

HONINGHAM PARISH COUNCIL

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Minutes of the Parish Council meeting on Wednesday 12<sup>th</sup> April 2023,  
7:00pm at Honingham Village Hall

**Present:**

Ryan Harvey (Vice-Chair)	RH	Stacey Bertram	SB	Richard Kirkham	RK
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**In Attendance:**

Fiona Johnston – Clerk	FJ	Cllr Peter Bulman	PB	Members of the public	15
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**Apologies:**

Graham Cullender	GC	Sam Steggles	SS	Cllr Greg Peck	GP
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No.	Detail	Action
1.	<b>To receive apologies for absence</b>	
1.1	Apologies were received from Graham Cullender, Sam Steggles and Cllr Greg Peck	
1.2	Following the resignation of Tony Roberts, The Vice Chair assumed the role of Chair for this meeting. It was noted Mr Roberts was unable to commit his time to the council presently due to external factors, and he was thanked for his service.	
2.	<b>To receive declarations of interest in items on the agenda and requests for dispensation</b>	
2.1	None.	
3.	<b>To approve the minutes of the Parish Council meeting on 8<sup>th</sup> March 2023</b>	
3.1	The minutes of the meeting on 8 <sup>th</sup> March 2023 were unanimously approved pending amendment of 8.1.1 to read RH and not RK. The minutes were signed and dated by the Vice Chair. Proposed SB seconded RK	
4.	<b>To report on the progress of matters arising from previous meetings – information only</b>	
4.1	<b>Ailwyn Cup Board</b> – The current status was unknown. RH has obtained alternative contact numbers to chase the outstanding action. *Following the meeting it transpired the board has been updated and the board can be displayed. Action complete	RH
4.2	<b>Highways issues</b> – some issues were confirmed as being resolved, however, there are some which remain outstanding. Action – Clerk to forward the details to Cllr Bulman	FJ
4.3	<b>Internal Audit</b> – The clerk informed the internal auditor of their decision; Lorraine Trueman has since advised the clerk of timescales / deadlines to meet to enable end of year accounts to be signed off.	
4.4	<b>Development of Play area / bowling green area</b> – Easton Building Services have been informed of the decision to award them the contract. They are currently awaiting the delivery of materials to enable the project to commence.	
4.5	<b>Coronation Event</b> – SB advised the village hall had been secured for the event space. Parishioners have been notified of event details via a flyer and Social media.	
4.6	<b>Orsted</b> – action outstanding. RK agreed to follow this through.	RK
4.7	<b>Annual Inspection of Play Equipment</b> – refer to agenda item 9	

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4.8	<b>Sam2Speed signs</b> – the clerk continues to liaise with other councils in the shared group. <b>Action ongoing</b>	FJ
4.9	<b>Broadland Tree Network</b> – Action ongoing	FJ
5.	<b>To receive an update on the upcoming elections for Parish Councillor.</b>	
5.1	The clerk advised RK and SS had expressed they would not be standing at the elections. GC has been unable to submit nomination papers and his intentions going forward were unclear.	
5.2	It was noted we received two valid nominations (RH / SB) for Honingham Parish Council and a Notice of Result of Uncontested Election has been published for these. As the Parish Council will be inquorate, the Returning Officer must arrange a further election for the five remaining vacancies. This has to be held within 35 working days from the date of the original election which means the election has to be held by 26 June 2023. Therefore, the Returning Officer has decided the election will be held on Thursday 15 June 2023. <b>Action – Clerk to determine the important dates for the re-run of the election.</b>	FJ
5.2.1	The clerk advised bank mandate forms would need to be updated as RK and SS were current signatories. It was agreed RH and SB should become the new signatories. <b>Action – clerk to contact Barclays to request new mandate forms.</b>	FJ
5.2.2	The clerk urged people to come forward to enable the council to continue to function.	
6.	<b>To receive reports from District and County Councillors (where applicable)</b>	
6.1	Cllr Bulman expressed that in the lead up to the elections it was quiet and there was little to report. He explained Broadland DC were moving their offices from Thorpe Lodge, Norwich, to new premises which would be shared with South Norfolk DC. It was hoped this move would realise significant savings.	
7.	<b>To review the bank reconciliation for the period ending 30 January 2023 and approve payments.</b>	
7.1	The bank reconciliation was reviewed and approved (SB, RK) and payments approved for: <ul style="list-style-type: none"> <li>• F. Johnston – Salary &amp; expenses February 2023 (458.62)</li> <li>• Norfolk Parish Training (101.99)</li> <li>• HMRC (76.00)</li> </ul> *It was noted that whilst the published agenda stated the payment for HMRC to be £54.80, the amount had increased following submission of the March salary details. This deadline for payment of the £76:00 was 22.04.23.	
7.2	The council considered a request from the clerk to attend a training /drop-in session to assist with the end of year finances, and 2 hours overtime. This was approved unanimously (RK / SB)	
8.	<b>To receive an update re progress of the development of the Bowling Green / Play Area and agree any actions required.</b>	
8.1	Please refer to agenda item 4.4	
8.1.1	It was reported a fence surrounding the play area had fallen down. It was agreed for RH to inspect this and report back to the council. <b>Action</b>	RH
9.	<b>To appoint a Play Area Inspector for 2023</b>	
9.1	The clerk had secured 3 quotes for the inspection of the play area:- <ol style="list-style-type: none"> <li>1. D. Bracey - £102.00 inc vat</li> <li>2. The Play Inspection Co - £162 inc vat</li> <li>3. Rospa Play Safety - £107 inc vat.</li> </ol>	

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	The council agreed to award the contract to inspect the play equipment in 2023 to David Bracey on the basis of cost and familiarity with the equipment gained through previous inspections.	
10.	<b>Policy Reviews.</b>	
10.1	<b>Equality &amp; Diversity Policy</b> – Policy unanimously approved. To be reviewed April 2025.	
10.2	<b>Information Audit</b> – Unanimously approved. For review April 2024	
10.3	<b>Publication scheme</b> – Unanimously approved. For review April 2024	
11.	<b>Opportunity for Public participation.</b>	
11.1	We noted the Farmers markets held at the Village Hall have been temporarily suspended; it is hoped the markets will be reintroduced in November 2023.	
11.2	It was brought to the Councils attention that the convex mirror on the driveway to the village hall was broken. The council resolved to order a replacement and replace the broken one. <b>Action</b>	RH
11.3	A parishioner had raised a query with the clerk as to why he was unable to access feedback on the Honingham Thorpe housing settlement proposal via the Parish Council site link - but was directed to a private Latimer website requiring a password and the setting up an account. The clerk experienced the same issue. The parishioner asked why the feedback was not available in a more 'open' and public format and asked if it could it not be published as a pdf on the Council's website to make it more publicly accessible. <b>Action – Clerk to re-direct the query through Cllr Bulman.</b>	FJ
11.4	A parishioner requested the Sam2Speed signs be positioned on the southern end of Taverham Road at the foot of the hill. It was noted the road is currently closed due to works for the Orsted development, however, when open, the road is used as a 'rat run'. The clerk explained authorisation was required for the positioning of the speed cameras and resolved to contact the council. <b>Action</b>	FJ
12.	<b>To receive an update on correspondence received and to discuss / agree any required responses.</b>	
12.1	Annual Insurance renewal notice received. The clerk has contacted other providers for consideration of the quotes at the next meeting.	
12.2	A request from a parishioner to be reimbursed for the purchase of 'teak oil' for the maintenance of a bench. This was agreed.	
12.3	The Highways Rangers have advised they will be in the village from May 1 <sup>st</sup> .	
13.	<b>To confirm details of the next meeting</b>	
13.1	It was agreed that for business to continue in May, the date of the next meeting be brought forward to allow for the exiting councillors to attend and for there to be a quorum. In addition, it was agreed to delay the Annual General Meeting and the Annual Parish Meeting until June 2023.	
13.2	<b>The date of the next meeting was agreed as Wednesday 3<sup>rd</sup> May 2023 at 7:00pm</b>	

The meeting closed at 19:50pm

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