local council award scheme foundation

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

**To Members of the Council**: You are hereby summoned to attend **the ANNUAL meeting of Horning Parish Council** **Meeting in the Mill Suite** on **Wednesday 1st May 2024 at 7pm** for the purpose of transacting the following business:  
Jo Beardshaw Parish Clerk / RFO

**Press and Public are welcome**

**AGENDA**

1. **To nominate the Chairman of the Parish Council**
2. **To note apologies for absence**
3. **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
4. **To approve the minutes of the previous meeting**

To receive and approve the minutes of the meeting held on Wednesday 3rd March 2024, and matters arising.

1. **To receive the Chairman’s report including any updates on Cadent Gas**
2. **To nominate the Vice Chairman of the Parish Council and the committees**
3. **To confirm the Standing Orders, Financial Regulations and the Code of Conduct**
4. **To update Council on outstanding projects:**
   1. D Day preparations
   2. Email addresses set up. New information received from NALC with £100 incentive
   3. EICR from Norwich Electrical for Bowls Club. Commissioned 14.02.24
   4. Restricted Byway update on signage
   5. Purchase of allotments update
5. **To consider items of correspondence:**
   1. Cllr Williams. SNAP report (see pdf) if available
   2. Clerk. Community payback update
   3. Tree preservation order. Confirmation of order. Burefield, Church Road. Various trees.
   4. Tree preservation order. Confirmation of order. Pinetree Cottage, 2 Lower Street. One oak, one Scot’s Pine.
   5. Tree preservation order. Confirmation of order. The Haven, Ropes Hill Dyke. One weeping willow
   6. Tree preservation order. Confirmation of order. Oakmead Cottage, Lower Street. English Oak.
   7. Tree preservation order. Confirmation of order. Crabbetts Marsh. Mixed deciduous woodland.
   8. Risk assessment for Horning Boat Show
6. **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 | 688.40 |  |
| 3 |  | CGM | Landscaping | In credit |  |  |
| 4 |  | NEST | Pension (part paid by Clerk) | DD | 135.45 |  |
| 5 |  | HMRC | Tax | BACS | 84.04 |  |
| 6 |  | Carol Gilden | Gardening works – green and sign cuts March | BACS | 110.00 |  |
| 7 |  | CJ parishioner | Planters purchases | BACS | 108.00 |  |
| 8 |  | URM | Glass recycling | BACS | TBC |  |
| 9 | 05.04.24 | AV Cllr | Expenses for beacon works | BACS | 170.34 | 28.39 |
| 10 | 17.04.24 | PA Cllr | Expenses | BACS | 420.00 | 70.00 |
| 11 |  | Hiscox | Parish Council insurance | BACS | TBC |  |

1. **Asset Management.** To receive the report from the Asset Management Committee
   1. To consider a request for painting / preserving the planters before the Boat Show
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. BA/2024/0136/HOUSEH. The Haven, Ropes Hill Dyke. Replace 94 m of quay-heading in timber.
   2. Planning applications decided: None
2. **Agenda items. To discuss agenda items:**
   1. To consider an offer from the BA for the rental of the Staithe of £800 to £1000 per annum
   2. To consider options regarding short term mooring to recommend to the BA
   3. To consider a Biodiversity Policy
   4. To consider purchasing a memorial to D Day such as a silhouette or a plaque, following the receipt of information from the vicar
   5. To consider recommendations from Cllr Williams regarding Jubilee Walk
   6. To consider implications of the closing of the Post Office in the village
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 3rd June 2024**
6. **Closure of meeting**