boats.

Mr Packman suggested that his colleague Rob Leigh would be pleased to engage with the Council concerning business and commerce in the village.

A discussion was held regarding short term moorings, which Mr Packman said the Broads Authority may be able to support. The Council held a general discussion regarding day boats only on the Staithe, or on some parts of the Staithe.

The Council thanked Mr Packman and Ms O’Connor very much for attending a helpful meeting

**The Chairman brought forward item 10b – co-option of a Councillor. Chris Nicholson was proposed, seconded and unanimously voted on to the Council. Cllr Nicholson signed the declaration of acceptance of office**

1. **To approve the minutes of the previous meeting and to consider any matters arising:**
   1. Electrics. Cllr Davis had sent his apologies
   2. PP agreement for signage for school - £297 each for School / PC. The Clerk noted that this had been agreed by the School. Cllr Avellino would be working on the Parish Partnership agreement
   3. Flagship – Mill Hill green. Cllr Nicholson noted that he had spoken with the relevant officer at Flagship Housing and that it had been agreed that the only way to prevent large vehicles driving on the grass was to widen the road. The officer at Flagship Housing had agreed to liaise with NCC
   4. Broads Authority correspondence. The relevant officers had attended the meeting (see above)
   5. Playground gate. Cllr Davis was due to look at the playground gate and advise
   6. Increase litter pick contract to include Broadwater Way. This item was dealt with on the agenda below
   7. Signage for picnic table – ordered by Cllr Avellino. Noted
2. **To report any actions and updates from previous minutes that are not otherwise noted on the agenda and to consider items of correspondence:**
   1. Clerk. CGM account in credit. The Clerk explained that the Council was in credit due to a standing order which had been in excess of charges and that following a review, she had cancelled the standing order and had calculated credits owed
   2. Clerk. Remaining funds from Coronation events - £962.52. Cllr Varley noted that he had further invoices to raise. The Clerk explained that she would like to ask the Lottery grant funding team if the Council could put the monies towards the improved paving for the wheelchair accessible bench
   3. Local businesses. Information on the PC website. The Clerk noted that information was coming in to the Council for an addition to the Council website.
   4. NCC. TPO served. Scots Pine at Tealby, Lower Street. Noted
   5. Horning Hub. Friends registration form. The Council agreed the Friends membership.

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 Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
| 1 |  | Jessica Mckenna | Litter Picking | S/O | 130.00 |  |
| 2 |  | Clerk | Salary and expenses plus reimbursement of litter bin (£210) | BACS | 862.58 |  |
| 3 |  | CGM | Landscaping | DD | In credit |  |
| 4 |  | NEST | Pension (part paid by Clerk) | DD | 128.34 |  |
| 5 |  | HMRC | Tax | BACS | 83.60 |  |
| 6 |  | Carol Gilden | Gardening | BACS | 187.00 |  |
|  |  | **Coronation payments – paid 22.05.23** |  |  |  |  |
| 7 | *PAID 23.5* | The Galley | Coronation | BACS | 95.00 |  |
| 8 | *PAID 23.5* | Johnnie Walker | Coronation | BACS | 100.00 |  |
| 9 | *PAID 23.5* | P B | Coronation | BACS | 288.48 |  |
| 10 | *PAID 23.5* | PCC | Coronation | BACS | 115.00 |  |
| 11 | 22.5.23 | David Bracey Play Inspections | Playground inspection | BACS | 120.00 | 20.00 |
| 12 | 30.04.23 | URM | Glass recycling | DD | 20.40 | 3.20 |
| 13 |  | Anne T (parishioner) | School Road litter picking | BACS | 100.00 |  |
| 14 |  | Catherine Moore | Internal audit | BACS | 100.00 |  |
| 15 |  | Village Hall | Horning Hub (EMR) invs 70 and 94 | BACS | 90.00 |  |

1. **Asset Management.** 
   1. Bin Swap update. The Clerk noted that she had purchased the bin and it would arrive in due course
2. **Parish Councillor reports.** 
   1. Cllr Varley. Playground report. Cllr Varley had kindly checked the play area. He noted that the play inspection report was available and would be reviewed at the next meeting
   2. Cllr Cavendish. SAM2 data report – if applicable. Cllr Cavendish would contact Cllr Davis following the meeting
   3. Plinth / bench around beacon - £1200 allocated for funding from the Horning Boat Show. The Council agreed that it would be looking at bench options received from the Asset Management Team
3. **Parishioners’ Matters: The meeting was adjourned at 2045 hrs for public participation.**
   1. **District / County Councillor report.**
   2. **Public Session**

Following discussion, Cllr Burgess kindly offered to look at the gate on the slipway. Cllr Varley would look at the car park to consider potholes and general surfacing updates, if required

It was noted that there would be a training session on CPR / Defibrillator use at the Village Hall.

**The meeting was reconvened at 2054 hrs.**

1. **Planning:** 
   1. **Applications:**
      1. BA/2023/0209/HOUSEH Replace 32m of quay-heading. Fairport, Ropes Hill, Horning, Norfolk. The Council resolved to offer no comment to the application
      2. BA/2023/0179/HOUSEH. Removal of existing steel balustrade from balcony and installation of new replacement stainless steel and glass balustrades. The Moorings, Ranworth House , Ferry Cott Lane. The Council resolved to offer no objections to the application
      3. BA/2023/0191/ADV 1x two-sided panel added to existing pictoral sign. 2x wall mounted panels. The Swan Inn , 10 Lower Street. Response offered as no objection due to timescales.
      4. BA/2023/0220/CLEUD Lawful Development Certificate for 10 years use of the building and site as a dwellinghouse within Class. Harnser, Ropes Hill Dyke. The Council resolved to offer no comment but that **The Clerk** would speak with the planning officer regarding the CLEUD to better inform Council
   2. 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 consider a quote for an additional row of paving slabs around the wheelchair-accessible table. The quote was agreed and it was agreed that the works should go ahead as soon as possible and that the Clerk would apply for a grant to pay for the works, and if unsuccessful the Council had received an offer of 50:50 match funding. The Council thanked the anonymous donor.
   2. To consider co-opting a new Parish Councillor. This item had been covered above
   3. To consider if the Parish Council could speak to the Mississippi / Bus providers regarding additional and longer parking for the bus for the Mississippi in order to support businesses in the village
   4. To consider supporting / facilitating business signage at Ropes Hill. **The Clerk** would speak with Rob Leigh of the BA to see if there was any options for improved signage. In addition, it was noted that a sign within Bewilderwood land, or at the exit to Bewilderwood, might work to encourage visitors to Bewilderwood to visit the village. **The Clerk** would contact Bewilderwood.
   5. To confirm on what renewal basis the Council wishes to insure with Gallagher / Hiscox. The Council confirmed that it wished to take up a 3 year LTA with Gallagher
   6. To discuss the litter pick contract and to ensure that it is fit for purpose, pending renewal at the October meeting. It was agreed that the Clerk would speak to M&B about the contribution to litter picking. The Council also agreed to make an additional ex gratia payment until the litter picking contract is re-negotiated in October. This increase would be £155 per month until October.
   7. To consider if fidelity guarantee insurance should be taken out or not. The Council **AGREED** that it did not wish to purchase fidelity guarantee insurance
   8. To confirm receipt of the Council’s Internal Audit report. Received with thanks. The Councillors had read and understood the internal audit report
   9. To consider, approve and sign the Annual Governance Statement for the annual audit. **APPROVED**
   10. To consider, approve and sign the Council’s accounting statement for the financial year 22/23. **APPROVED.** Cllr Nicholson, being new on the Council, noted that he had not seen the AGAR.
3. **To list items for the Horning Reach Parish News** 
   1. Planning
   2. Broads Authority
   3. Broads Briefing
   4. New Cllr
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 7th August 2023 AT 7PM. There is no July meeting**
7. **Closure of meeting at 2200 hrs**