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 **Monday 5th February 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 Wednesday 3rd January 2024, and matters arising.

1. To receive the Chairman’s report.
2. **To update Council on outstanding projects:**
   1. Electrics. Cllr Nicholson
   2. Playground gate. Maintenance contractor - done
   3. Brown signs. Cllr Avellino. Held up by NCC
   4. Light on St Benet’s Hall – Cllr Nicholson
   5. Ludham Bridge Moorings (The Chairman)
   6. School signage (Cllr Avellino)
   7. Request to Cadent to dig trench on behalf of village. Cllr Nicholson
   8. Plinth / bench around beacon. AM team
   9. .gov email addresses for Cllrs – Cllr Davis and The Clerk
   10. Bollards on St Benet’s Green - done
   11. D Day preparations
   12. Savings Account set up
3. **To consider items of correspondence:**
   1. Cllr Williams. SNAP report (see pdf)
   2. The Broads Authority. Lease of the Staithe
   3. Clerk. S137 donation maximum per elector (£10.81)
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 | 705.16 |  |
| 3 |  | CGM | Landscaping | In credit |  |  |
| 4 |  | NEST | Pension (part paid by Clerk) | DD | 135.45 |  |
| 5 |  | HMRC | Tax | BACS | 84.24 |  |
| 6 |  | Carol Gilden | Gardening works | BACS | 97.50 |  |
| 7 |  | Kevin Wright |  | BACS | 414.50 |  |
| 8 |  | Unity Bank | Service Charge September to December 23 | DD | 0.30 |  |
| 9 |  | Horning VH. Inv 10211 | Hub payments from earmarked reserves | BACS | 54.00 |  |
| 10 |  | AT litter pick gift as agreed previously but not paid |  | BACS | 100.00 |  |

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:

None

* 1. Planning applications decided:

1. **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 consider and agree the Gardening Contract for the village
   3. To receive allotment updates (rental figures / available figures) and to consider if an allotment may be doubled in size as per a request
   4. To consider a quote for an EICR for Horning Bowls Club
   5. To consider adding a new location to the SAM2 approved locations in order to attempt to enforce 20 mph during the Cadent works near the School
   6. To consider the policy review spreadsheet
   7. To consider a Parish Council risk assessment
2. **To list items for the Horning Reach Parish News**
3. **To identify other items at the Chairman’s discretion**
4. **To confirm that the next meeting will take place in the St Benet’s Hall on Monday 4th March 2024**
5. **Closure of meeting**