



Minutes of the Annual Parish Council Meeting Wednesday 5th May 2021 at 7:00pm

Present: Cllrs Peter Howe (Chair), Greg Eade, Jilly Gourlay, Robert Henson, Alex Howe, Gerard Mancini-Boyle, Chris Marshall (part), Russell Reeve, Ann Rogers (part).

In attendance: Miss Lolly Dawson (Parish Clerk)

Members of the public: 4

1. ELECTION OF THE CHAIR

Cllr Peter Howe was elected as Chairman, PROPOSED Cllr R Reeve, seconded Cllr C Marshall.

2. ELECTION OF THE VICE CHAIR

Cllr R Reeve was elected as Vice Chair, PROPOSED Cllr P Howe, seconded Cllr C Marshall.

3. MINUTES OF PREVIOUS MEETING

The minutes of the full council meeting held on Tuesday 6th April 2021 were AGREED and will be signed by the Chair in due course

4. ATTENDANCE

Apology accepted for Cllr Ana Croft.

5. CO-OPTION

There were no applications received.

6. DECLARATIONS OF INTEREST

Item 13.1 Cllr R Reeve.

7. PUBLIC FORUM

7.1 Cllr Mancini-Boyle addressed Council regarding the most recent covid-19 statistics.
Cllr Marshall addressed Council by reading a public statement regarding a planning application.

8. UPDATE ON MATTERS FROM PREVIOUS MEETINGS

It was NOTED that the antivirus software has been installed on the Council laptop.

- 8.1 It was NOTED that a tree survey has been completed at Riverside & Pocket Parks. The Clerk to source quotes for the necessary works.
- 8.2 It was NOTED that the Clerk attended the 'Effective Communications for Positive Outcomes' training.

9. COMMITTEE MEMBERS & CHAIRS

- 9.1 Cllrs R Reeve, P Howe, R Henson & A Croft were elected as members of the Finance Committee.
- 9.2 Cllr P Howe was elected as Chair of the Finance Committee.
- 9.3 Cllrs R Reeve, G Mancini-Boyle, R Henson were elected as members of the Staffing Committee.
- 9.4 Cllr Mancini-Boyle was elected as Chair of the Staffing Committee.
- 9.5 Cllr A Howe was elected as lead on the Community Flowerbeds.
- 9.6 Cllrs C Marshall & P Howe to lead on Riverside & Pocket Parks & the Granary Staithe.
- 9.7 Cllr A Howe to lead on Highways matters.
- 9.8 Cllr C Marshall to lead on Planning matters.
- 9.9 Cllr A Howe to act as Patient Participation Group representative.
- 9.10 Cllr A Howe to act as North Norfolk Town & Parish Forum representative.
- 9.11 Cllr J Gourlay to act as Wroxham & Hoveton Good Neighbourhood scheme representative.
- 9.12 Cllrs A Rogers & R Henson to act as Police Liaison representatives.
- 9.13 It was AGREED for the Finance and Staffing Committees to act as 'working parties'. Clerk to update the terms of reference.

10. PLANNING

- 10.1 Planning applications received for comment:
None.
- 10.2 Planning decisions NOTED:
 - 10.2.1 - BA/2021/0033/FUL - Glazed single storey link between house and boatshed. Change of use of first floor of boatshed to a dual use self-contained flat which would be used as ancillary accommodation for a family member and as a holiday let flat. Erequay, The Rhond, Hoveton, NR12 8UE. Approved Subject to Conditions.
 - 10.2.2 - BA/2019/0208/FUL – Replacement of existing catering unit. Bewilderwood, Horning Road, NR12 8JW. Approved Subject to Conditions.

11. HIGHWAYS

- 11.1 The SAM2 results for March 2021 were NOTED. It was AGREED that Cllr A Howe would liaise with volunteers concerned in respect of re-siting SAM2 to Horning Road.

12. FINANCE

- 12.1 The monthly Budget Monitoring Statement and End of Year Bank Rec were NOTED.
- 12.2 The items of expenditure were APPROVED.

Payee	Description	Total
1&1 IONOS Ltd	HPC Email Addresses	£2.39
PWLB Lending Facility	Granary Staithe Loan	£4404.27

EON	Street Lighting unmetered supply	£218.06
Garden Guardian Limited	Highway Grass Cutting, March 2021	£422.13
Horning Parish Council	Allotment Administration Management Agreement	£100.00
Millenium Pest Control	Granary Staithe Quarterly Pest Control (May to July 2021)	£120.00
Target Trees	Tree condition report at Riverside & Pocket Parks	£208.33
Staff Costs	Staff Wages May 2021	£1938.62*
<i>*Payment of pay to be made less any tax, national insurance and workplace pension contributions.</i>		

12.3 It was RESOLVED to renew the Silver Community Action Norfolk membership at a cost of £50.00. PROPOSED Cllr P Howe, seconded Cllr R Reeve.

12.4 It was RESOLVED to renew the BHIB Insurance policy at a cost of £974.55. Renewal Date 1st June 2021. PROPOSED Cllr P Howe, seconded Cllr G Mancini-Boyle.

13. ADMINISTRATION

13.1 Facebook Statistics for the last 28 days were NOTED.

13.2 It was AGREED that another letter would be send to NNDC and BA with regard to the dereliction on Station Road.

13.3 Items for The Bridge article were NOTED.

13.4 The Councillor Information Sheet was ADOPTED as presented.

13.5 The updated Councillor Code of Conduct was ADOPTED as presented.

14. SERVICES AND AMENITIES

14.1 It was AGREED Councillors would communicate all requests for trees, hedges and flowers to Cllr Mancini-Boyle.

14.2 It was AGREED for Cllrs C Marshall & P Howe to provide quotes for the removal and replacement of the benches at Pocket Park.

14.3 The Wroxham Rotary Club work on Pocket Park & Granary Park was NOTED.

15. TRAINING

15.1 It was AGREED Cllr R Henson to attend the NALC 'Effective Councillor' Training course at a cost of £40.00. PROPOSED Cllr P Howe, seconded Cllr C Marshall.

16. CORRESPONDENCE

Email	Broadland Futures Initiative Newsletter Issue 6 & Survey Results	NOTED
Email	Cllr Rogers attended the SNAP meeting and reported that speeding is being addressed by the police, they are circulating information to the public on how to avoid fraud. Dog thefts are fake news. Next SNAP meeting 16 th June 2021.	NOTED

Email	NorfolkALC Annual General Meeting 20 th May Agenda & Report.	NOTED
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17. ITEMS FOR NEXT MEETING AGENDA

To consider a new location for the SAM2 and consider any further actions in regards to speeding in the village.

To receive the updated terms of reference for the Staffing & Finance Committee.

The Chair excluded the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during the discussion of the following agenda items because of the confidential nature of the business to be discussed all Councillors present confirmed that they were alone in the room and the session was not recorded seen or overheard.

18. PUBLIC REQUEST

It was AGREED for the Clerk and Cllr R Reeve to manage any future actions or correspondence regarding this member of public and their request.

The meeting closed at 20:50.

Signed.....

Date.....

Name.....

Lolly Dawson, Parish Clerk & RFO
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