

HORNING PARISH COUNCIL

**Minutes of the Annual Meeting of HORNING Parish Council  
held on Wednesday 1<sup>st</sup> May 2024 in The Mill Suite at 1958 hrs**

**Present:**

**Cllr R Martin (Chairman)**  
**Cllr I Davis**  
**Cllr S Williams**  
**Cllr A Varley**  
**Cllr S Burgess**  
**Cllr C Nicholson**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 2**

- 1. To elect a Chairman.** Cllr Davis nominated Cllr Martin as Chairman, seconded by Cllr Williams. Cllr Martin was duly elected as Chairman of the Parish Council
- 2. Apologies for absence.** Cllrs Cavendish and Avellino had sent their apologies for personal reasons. Accepted
- 3. Declarations of interest.** Cllr Varley noted his declaration of interest in matters pertaining to planning as he sits on the Planning Committee. Cllrs Martin and Varley noted their interest in any items pertaining to the allotments
- 4. The Chairman adjourned the meeting at 2010 to bring forward item 15f regarding the post office**  
Cllr Davis had spoken with the owner of the post office and asked that they contact the Parish Council with any requirements or wishes  
  
The Parish Council noted that it was keen to support any initiatives to support the newsagent with setting up a post office
- 5. To approve the minutes of the previous meeting and to consider any matters arising: APPROVED.** No matters arose that were not already on the agenda.
- 6. To nominate the Vice Chairman of the Parish Council and the committees.** Cllr Davis was proposed, seconded and elected as Vice Chairman of the Parish Council. Committees agreed (appendix A)
- 7. To confirm the Standing Orders, Financial Regulations and the Code of Conduct. AGREED**
- 8. To receive the Chairman's report:** The Chairman noted that all outstanding matters were on the agenda for discussion
- 9. To update Council on outstanding projects:**

- a. D Day preparations. Cllr Martin was organising the 10 collecting tins. **The Clerk** would inform the pageant master Bruno Peake that the D-Day event would be commemorated.
- b. Email addresses set up. New information received from NALC with £100 incentive. Cllr Davis would progress the new email addresses and the Clerk would expense the direct debits
- c. EICR from Norwich Electrical for Bowls Club. Commissioned 14.02.24. The Clerk noted that the investigation had attended a few days previously and that the report would be sent over the following days
- d. Restricted Byway update on signage. Cllr Varley noted that the purchase of the sign would be by NNDC within a few months. Council agreed that Cllr Varley would ensure that the posts would be in place. **The Clerk** would purchase the sign as an interim measure
- e. Purchase of allotments update. The Chairman noted that Capron Helliwell had asked for £5K (which had previously been agreed) to be sent to them to cover upcoming costs.

#### 10. To consider items of correspondence:

- a. Cllr Williams. SNAP report (see pdf) if available. Cllr Williams presented her report and updated the Council on policing priorities. She also noted that there was an upcoming session in North Walsham for neighbourhood watch
- b. Clerk. Community payback update. The Clerk updated Council on the community payback works. Council recommended that additional works could be strimming on the School Road footpath. Council approved delegated authority to the Clerk for £1,000 for Community payback works
- c. Tree preservation order. Confirmation of order. Burefield, Church Road. Various trees. Noted
- d. Tree preservation order. Confirmation of order. Pinetree Cottage, 2 Lower Street. One oak, one Scot's Pine. Noted
- e. Tree preservation order. Confirmation of order. The Haven, Ropes Hill Dyke. One weeping willow. Noted
- f. Tree preservation order. Confirmation of order. Oakmead Cottage, Lower Street. English Oak. Noted
- g. Tree preservation order. Confirmation of order. Crabbetts Marsh. Mixed deciduous woodland. Noted
- h. Risk assessment for Horning Boat Show. Noted. The Chairman suggested that the Clerk should contact the Boat Show and ask that in future the risk assessment could be brought up to date with up to date legislation
- i. Parishioner. Request for use of an EMCT collection box on the public staithe. Ellen MacArthur Cancer Trust. **AGREED**

#### 11. Finances:

Council agreed to move monies to an account with an improved savings rate. **The Clerk** would report on interest rates at the following meeting

Council discussed adding an item to the following agenda suggesting that the Parish Council might add an item to Earmarked Reserves. The Village Hall would send

information to the Parish Council with a recommendation as to how much EMR could be allocated.

- a. **Bank Reconciliations**
- b. **Receipts:**
- c. 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	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	1137.97	
12		Capron Helliwell	Legal fees on account	BACS	6500.00	

## 12. Asset Management.

- a. Playground report. Noted with thanks
- b. Maintenance works had been undertaken on St Benet’s Green.
- c. Cllr Varley thanked the ‘spruce up team’ for their wonderful work in the village in recent weeks
- d. The Beacon works had been finalised.
- e. The train in the playground is looking tired. The maintenance contractor would be working on the train over the summer
- f. The Village Green wall needed repointing. **The Clerk** would check with the maintenance contractor to work out what the daily rate for the wall would be. **The Clerk** would obtain a quote for that. **The Chairman** would advise the Clerk of a recommended repointing specialist.
- g. Cllr Varley noted that the planters were at the end of their reasonable lives. Cllr Varley would look at options
- h. Drains. The **Clerk** would speak with NCC Highways regarding the drains beside St Benet’s Hall in both corners of the green

- i. The **Clerk** had reported the trip hazard within the St Benet's Hall bench area, and would reiterate to the PCC that the area should be cordoned off before the Boat Show.

**13. Parish Councillor reports.**

- a. Cllr Cavendish. SAM2 data. Cllr Cavendish had not attended the meeting

**14. Parishioners' Matters: The meeting was adjourned at 2112 for the public session  
The meeting was reconvened at 2126**

**15. Planning:**

- a. Planning applications received:
  - i. BA/2024/0136/HOUSEH. The Haven, Ropes Hill Dyke. Replace 94 m of quay-heading in timber. Approved
- b. Planning applications decided:
  - i. None

**16. Agenda items**

- a. To consider an offer from the BA for the rental of the Staithe of £800 to £1000 per annum. **AGREED**
- b. To consider options regarding short term mooring to recommend to the BA. Cllr Burgess would undertake a feasibility study over the following few weeks and would report back to the following meeting
- c. To consider a Biodiversity Policy. Postponed to the following meeting.
- d. To consider purchasing a memorial to D Day such as a silhouette or a plaque, following the receipt of information from the vicar. **The Clerk** would confirm to the vicar that the Parish Council wished to place the plaque in front of the War Memorial.
- e. To consider recommendations from Cllr Williams regarding Jubilee Walk. It was **AGREED** that Cllr Williams would obtain quotes for the replacement of the trees and the gardening works as required.
- f. To consider implications of the closing of the Post Office in the village. The item was discussed as above

**17. To list items for the Horning Reach Parish News**

- a. If you see something suspicious report it on 111 or 999
- b. Please consider going on the website and signing up for Neighbourhood watch
- c. Thanks to the Post Office team for many years of work
- d. Thanks to the Sprucing team who worked so hard prior to the Horning Boat Show

**18. To identify other items at the Chairman's discretion: None**

**19. To confirm that the next meeting will take place on Monday 3<sup>rd</sup> June 2024 at 1900 hrs**

**20. Closure of meeting 2145 hrs**

<b>Horning Parish Council Committees</b>		
	<b>Committee Chairman</b>	<b>Other members</b>
Finance (and Contracts) Committee	Ian Davis	Gary Martin
Asset Management Committee	Adam Varley	Patrina Avellino
Flag Bearer	Selina Williams	
Planning Committee	Rupert Cavendish	Steve Burgess
Allotments		
Flood warden / emergency planner	Steve Burgess	Selina Williams
Chairman of the Parish Council:	Gary Martin	
Bank signatories: Pat Avellino, Ian Davis, Gary Martin, Steve Burgess		
Clerk and RFO: Jo Beardshaw		