

HORNING PARISH COUNCIL



NOTICE OF A MEETING OF THE PARISH COUNCIL

To Members of the Council: You are hereby summoned to attend a **meeting of Horning Parish Council Meeting in St Benet's Hall** on **Monday 3rd June 2024 at 7pm** for the purpose of transacting the following business:

Jo Beardshaw

Parish Clerk / RFO

Press and Public are welcome

AGENDA

- 1. To note 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 Annual Parish Council meeting held on Wednesday 1st May 2024.
- 4. To receive the Chairman's report**
- 5. To update Council on outstanding projects:**
 - a. D Day preparations
 - b. Email addresses set up.
 - c. EICR from Norwich Electrical for Bowls Club. Commissioned 14.02.24.
 - d. Restricted Byway update on signage
 - e. Purchase of allotments update
- 6. To consider items of correspondence:**
 - a. Cllr Williams. SNAP report (see pdf) if available
 - b. Clerk. Community payback update
- 7. Finance**
 - a. To receive confirmation of finances
 - b. To receive information on receipts:
 - c. To agree and authorise payments

	VAT Date	Payee	Description	DD/SO / BACS	Amount	VAT
1		Jessica Mckenna	Litter Picking	S/O	155.00	
2		Clerk	Salary and expenses	BACS	747.17	
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 – green and sign cuts March	BACS	110.00	
		Capron Helliwell (noted on May agenda)	Legal work – deposit. Paid 8/05/2024	BACS	6000.00	
8		URM	Glass recycling	BACS	TBC	
9		NALC	Subscription and website fees	BACS	368.69	
10		Sarah Hunt	Internal Audit	BACS	125.00	
11	30.04.24	Norwich Electrical	Bowls Club electrics	BACS	241.20	40.20
12		Kevin Wright maintenance	Painting and repairs to planters, painting and minor repairs to wooden benches, washing benches, Staithe Road tidy	BACS	866.00	

Plus other invoices received after publication of the agenda

- 8. Asset Management.** To receive the report from the Asset Management Committee
- 9. Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
- a. Cllr Cavendish. SAM2 data report – if applicable
- 10. Parishioners’ Matters**
To adjourn the meeting to allow members of the public to speak.

District Councillor / County Councillor

- o Members of the public to speak
- o Reconvene meeting

11. Planning.

- a. Planning applications received:
 - i. PF/23/2707. Yew Tree Cottage, 117 Lower Street. Single storey side extensions, external and internal alterations. Approved.
- b. Planning applications decided:
 - i. BA/2024/0032/CLEUD. Driftwood, 104 Lower Street. Lawful Development Certificate. Breach of condition 5 for more than ten years. CLEUD not issued.

12. Agenda items. To discuss agenda items:

- a. To consider options regarding short term mooring to recommend to the BA following receipt of an analysis paper from Cllr Burgess (and to note receipt of a further email from the BA)
- b. To consider adopting new Financial Regulations and new Standing Orders
- c. To consider allocating an amount of Earmarked Reserves for the Village Hall following receipt of information from the Village Hall Committee
- d. To review the Earmarked Reserves for the financial year 2023/2024
- e. To consider the fixed asset register for the financial year 2023/2024
- f. To receive and consider the Internal Audit report
- g. To consider and agree the Annual Governance Statement for the financial year 2023/2024

Jo Beardshaw (Clerk and RFO)
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- h.** To consider and agree the Annual Accounting Statement for the financial year 2023/2024
- i.** To note the period for public rights and publication of unaudited Annual Governance and Accountability Return will be 17th June 2024 to 26th July 2024
- j.** To consider the analysis of variance within the accounts for the financial year 2023/2024
- k.** To receive the bank reconciliation for the financial year 2023/2024
- l.** To consider the removal of a mole causing damage to neighbour's gardens

13. To list items for the Horning Reach Parish News

14. To confirm that the next meeting will take place in the St Benet's Hall on **Monday 5th August 2024**

15. Closure of meeting