

Meeting Minutes of Horningtoft Parish Council  
Wednesday 29<sup>th</sup> November at 7.30pm 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), 2 members of the public

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Cllr Hill welcomed everyone to the meeting and thanked everyone for attending.

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

Cllr Hibberd sent his apologies and these were accepted. County Cllr Kiddle-Morris sent his apologies.

**2. To approve the minutes of the meeting held on 13<sup>th</sup> September 2023**

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

**3. To receive any brief updates from County and District Councillor**

County Councillor Kiddle-Morris's report can be found on the website. District Cllr has again made no attempt to attend the meeting and has not made communication with the Clerk.

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

A parishioner reported that flooding is still occurring outside the Church, this is due to the manhole cover being higher than the road and therefore the water can not drain away. This has been reported previously but the clerk will report this again.

**5. To report and update on highways**

Due to the recent heavy rainfall, flooding occurred on the B1146 and nearby houses were so close to being flooded.

The Council are still requesting and urgently supporting with the backing of County Cllr Kiddle-Morris for the speed limit on the B1146 to be reduced and with the recent flooding the speed of traffic going past the houses, their banks and verges are rapidly eroding.

The Clerk updated the Council regarding the moving of the village sign, Cllr Kiddle-Morris is still looking into highways moving the sign or cutting back the verge.

Cllr Drew reported a potential water leak on Oxwick Road. A level marker has been placed within the ditch to establish the water levels which can be recorded as evidence to report to highways.

**6. To update the Council on the recommendations of email address to gov.uk**

It has been recommended that the Parish Council move over to a gov. uk email address and website. The cost of this would be £180 per year. The Council will review this in a year when this may become mandatory. All Councillors agreed to make a specific email address for Council business.

**7. Applications**

**7.1 To receive planning applications from Breckland District**

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

## 8. Items to discuss and update

### 8.1 An update from the PCC regarding the repairs to the Church

The committee has now collated all the returned and completed survey forms  
It has been agreed by the PCC to hold a meeting for residents to share their views verbally and to have further discussion.

### 8.2 To discuss the change of use of dwelling from domestic use to residential

A statement was forwarded to the Council before the meeting for the review. Cllr Hill requested for this item to be moved to the next agenda.

## 9. Finance

### 9.1 To approve the list of payments for September 2023

Cllr Hill thanked Cllr Chapman for organising the new bank mandate forms to be completed by the Council. The Council agreed to the list of payments for September 2023.

### 9.2 To discuss and approve the Budgets and precept for 2024/25

It was agreed that the new precept will be increased by £250 making the yearly precept £2200.  
This was unanimously agreed by the Councillors.

### 9.3 To Discuss the option of changing banks

The Clerk informed the Council that it is becoming increasingly hard to communicate with the current bank Barclays and the problems are increasing. The Council agreed to complete the mandate forms one last time with the hope that Barclays process the forms.

### 9.4 To discuss and approve the cost of living rise for the clerk's salary

The Council agreed to back pay the clerk's salary from the 1<sup>st</sup> April 2023.

## 10. To receive items for the next meeting, agenda date to be confirmed 2024

The next meeting was confirmed to be on Wednesday 31<sup>st</sup> January 2024.  
Item for next agenda, change of use of dwelling.

Meeting finished at 20.17

Cheque number	Cheque payable to	Reason for Payment	Cheque amount
520	D.K.Secker-Sept-Oct	Salary	£162.87
521	Keith Walpole	Grass cutting	£100.00
522	Breckland Council	Election cost	£75.00
523	D.K.Secker-Back Pay	cost of living rise	£46.20
	Total		£384.07