

HONINGHAM PARISH COUNCIL

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Minutes of the Parish Council meeting on Wednesday 3rd May 2023,
7:00pm at Honingham Village Hall

Present:

Ryan Harvey (Vice-Chair)	RH	Stacey Bertram	SB	Richard Kirkham	RK
Sam Steggles	SS				

In Attendance:

Fiona Johnston – Clerk	FJ		Members of the public	12
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Apologies:

Graham Cullender	GC	Cllr Greg Peck	GP	Cllr Peter Bulman	PB
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No.	Detail	Action
1.	To receive apologies for absence	
1.1	Apologies were received from Graham Cullender, Cllr Peter Bulman and Cllr Greg Peck,	
1.2	The Vice Chair assumed the role of Chair for this meeting.	
2.	To receive declarations of interest in items on the agenda and requests for dispensation	
2.1	None.	
3.	To approve the minutes of the Parish Council meeting on 12th April 2023	
3.1	The minutes of the meeting on 12 th April 2023 were unanimously approved. The minutes were signed and dated by the Vice Chair. Proposed SB seconded RK	
4.	To report on the progress of matters arising from previous meetings – information only	
4.1	Orsted – ongoing. It was suggested a mechanism be developed to keep Taverham Road residents informed of any new developments and RK offered to create the link.	
4.2	Sam2Speed Signs – The clerk advised she had suggested a new rota for the 5 parishes sharing the camera. This has been circulated to the parish clerks / chairmen.	
4.3	Bank Signatories – This issue is ongoing.	
4.4	Play Area – A date for the commencement of work to install a fence has not been received. Action – To follow up.	RH
4.5	Honingham Thorpe website – The matter has been passed to Cllr Bulman.	
4.6	Sam2Speed signs – A parishioner requested the cameras be positioned on Taverham Road. Action – to contact the council.	FJ
5.	To receive an update on the upcoming elections for Parish Councillor.	
5.1	The clerk advised the need to re-run the election due to there being insufficient nominations received. The clerk agreed to publish notices of the important dates on the Website, Facebook and Notice Boards, once they had been received from the Council Elections team.	

Draft Minutes until approved at the Parish Council meeting on Wednesday 14th June 2023

Chairman Signature..... Date.....

6.	To receive reports from District and County Councillors (where applicable)	
6.1	N/A	
7.	Finance	
7.1	<p>To review the bank reconciliation for the period ending 28 April 2023 and approve payments.</p> <p>The bank reconciliation was reviewed and approved (SB, RK) and payments approved for:</p> <ul style="list-style-type: none"> • F. Johnston – Salary & expenses April 2023 (395.90) • Ryan Harvey – Expenses April 2023 (39.99) • Insurance – 3-year agreement approved (432.38) 	
7.2	<p>To consider quotes and agree a provider for Insurance for the term 2023-24</p> <p>The council considered quotes from insurance providers for 2023-24. The clerk advised four providers were approached. Two quotes had been received, one company had been unable to provide a comparable quote, and one quote remained outstanding.</p> <p>Of the two received BHIB Councils Insurance and Zurich (current provider) provided 1- and 3-year terms.</p> <p>The clerk had noted the internal audit report from 2021-22 had recommended the council consider adding business interruption to the quote. This did add a significant increase to the quote.</p> <p>Councillors considered business interruption to be irrelevant, and questioned what data would be lost. They unanimously agreed to accept the quote from BHIB for a 3-year term at £432.38 per annum.</p>	
8.	To receive an update re progress of the development of the Bowling Green / Play Area and agree any actions required.	
8.1	Refer to agenda item 4.4	
8.2	The clerk noted the grass had not been cut and agreed to contact the provider. Action	FJ
9.	Opportunity for Public participation.	
9.1	A parishioner requested it be noted that Scramble bikes had been seen to access land on Mill Lane. Possible solutions were suggested and the landowner was made aware of the nuisance. It was agreed to monitor any unwanted activity and it was hoped this was a 'one off'.	
10.	To receive an update on correspondence received and to discuss / agree any required responses.	
10.1	The clerk advised the Annual Play Area Inspection would take place on June 28 th , 2023.	
10.2	Correspondence has been received from Equinor relating to the Sheringham & Dudgeon Extension projects. The clerk has posted this information on notice boards and via The Parish Pump newsletter.	
11.	To confirm details of the next meeting	
11.1	<p>Wednesday 14th June 2023.</p> <p>*The Annual Parish Meeting will commence at 7:00pm</p> <p>*The Annual Parish Council Meeting will take place at 7:30pm.</p>	

The meeting closed at 19:25pm

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Chairman Signature..... Date.....