

Meeting Minutes of Horningtoft Parish Council  
Wednesday 18<sup>th</sup> May 2022 at 19.30 held at St Edmunds Church

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Parish Councillors present: Andrew Hill (Chairman), Tracey Hawke (Deputy Chairman), Pauline Chapman, Graham Drew, Ivan Baker  
Also present: Donna Secker (Parish Clerk), County Councillor Kiddle-Morris, District Councillor Hambidge, and 4 members of the public.

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Cllr Hill opened the meeting and thanked everyone for attending.

**1. Election of office for Chairman**

Cllr Drew nominated Cllr Hill and this was seconded by Cllr Hawke. The declaration of acceptance was signed.

**2. Election of office for Vice-Chairperson**

Cllr Hill nominated Cllr Hawke and this was seconded by Cllr Baker. The declaration of acceptance was signed.

**3. To consider and accept apologies for absence.**

All councillors were present.

**4. To receive declarations of interest in items on the agenda and consider any requests for dispensations.**

No request received.

**5. To approve the minutes of the meeting held on 16<sup>th</sup> March 2022**

It was resolved to accept the minutes of the last meeting as a true record, and it was signed by the chairman.

**6. To receive updates from County and District Councillors**

County Councillor Kiddle-Morris reported Norfolk County Council has launched a £7.7m package of hardship support offering increased flexibility and choice in the way a broader range of households can access help.

The Norfolk Cost of Living Support Scheme is a £7.7m package from NCC which is offering support to a broad range of households which are struggling to pay for food, energy and water bills and other essentials. The council is topping up the £6.7m of Government funding with £1m to create the scheme.

To ensure part of the support the council is offering is sustainable for the longer term, in addition to the £7.7 million Cost of Living Support Scheme, we are also investing a further £225,000 capital into our partnership with the Norfolk Community Foundation Nourish Norfolk food hub offer, bringing the total investment over the last year to £500,000.

District Councillor Hambridge reported that Breckland, environmental service have inspected the travellers site in Stanfield regarding the planning application. The final details have not been released on the outcome of this visit yet!

**7. To report progress on item not on the agenda from the last meeting**

All items are on the agenda

**8. Open Forum for Public Participation**

No comments from the Public were raised

**9. To report and update on highway matters**

**9.1- Grips and Soakaways**

No update from Norfolk County Council highways has been received. County Council Kiddle-Morris will chase this up.

Cllr Hawke reported that the Horningtoft Sign on the B1146 is again covered due to overgrown hedges. The clerk had received an email from the highways engineer in October 2021, confirming this would be relocated. County Council Kiddle-Morris will chase this up.

**10. Planning applications**

**10.1 To receive planning applications by Breckland District**

None received

**10.2 Update on application decisions taken by Breckland District**

None received

**11. Items to discuss or approve**

**11.1 Update on the progress on the sewage pump at the holiday lets**

The parishioner has confirmed the new parts for the pump have been received, now just waiting for the new belt to be fitted. The parishioner confirmed with the clerk that this should be complete in a week's time.

**11.2 To update on the progress of the village map**

The map is still in progress. This will be added to the next agenda.

**11.3 To discuss the Queen Jubilee Celebrations**

Horningtoft jubilee celebrations will be held at St Edmunds Church on Saturday 4<sup>th</sup> June at 11o/c and a picnic lunch will be held on the grass behind the church. An exhibition will be held within the church on previous Jubilee celebrations

**11.4 To discuss and arrange a date for defib Training.**

The council are planning for the training to take place in September. The clerk will find out about availability on dates. This will be added to the next agenda.

**11.5 To approve the renewal of the insurance policy**

The council agreed to renew the insurance policy for £374.82

**11.6 To adopt and approve the Information Commissioners Policy**

The council agreed to adopt the policy and this will be added to the website.

**12. Finance**

**12.1 To approve the list of payments**

The Council approved the list of payments for May as detailed at the end of the minutes.

**12.2** To approve and sign the Annual Governance and accountability return to approve the following documents. The certificate of exemption, Annual Audit report and Annual Governance statement.

The council agreed with the AGAR documents, and these were signed by the Chairman and the clerk/Financial officer.

**12.3** To discuss and approve a donation to RNLI

The council all agreed to donate £100 to RNLI-Wells in memory of Cllr Chapmans Husband.

**13. To receive items for the next meeting agenda 13<sup>th</sup> July 2022**

Village Map

Defib

Risk Assessments

The meeting closed at 8.30

## FINANCE: 1st April-29th April

Balances:-

### Business Premium Account.

Balance at 1st April 2022 £2,416.51

Total **£2,416.51**

### Community Account.

Balance at 1st April 2022 £381.71

Breckland Precept £975.00

Total **£1,356.71**

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
488	D.K.Secker	Salary	£117.73
489	HMRC	PAYE	£29.40
490	Zurich Insurance	Yearly Insurance	£374.82
491	Mrs L Jarratt	Auditor	£15.00
492	RNLI-Wells	Donation	£100.00

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