**HORNING PARISH COUNCIL**

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

**held on Monday 3rd October 2023 in St Benet’s Hall at 1900 hrs**

**Present:**

**Cllr R Martin (Chairman)**

**Cllr I Davis**

**Cllr S Burgess**

**Cllr A Varley**

**Cllr C Nicholson**

**Cllr R Cavendish**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners:** 7

1. **Apologies for absence.**  Cllr Avellino had sent her apologies as she was not available for work reasons. Accepted
2. **Declarations of interest.** Cllr Varley noted that he sits on the Planning Committee at NNDC. Cllr Nicholson noted an interest in items regarding the Christmas Tree.
3. **To approve the minutes of the previous meeting and to consider any matters arising:**
   1. Electrics. Cllr Nicholson. Cllr Nicholson noted that he felt that the trench / concrete for the tree was a priority and that he would de-escalate the electrical works until after Christmas. **The Clerk** would arrange for the maintenance contractor to work with Cllr Nicholson to ensure that the concreting is undertaken as soon as possible.
   2. Playground gate. Cllr Davis. Cllr Davis noted that he had looked at the gate and would be looking at alternative closing mechanicsms
   3. Brown signs. Cllr Avellino. Postponed as Cllr Avellino had sent her apologies
   4. Jubilee Walk trees – postponed to November and January. Noted
   5. Village Hall lease – postponed to November. Council noted that it had been unable to find a signed copy of the lease including the map. **The Clerk** would follow up on this and speak with the Village Hall Committee
   6. Light on St Benet’s Hall – Cllr Nicholson (after Christmas tree lights are finalised). Cllr Nicholson would arrange this after Christmas.
4. **To receive the Chairman’s report**
   1. The Chairman outlined the current situation regarding the 02 pop up mast in the village. He asked that all Councillors and those members of the public present speak to their mobile phone providers if they continue to suffer mobile phone signal problems.
5. **To consider items of correspondence:**
   1. Savills. Costs for allotments. Council had been informed that it could reasonably expect around £14K Section 106 monies and that the allotment purchase legal fees could amount to £5K. It was **AGREED** that the Clerk would offer Savills (The Church Commission) £9K for the Upper Street allotments
   2. Cllr Varley / TWD gas works. Closure of Lower Street. The Chairman thanked Cllr Varley for attending on site with TWD and discussing the upcoming works. Cllr Varley had sent an informative email to Councillors summarising the works. **The Clerk** would speak with Cadent to see how long parishioners would be without gas for.
   3. NCC Highways. Potholes programmed for works (Restricted byway). Noted
   4. NNDC. Tealby. Works to trees (dead and deadwood). Noted
   5. PKF Littlejohn LLP. Notice of conclusion of audit and any further information. The Clerk read the auditor’s report to Council, who acknowledged receipt of the matters arising.

1. **Finances:**
   1. **Bank Reconciliations:** The Chairman noted that as the bank statement had not been received he had not been able to check the statement and reconciliation for the month
   2. **Receipts:**
   3. The following **payments** were authorised:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **VAT Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
| 1 |  | Jessica Mckenna | Litter Picking | S/O | 155.00 |  |
| 2 |  | Clerk | Salary and expenses | BACS | 666.68 |  |
| 3 |  | CGM | Landscaping | DD | 578.56 credit |  |
| 4 |  | NEST | Pension (part paid by Clerk) | DD | 128.34 |  |
| 5 |  | HMRC | Tax | BACS | 80.38 |  |
| 6 |  | PA Cllr | Reimbursement for signage | BACS | 23.57 + 9.59 | 1.60+3.94 |
| 7 |  | Carol Gilden | Gardening works | BACS | 191.00 |  |
| 8 |  | URM | Glass recycling | BACS | 32.64 | 5.44 |
| 9 |  | NNDC | Dog / litter bins | BACS | 2848.56 | 474.76 |
| 10 |  | PKF Littlejohn LLP | Audit | BACS | 252.00 | 42.00 |
| 11 |  | Savills | Rent for allotments April 23 to October 23 | SO | 280.00 |  |
| 12 |  | Kevin Wright | Bin and signage | BACS | 562.00 |  |

1. **Asset Management.** 
   1. Bin swap update. Done
   2. Plinth / bench around beacon - £1200 allocated for funding from the Horning Boat Show. Future agenda
   3. Playground report. Received with thanks
   4. Slide – quotes being refreshed and slide purchased. Ongoing
   5. No overnight parking signs had been installed
   6. Disabled parking signs had been refreshed on the Staithe
2. **Parish Councillor reports.** 
   1. None
3. **Parishioners’ Matters: The meeting was adjourned at 1958 hrs for public participation.**
   1. **District / County Councillor report.**
   2. **Public Session**

A question was asked concerning the replacement plaques for the Jubilee Walk. **The Clerk** would research this and revert. It was thought that replacement plaques are the responsibility of the Parish Council and that the **Clerk** would need to arrange replacement for those plaques damaged or lost or faded

It was noted that there had been some vandalism to the Village Hall and handles had been broken. **The Clerk** would speak to Officer Pritty and ask that Police regularly patrol the area

**The meeting was reconvened at 2022 hrs.**

1. **Planning:** 
   1. Planning applications received:
      1. PF/23/1871. Almond Tree Cottage. Erection of detached dwelling and garage within rear garden of 125 Lower Street; alterations to existing dwelling to allow for conversion to detached garage to serve 1 Hillside Road. The Council resolved to offer NO COMMENT to the application.
      2. BA/23/0262. Waters Edge Ferry View Estate. Replacement Dwelling. The Council resolved to offer NO COMMENT to the application
      3. PF/23/0238. Milestone. 7 Abbot Road. Single Storey Side extension to dwelling. The Council resolved to offer NO COMMENT to the application
   2. Planning applications decided:
      1. BA/2023/0319/FUL. Percival Boats Ltd. Replacement of quayheading. Approved subject to conditions
      2. PF/23/1488. Bure View, Mill Loke. Erection of two storey extension. Refused
2. **Agenda items**
   1. To consider working towards celebrating D- Day June 2024 within the village. The Council **AGREED** that it would wish to light the beacon and encourage parishioners to enjoy fish and chips around 9pm on the night of 6th June 2024. The item would be on the November agenda for further consideration. **Cllr Davis** would speak with food establishments locally to determine if they would be keen to be involved
   2. To consider renewing or putting out to tender the litter picking contract. The Council **AGREED** to renew the contract for another calendar year for the litter picking, if the contractor wishes to renew it. Council **AGREED** to renew the litter picking contract every three years, with a review annually. It also noted that three other contracts would need to be reviewed every three years – that of the grass maintenance on the Recreation Ground, the gardening, and the general maintenance contract. **The Clerk** would contact the litter picking contractor and update the contract accordingly including the addition of Broadwater Way. **The Clerk** would also follow up on the PL certification
   3. To consider if the Horning Hub might laminate posters and advertise events on the playground fencing. It was agreed that this would lead to instant littering and set a precedent. The Council suggested that the Hub consider requesting a noticeboard on the playground or recreation ground or perhaps putting up a temporary noticeboard. **The Clerk** would revert.
   4. To consider documentation from the Broads Authority regarding the lease on the Staithe. Council agreed to postpone this matter to the November meeting
   5. To receive and consider a quote from Norwich Electrical. This item had been dealt with under item 3f
3. **To list items for the Horning Reach Parish News** 
   1. Litter bin on recreation ground
   2. Mast and phone information
   3. Road closures / gas works 27/11
4. **HTo identify other items at the Chairman’s discretion:** 
   1. **The**The ChairmanddkThe Council **AGREED** to fund some investigatory works by Norwich Electrical to check the safety of the Bowls Club electrics
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 November 2023 AT 7PM.**
7. **Closure of meeting at 2105 hrs**