

HONINGHAM PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 30th June 2021, 7.00pm at Honingham Village Hall

Cllrs present:

David Bishop – Chair (DB), Linda Human (LH), Richard Kirkham (RK), Michael Eales (ME), Roger Human (RH),

Cllrs absent:

Cllr Peter Bulman (PB), Sam Steggles (SS), Tony Roberts (TR)

Other:

Jordana Wheeler (Clerk), Cllr Greg Peck (GP), 5 members of the public were present.

1. To receive apologies for absence
 - 1.1. Apologies were received and accepted from TR. SS was absent.
2. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 2.1. There were no declarations of interest.
3. To approve the minutes of the Council meeting held on 4th May 2021
 - 3.1. The minutes of the meeting held on 4th May 2021 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
4. To report on progress of matters arising from previous meetings – Information only
 - 4.1. A large pothole on Mattishall Road has been repaired following a resident reporting it to the Council.
 - 4.2. A complaint has been lodged with the water company who have not yet disconnected the supply to the demolished bowls club.
 - 4.3. A meeting with Norfolk County Council (NCC) to further discuss roads matters is being organised. The Council is waiting for dates from NCC.
 - 4.4. The Council has been registered as an Interested Party for the A47 DCO application.
 - 4.5. The Clerk is making enquiries with Broadland District Council (BDC) about possible future CIL money and is preparing a report for the Council.
 - 4.6. The new dog bins will be ordered soon, the Clerk is combining delivery with another order.
5. Finance - To review and approve the bank reconciliation for May 2021 and approve payments for the following:

The Council reviewed the bank reconciliation. The Council **RESOLVED** to approve the payments.

	Description	Payment Type/Cheque Number	amount
5.1	Max Bergin – Internal Audit 2020-21	BACS	£23.00

Draft minutes until approved at the Parish Council meeting on Wednesday 28th July 2021

Chairman Signature:

Date:

6. To consider matters in relation to the annual audit for financial year ending 2020-21
 - 6.1. To consider the Internal Auditors report for the financial year ending 31 March 2021 and consider recommendations
The Council considered the report, no questions were raised. The auditor had no recommendations, noting the Council's documents were in very good order.
 - 6.2. To agree the accounts for the financial year ending 31 March 2021
The Clerk summarised the accounts, comparing expenditure against budget. Overall, 78% of budget was spent. Savings were made on training, not issuing planned donations due to the pandemic and via the demolition of the Bowls Club. General reserves are now at approx. 12 months of precept. This will need to be monitored in future years so that it doesn't grow too large. Extra funds can be allocated to named reserves, such as saving for new play equipment. A policy on Reserves is reviewed each autumn before the precept is set. There were no further questions.
 - 6.3. To consider whether to exempt the Council from an external audit and if so to authorise the Clerk and Chairman to sign the form
The Clerk noted income for 2020-21 was £14071 and expenditure was £13312 meeting the requirements of exemption. LH enquired if the Council could have an external audit. The Clerk reported there was an additional £200 fee for this. The current audit arrangements are in place as it is deemed smaller organisations do not need a full external audit. RK enquired how long the Council has used the current internal auditor. The Clerk noted it was 4 years, 4-5 years is the recommended period before changing. RK suggested the Council consider using a new auditor next year as a fresh set of eyes. The Council **RESOLVED** to exempt the Council from external audit and authorized the Clerk and Chairman to sign the exemption form.
 - 6.4. To consider the assertions on, and complete, the Annual Governance Statement 2020-21 and to authorise the Clerk and Chairman to sign
The Council considered the assertions on the form. The Council **RESOLVED** to approve the Annual Governance Statement 2020-21 and authorised the Clerk and Chairman to sign.
 - 6.5. To consider and approve the Accounting Statements 2020-21 and to authorise the Chairman to sign
The Council **RESOLVED** to approve the Accounting Statements 2020-21 and authorised the Chairman to sign the form.

7. To consider the annual play area inspection 2021
 - 7.1. The Clerk noted key points from the report were the gate needed replacing, the fence was rotten and other wooden items were showing signs of rot. The overall rating was up slightly from low/medium last year to medium.
 - 7.2. DB discussed further the items which were rotting including the climbing frame and swings. DB felt the problem is getting worse and the Council now needs to consider how to address this. DB has started to investigate the costs for replacing the items, e.g. a new climbing frame could be £7000 including installation and new flooring.
 - 7.3. A local play equipment provider has advised that the price of wooden play equipment has risen dramatically due to a shortage of timber.
 - 7.4. The Clerk recommended the Council consider whether to replace one item at a time as required or whether to replace all the equipment at the same time, saving money in the long run.
ACTION – DB to share details of replacement equipment.

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7.5. RK questioned whether the equipment was safe to use. DB referred to the report rating of medium and that no single item was marked as high or requiring immediate attention. The Council must show due diligence and continue to monitor the situation.

ACTION – Clerk to add future of the play equipment to the next agenda.

8. To consider a response to the following planning application;

8.1. Application 20210892 – Ground and first floor rear extensions, new 2 x first floor dormers and front porch, 22 Mill Lane, Honingham.

LH noted she has spoken with neighbours of the property who had no concerns. The Council **RESOLVED** they had no objections to application 20210892.

9. To receive an update on the Norwich Western Link

9.1. DB invited GP to contribute. GP reported that Norfolk County Council (NCC) have agreed to submit a business case to the Department for Transport to build the Norwich Western Link and apply for funds to cover 85% of the cost of the road. The decision was taken to the full Council for approval due to the large amount of money involved. This was further called into scrutiny and the Scrutiny committee also agreed with the decision. A contractor has been chosen to carry out the project who will now work on the final design of the road and any mitigations as part of the project. An additional £22 million has been added to the build costs to cover any extra environmental mitigations.

9.2. GP has requested a meeting between NCC, the Parish Council and residents of Taverham Road to discuss the anticipated traffic issues, this has not yet been arranged. NCC are keen to work with Highways England to find a solution.

9.3. Councillors asked GP what NCC see as being the solution to the issues. GP suggested blocking off access to Taverham Road directly from the new A47 however there was lots to consider. The current A47 could be used as access for local traffic. GP noted that other concerns along the length of the dualling of the A47 had been resolved but Taverham Road remained an issue.

10. Correspondance

10.1. New website for Broadland District Council – Broadland and South Norfolk Councils have combined their website. The new website is <https://www.southnorfolkandbroadland.gov.uk/>

10.2. Norfolk Strategic Flood Alliance Update – The full update is available on the website. The Alliance has appointed a member of the Fire Service to offer advice to local residents and parish councils on how to support and deal with incidences of flash flooding. The Clerk is seeking their details to organize them speaking to the Council.

10.3. Highways Rangers Parish Visit – If there are any local highways repairs needed such as potholes can the Clerk be made aware as soon as possible Residents can also report repairs.

11. Opportunity for public participation

11.1. There were no comments from the public.

12. To confirm details of the next meeting

12.1. The next Parish Council meeting will take place at Honingham village hall on Wednesday 28th July 2021, 7.00pm. The press and public are welcome to attend.

The public meeting closed at 7.40pm.

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Date: