**HORNING PARISH COUNCIL**

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

**held on Wednesday 3rd January 2024 in St Benet’s Hall at 1900 hrs**

**Present:**

**Cllr R Martin (Chairman)**

**Cllr I Davis**

**Cllr S Burgess**

**Cllr P Avellino**

**Cllr S Williams**

**Cllr C Nicholson**

**Cllr A Varley**

**Clerk / RFO: Jo Beardshaw**

**County Councillor Richard Price**

**Number of Parishioners:** 4

1. **Apologies for absence.** Cllr Cavendish had sent his apologies for personal reasons. Accepted
2. **Declarations of interest.** None
3. **To approve the minutes of the previous meeting and to consider any matters arising:**
4. **To receive the Chairman’s report:** The Chairman noted that he did not have anything to report not elsewhere on the agenda
5. **To update Council on outstanding projects:**
   1. Electrics. Cllr Nicholson had approached Cadent to dig the trench. He had then decided that the work would be better done locally by the village contractor, who he would contact during the month of January.
   2. Playground gate. Maintenance contractor. **The Clerk** would speak to the maintenance contractor and ensure that he collects and fits the gate clips.
   3. Brown signs. Cllr Avellino noted that she would complete the form and the payment was on the agenda for approval.
   4. Light on St Benet’s Hall – **Cllr** **Nicholson** (after Christmas tree lights are finalised). Cllr Nicholson agreed to follow up on this during the month. **Cllr** **Davis** noted that he would find a bulb for the light
   5. Ludham Bridge Moorings. **The Chairman** had visited a number of times and **Cllr Burgess** had visited a number of times and the Clerk had written and emailed. Cllrs would continue to attempt to contact the tenant
   6. School signage. **Cllr Avellino** would follow up on this work, which was held up by NCC
   7. Contracts for Recreation Ground and gardening. **The Clerk** would put the gardening contract on the following agenda. The Recreation Ground cutting contract with CGM was approved and would be reviewed in 2027.
   8. Plinth / bench around beacon. AM team. Cllr Varley noted that he hoped to have paving around the bottom of the beacon with cat eyes, LED lighting incorporating a plaque. Cllr Varley noted that he had quotes for £670 including the plaque. **Cllr Varley** would speak to the Horning Boat Show to confirm that the grant was still available. Council agreed to go ahead with the project during the month
   9. Broads Authority lease. The Council agreed to wait until nearer the end of the month.
   10. .gov email addresses for Cllrs – Cllr Davis and The Clerk. Council discussed the email addresses and confirmed that it wished to go ahead with new email addresses along the lines of .net or .org
   11. Bollards on St Benet’s Green and on the Staithe. Council had received information regarding broken and rotting posts on the Staithe. Council held a discussion regarding choices for the Green posts. **The AM Committee** would research options for posts. **The Clerk** would contact the maintenance contractor and ask for the rotted post to be replaced. Regarding the staithe posts, **the Clerk** would check on the lease to ensure responsibility to check that the Council is responsible.
   12. Bollards at Ropes Hill. **The Clerk** would contact Cadent regarding a missing post at Ropes Hill. She would also copy the NCC Highways team.
6. **To consider items of correspondence:**
   1. NNDC. Emergency Planning information. Cllr Varley had circulated information regarding emergency planning prior to the meeting. The Chairman thanked Cllr Varley for his work on this. **The Clerk** would forward the information to the member of the public
   2. Flag Bearer. Notification that the flag bearer is stepping down from the role. The **Clerk** would write to the standard bearer to thank him for his work over the years
   3. Cllr Williams. SNAP report. Cllr Williams had sent a comprehensive report to the Clerk, which she outlined at the meeting. The Chairman thanked her very much for her work in this new role

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 | 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 (for agreement but not to be paid until the form is completed) | 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 – from Earmarked reserves | BACS | 36.00 |  |
| 13 |  | PCC | Hire of St Benet’s Hall 30.11.23 as agreed by PC (not Hub EMR) | BACS | 45.00 |  |

1. **Asset Management.** 
   1. Playground report. Noted
   2. Slide – quotes being refreshed and slide purchased. No update
   3. **The Clerk** would contact Cadent and ask that any issues within the village are rectified whilst Cadent are within the village
2. **Parish Councillor reports.** 
   1. Cllr Cavendish. SAM2 data. Cllr Davis noted that the SAM2 data is with Cllr Cavendish for translating
3. **Parishioners’ Matters: The meeting was adjourned at 8.30pm for public comment**
   1. **District / County Councillor report.**

Ferry Road. The County Councillor noted that all parties had agreed that the road should be raised. He also noted that Anglian Water are obtaining a quote on the works, and Anglian Water had agreed to fund the raising of the manhole covers. Cllr Price noted that a flood risk analysis is required in order to obtain a license and that he would be obtaining funding for the flood risk analysis. He also noted that Ferry Road is within 200 metres of an SSSI. The County Cllr confirmed that the road would not be adopted by NCC Highways if it is raised. The County Cllr was not aware of how much the quote would be to raise the road but confirmed that it was likely that the promised £90K would be paid by Anglian Water. The County Cllr confirmed that the £90K allocation from Anglian Water was specifically for Ferry Road.

* 1. **Public Session**

Parishioners asked Council if it could support parishioners by confirming with NCC Highways that Cadent have carefully considered how to reduce impact on the village. Council discussed that the projected end date is two weeks before the Horning Boat Show. Councillors confirmed that most would attend the Cadent public meeting on 16th January 2024. Cllrs agreed to undertake the following:

* + - * Pressure on NCC Highways regarding a one-way system past the church
      * Attend the meeting on 16th January where possible and ask that Cadent work to minimise the duration of the works. Council could ask Cadent for 7 day working,
      * Given the size of the work it is important that Cadent notified health and safety executive of the methods behind the work.
      * The Clerk would contact County Councillor Richard Price in order to ensure that he represents the village
      * Lights on bollards not charged.

The Clerk would formulate and circulate a list to be added to by Councillors and taken to the meeting.

* + - * Priority Service register where the elderly and disabled need to be on a list to be supported and helped by Cadent.
      * Social media – encourage people to go to meeting on 16/1/24. Jo write a document and share with Thea and on social media.

**The Chairman reconvened the meeting at 2105 hours**

1. **Planning:** 
   1. Planning applications received:
      1. PF/23/2707. Yew Tree Cottage, 117 Lower Street. Single storey side extensions, external and internal alterations. No objection.
   2. Planning applications decided:

None

1. **Agenda items**
   1. To discuss and agree action regarding the Football Club’s request for support with changing rooms. **The** **Chairman** would telephone the Football club manager to discuss the requirements
   2. To nominate an Emergency and Flood Warden Councillor. Cllr Burgess offered to undertake the role. Cllr Williams offered to support if / when necessary. **The Clerk would ask within the Horning Reach for notes of interest.**
   3. To receive information from Cllrs Varley and Williams concerning the Jubilee Walk trees. Cllr Williams noted that an arboriculturist would attend in March. Cllr Varley would sort out the plaques and the posts
   4. Signing of the Heads of Terms for the purchase of the allotments at Upper Street. Covenant, track. **The Clerk** would follow up with S106 officer. On the condition that Council has the money. The Council agreed to obtain quotes from Capron and Helliwell, Leathes Prior or Hansells.
   5. To consider a request from the Monzu Pizza van owners to use the Staithe from 5pm to 8pm one night a week. Council **AGREED** that Monzu could run a trial for six months and that it would need to set up on the side of the access road not the car parking spaces.
2. **To list items for the Horning Reach Parish News** 
   * + - Emergency and flood warden advertisement (ask Paul Rice)
       - Cadent information – roadworks. If you haven’t heard from Cadent please contact them directly on xxx phone number and xxx email
       - Priority Services Register
       - SNAP meeting – non emergency number. 101. Please dial
3. **HTo identify other items at the Chairman’s discretion:** 
   1. **The**The ChairmanddkNone
4. **ThCllrTo confirm that the next meeting will take place in the St Benet’s Hall on Monday 5th February 2024.**
5. **Closure of meeting at 2110 hrs**