local council award scheme foundation

**NOTICE OF A MEETING OF THE PARISH COUNCIL**

**To Members of the Council**: You are hereby summoned to attend **a Horning Parish Council** **Meeting in St Benet’s Hall** on **WEDNESDAY 3RD January 2024 at 7pm** for the purpose of transacting the following business:  
Jo Beardshaw Parish Clerk / RFO

**Press and Public are welcome**

**AGENDA**

1. **Apologies for absence**
2. **Declarations of Interest.** Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council’s (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest and whether it is personal or prejudicial
3. **To approve the minutes of the previous meeting**

To receive and approve the minutes of the meeting held on Monday 4th December 2023, and matters arising.

1. To receive the Chairman’s report.
2. **To update Council on outstanding projects:**
   1. Electrics. Cllr Nicholson
   2. Playground gate. Cllr Davis
   3. Brown signs. Cllr Avellino. Forms to be completed by Clerk
   4. Light on St Benet’s Hall – Cllr Nicholson (after Christmas tree lights are finalised)
   5. Ludham Bridge Moorings (The Chairman)
   6. School signage (Cllr Avellino)
   7. Request to Cadent to dig trench on behalf of village
   8. Contracts for Recreation Ground and gardening
   9. Plinth / bench around beacon
   10. Broads Authority lease
   11. .gov email addresses for Cllrs – Cllr Davis and The Clerk
   12. Bollards on St Benet’s Green
3. **To consider items of correspondence:**
   1. NNDC. Emergency Planning information
   2. Flag Bearer. Notification that the flag bearer is stepping down from the role
   3. Cllr Williams. SNAP report (see pdf)
4. **Finance**
   1. To receive confirmation of finances
   2. To receive information on receipts:
   3. To agree and authorise payments

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| --- | --- | --- | --- | --- | --- | --- |
|  | **VAT Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
| 1 |  | Jessica Mckenna | Litter Picking | S/O | 155.00 |  |
| 2 |  | Clerk | Salary and expenses | BACS | 639.25 |  |
| 3 |  | CGM | Landscaping | In credit |  |  |
| 4 |  | NEST | Pension (part paid by Clerk) | DD | 135.45 |  |
| 5 |  | HMRC | Tax | BACS | 86.20 |  |
| 6 |  | URM | Glass recycling | DD |  |  |
| 7 | 31.10.23 | Carol Gilden | Gardening works | BACS | 123.00 |  |
| 8 |  | Kevin Wright |  | BACS |  |  |
| 9 |  | NCC | Brown signs application | BACS | 179.01 |  |
| 10 |  | Clerk reimbursement | 2 x union jack flags | BACS | 79.98 |  |
| 11 |  | SLCC | Subscription | BACS | 58.56 |  |
| 12 |  | Horning VH | Hub payments | BACS | 72.00 |  |
| 13 |  | PCC | Hire of St Benet’s Hall 30.11.23 as agreed by PC (not Hub EMR) | BACS | 18.00 |  |

1. **Asset Management.** To receive the report from the Asset Management Committee
2. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
   1. Cllr Cavendish. SAM2 data report – if applicable
3. **Parishioners’ Matters**

To adjourn the meeting to allow members of the public to speak.

District Councillor / County Councillor

* Members of the public to speak
* Reconvene meeting

1. **Planning.** 
   1. Planning applications received:
      1. PF/23/2707. Yew Tree Cottage, 117 Lower Street. Single storey side extensions, external and internal alterations
   2. Planning applications decided:
2. **Agenda items. To discuss agenda items:**
   1. To discuss and agree action regarding the Football Club’s request for support with changing rooms
   2. To nominate an Emergency and Flood Warden Councillor
   3. To receive information from Cllrs Varley and Williams concerning the Jubilee Walk trees
   4. Signing of the Heads of Terms for the purchase of the allotments at Upper Street
   5. To consider a request from the Monzu Pizza van owners to use the Staithe
3. **To list items for the Horning Reach Parish News**
4. **To identify other items at the Chairman’s discretion**
5. **To confirm that the next meeting will take place in the St Benet’s Hall on Monday 5th February 2024**
6. **Closure of meeting**