

HONINGHAM PARISH COUNCIL

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Minutes of the Annual Parish Council meeting on
Wednesday 17th April 2024,
6:30pm at Honingham Village Hall

Present:

Ryan Harvey (Chair – to agenda 5.1)	Rha	Stacey Bertram (Vice-Chair)	SB	Rebecca Holden	RHo
Anthony Meynell (Chair from agenda item 5.2)	AM	Anna Boswell	AB		

In Attendance:

Fiona Johnston – Clerk	FJ	Cllr Peter Bulman	PB	Members of the public	17
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Apologies:

Cllr Greg Peck	GP				
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No.	Detail	Action
1.	To receive apologies for absence	
1.1	Apologies were received from Cllr. Greg Peck.	
2.	To receive declarations of interest in items on the agenda and requests for dispensation	
2.1	There were no declarations of interest.	
3.	To approve the minutes of the Parish Council meeting dated 14th February 2024	
3.1	The minutes of the meeting held on 14 th February 2024 were considered and approved. The minutes were signed by the Chair.	
4.	To co-opt to the casual vacancy for Councillor	
4.1	The clerk reported there had been expressions of interest from 2 parties.	
4.2	Anna Boswell spoke to confirm she was eligible to be a Cllr, advised of her relevant experience and background and to outline why she wanted to be co-opted to serve on the Parish Council. The Co-optation of Ms Boswell was proposed by Cllr. Harvey and seconded by Cllr. Bertram. Ms Boswell was invited to take office immediately and signed the Acceptance of Office form in the presence of the clerk.	Clerk to process
4.3	Anthony Meynell spoke to confirm he was eligible to be a Cllr, advised of his relevant experience and background and to outline why he wanted to be co-opted to serve on the Parish Council. The Co-optation of Mr Meynell was proposed by Cllr. Harvey and seconded by Cllr. Bertram. Mr Meynell was invited to take office immediately and signed the Acceptance of Office form in the presence of the clerk.	Clerk to process

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5.	Election of Officers	
5.1	Mr Harvey indicated he was unable to continue in the role of Chair of the Parish Council due to work commitments.	
5.2	The clerk invited nominations for the role of Chair of the Parish Council. Mr Meynell agreed to stand as Chair and was proposed by Cllr. Harvey, and seconded by Cllr. Bertram. <u>Councillors unanimously approved</u> the election of Mr Meynell to the role of Chair of the Parish Council. Cllr. Meynell signed the Acceptance of Office form (Chair) in the presence of the clerk.	Clerk to process
6.	To report on progress of matters arising – information only	
6.1	The clerk had previously reported she was unsure as to the ownership of dog bins in the parish, however, had set aside funding in the budget. Broadland DC have since confirmed they own 2 dog bins and are responsible for the collection of waste (and the cost of this). The clerk asked councillors to consider whether there was a need to install additional dog bins – it was noted these would be at the councils' expense and that a consultation process would need to be followed, dependent upon ownership of the land at any proposed site.	
6.2	The clerk reported Highways England Community Fund had confirmed the award of £9646.00 to Honingham Parish Council to fund the cost of new fencing around the play area (Norwich Fencing) and to install 3 x picnic benches on the redevelopment of the ex-bowling green (NGF Play). N.B. Quotes submitted were considered by Highways England Community Fund at a panel meeting.	Clerk to process
6.3	Swing seats were ordered because they identified as a risk (Play Area inspection – June 2023), have been delivered. Cllr. Harvey agreed to fit them.	RHa
6.4	The clerk reported the outdoor gym equipment, funded by a members grant from Cllr. Bulman, and CIL funding, had been installed that day and encouraged parishioners to have a look.	
6.5	The clerk confirmed VAT claimed in the sum of £2071 had been reimbursed.	
6.6	A portrait of King Charles III has been delivered to the clerk and passed on to the Village Hall Management Committee.	
6.7	The clerk attended a PAYE webinar for annual reports and tasks.	
7.	To receive reports from District and County Councillors	
7.1	Cllr. Bulman advised he was able to consider requests for funding from his members grant for 2024 if councillors knew of a worthy cause.	
7.2	Cllr. Bulman updated councillors on the latest A47 developments and explained work would continue locally, pending an application for permission to appeal to the Supreme court, to stop sections of the road from being dualled.	
8.	Finance - To review the bank reconciliation for the period ending 28th February 2024 and 29 March 2024 and approve payments.	
8.1	Councillors reviewed the bank reconciliation for the period ending 28 th February 2024 and 29 March 2024. There were no concerns, and both were signed off by the Chair.	
8.1.1	Councillors RESOLVED to approve payment of the clerks' expenses for February 2024 in the sum of £41.48 and noted the basic salary of £305.80 had been paid on 01 March 2024.	
8.1.2	Councillors RESOLVED to approve payment of the clerks' expenses for March 2024 in the sum of £8.00 and noted the basic salary of £305.80 and Microsoft subscription of £123.84 had been paid on 05 April 2024.	

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8.1.3	HMRC – paid on 5 April. Approved in the sum of £229.20	
8.1.4	Norfolk Parish Training & Support – Annual Subscription approved in the sum of £101.99 (paid on 05 April – budgeted)	
8.1.5	Donation to the Parish Pump production costs £200 – Approved at a previous meeting (budgeted).	
8.1.6	NGF Play – Swing seats, £153.60. Identified as a risk in Play Equipment inspection June 2023. Approved.	
8.1.7	Fresh Air Fitness. First instalment of outdoor gym equipment. Approved on February 14 th , 2024, meeting. £2390.47 paid on 5 April.	
8.1.8	Honingham Village Hall Hire 2023-24 - £100. Budgeted. Paid 01 March 2024.	
8.2	Councillors RESOLVED to approve the cost of induction training for AM and AB at a cost of either £88 or £92 dependent upon the training conducted is in person / online.	
8.3	Councillors considered and RESOLVED to add Cllr Meynell as an additional bank signatory.	Clerk to process
9.	To receive an update re progress of the development of the Bowling Green / Play Area	
9.1	Outdoor Gym Equipment – Installation complete as of 17 th April. Clerk to process final instalment payment.	
9.2	Wildflower Garden – Councillors considered quotes from E.G. Grounds Care (£802.32 inc. vat), and Natural Gardens (£1020.00) to install a wildflower garden. A grant of £300 has previously been received from Broadland DC towards the cost of this. Councillors RESOLVED to award the contract to E.G. Grounds Care based on cost and recommendations.	
9.3	Play Area Fencing – Refer to agenda item 6.2	
9.4	Swing Seats – Refer to agenda item 6.3.	
10.	Contracts 2024-25	
10.1	Grounds Maintenance – Councillors considered quotes from the current provider, Vortex Grounds Maintenance (£1200) and E.G. Grounds Care (£1800) to maintain the play area and ex bowling green area. The clerk reported it had been extremely difficult to contact Vortex and had experienced a level of unreliability. When they had been asked to quote to maintain the ex-bowling green in addition to the play area, a figure was quoted of £140 + vat on the basis the area was not much different to the existing space. Councillors expressed a reduced confidence in Vortex to provide a quality service and appointed E. G. Grounds Care to maintain the grounds in the 2024 season.	
10.2	Internal Audit – Quotes were obtained from Sandra Lain £80, Robin Goreham £80 and Catherine Moore £125. Councillors noted Sandra Lain was familiar with the council having audited for us previously and RESOLVED to appoint Sandra Lain to audit the accounts 2023-24.	
10.3	Annual Play Equipment Inspection – Quotes were received from David Bracey £124 and Rospa £122.50. Councillors RESOLVED to appoint David Bracey to carry out the annual Play Equipment inspection based on his familiarity with the equipment having performed the inspection for several years. Councillors did note Mr Bracey was due to retire in the next month and a new provider would need to be sourced in 2025.	

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11.	Opportunity for Public Participation	
11.1	None	
12.	To receive an update on correspondence received and to discuss / agree any required responses	
12.1	It was agreed to hold the next meeting in May; however, it was left to the clerk to agree a specific date with the Village Hall Management Committee suitable for all parties.	
12.2	The clerk advised a CIL payment of £2818.13 had been made to Honingham Parish Council in respect of further development at the Honingham Food Park.	
12.3	Planning Application 2024/0961 – Councillors approved the application for the erection of a garage to the side of a dwelling at Mulberry Lodge, Telegraph Hill.	
12.4	The meeting of the NWL/A47 LLG meeting on 13.03.24 was attended by Mr Kenney and Mr S Harvey, representing the Parish Council. Minutes were received by the clerk.	
12.5	Minutes of the Town & Parish meeting on 03.04.24 were received by the clerk. The next meeting is scheduled for 08.05.24, to be attended by Cllr Bertram.	
12.6	The clerk advised of correspondence received from Community Hornsea requesting to attend a meeting of the Parish Council; their representatives have since confirmed they will be present at the meeting on May 29 th , 2024.	
12.7	PKF Littlejohn – instructions for audit.	
12.8	Correspondence between Taverham Road residents and various agencies re the removal of hedging / and to chase progression of previous actions agreed.	
13.	To confirm the details of the next meeting.	
13.1	The date of the next meeting, the Annual Parish Council meeting, was confirmed as Wednesday 29th May 2024 at 7:00pm at The Village Hall. This meeting will be followed by the Annual Parish meeting .	
14.	To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:	
14.1	To consider recruitment for a Parish clerk - The Council noted the resignation of the current Parish Clerk. The Council RESOLVED to approve the plan for recruitment. It is intended to have the new Clerk in post for 1st July 2024.	

The meeting closed at 19:48

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