

Meeting Minutes of Horningtoft Parish Council  
Wednesday 17 May 19.00 pm held at St Edmunds Church, Horningtoft

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Present: Parish Councillors: Andrew Hill (Chairman), Tracey Hawke (Vice-Chairperson), Graham Drew and Pauline Chapman

Also, present: Donna Secker (Parish Clerk), 5 members of the public and County Councillor Mark Kiddle-Morris

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**1. To elect the Chairman-Chairman to sign the declaration of acceptance of office**

Cllr Hawke nominated Cllr Hill, this was seconded by Cllr Chapman. The declaration of acceptance was signed.

**2. To elect the Vice-Chairman-Vice Chairman to sign the declaration of acceptance of office**

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

The Declaration of acceptance of office was duly signed by all Cllrs and witnessed by all members of the Parish Council

**3. To consider accepting apologies for absence**

Cllr Hibberd sent his apologies and these were accepted.

**4. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant.**

No declarations of acceptance of office have been received. All seats are filled

**5. To approve the minutes of the meeting held on 8<sup>th</sup> March 2023**

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 any brief updates from County and District Councillor**

County Councillor Kiddle-Morris's report that we have a new leader confirmed 9<sup>th</sup> May.

County Councillor Kiddle-Morris is still chasing the speed limit; however, it will be discussed by reducing it to 50mph as 40mph will not be accepted. Update on the moving of the Village sign on the B1146, it was confirmed several years ago that this will be moved within the highways budget, but highways are now wanting to charge the Council. This has now been resolved with no cost to the Council.

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

A new post office box has been installed. Unfortunately, the smell from the holiday lets ditch is still happening but this is due to the gullies being corkscrewed out which has now caused the ditch to block up. The Clerk will report this.

**8. Open forum for Public Participation: an opportunity to hear from members of the public**

No comments received.

## **9. To report and update on highways**

All items reported to highways are all up to date. Grass cutting has started this week.

## **10. To discuss and approve the new contractor for the Churchyard grass cutting**

Cllr Chapman approached a local contractor and was quoted £100 per cut. Cllr Chapman organised for one cut to be carried out before the meeting, this was not authorised by the Council but the Council agreed to pay this invoice. After a discussion, the Council agreed to have another three cuts with six weekly intervals this year. This is due to a lack of funds.

## **11. Planning Applications**

### **11.1 To receive planning applications from Breckland District**

3PL/2023/0362/F-Change of use of exiting annexe from single use as a workshop with spare bedroom to missed use as a workshop with spare bedroom that is sometimes used as a air bnb.

The council will be putting in a comment of no objection and this is due to the full planning permission now being submitted.

### **11.2 To receive an update on applications decisions taken by Breckland District Council**

No updates from Breckland with decisions made on applications.

Cllr Drew report to the Council that he has been notified of a wooden residential building being built. This is proposed to be a residential dwelling. This is situated towards Oxwick direction. A complaint was submitted to Breckland and Breckland has been to inspect it and confirmed it is a caravan. County Councillor Kiddle-Morris will look further into this matter and this structure does not appear to be a caravan.

## **12. Items to discuss and update**

### **12.1 To discuss the modification application for the addition of restricted byway**

No update received from Norfolk County Council

### **12.2 To consider assisting in obtaining a grant for the renovations to the church**

Cllr Hill requested an update on the renovations, the PCC have obtained quotes. It was suggested to make an application to the National Lottery as this is a community venue as well as a Church. The Council discussed this and fully support the PCC if this was something they would be able to apply for and this will need further discussion.

## **13. Finance**

### **13.1 To approve the Insurance policy for 2023/24**

The Clerk circulated the current quote for our existing insurance company which was £385.78 but has managed to get it reduced to £196.00. The Council agreed to this renewal quote.

### **13.2 To approve the list of payments**

The council approved the list of payments for May 2023 as detailed at the end of the minutes.

### **13.3 To approve the Annual Governance and Accountability return, to approve the following documents:**

The certificate of exemption, Annual Audit Report and annual Governance statement.

The AGAR Certificates and statements were signed by the Chairman and signed by the Clerk/Financial Officer. All documents will be added to the website.

**14. To adopt and approve the Risk Management assessment policy**

The Clerk circulated the Risk Management Assessment policy. This was approved and adopted by Horningtoft Parish Council.

**15. To discuss the Clerk's contract**

The latest audit highlighted that the Clerk currently doesn't have a contract. This will be moved to the next agenda for authorisation.

**16. To receive items for the next meeting agenda date Wednesday 12<sup>th</sup> July 2023**

Clerk's Contract

Meeting finished at 20.50

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
505	D.K.Secker	Salary	£162.87
506	HMRC	PAYE	£32.40
507	L.Jarrett	Auditor	£15.00
508	Zurich	Insurance	£196.00
509	Keith Walpole	Grass cutting	£100.00