

HONINGHAM PARISH COUNCIL

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Minutes of the Annual Parish Council meeting on
Wednesday 10th January 2024,
7:00pm at Honingham Village Hall

Present:

Ryan Harvey (Chair)	RHa	Stacey Bertram (Vice-Chair)	SB	Rebecca Holden	RHo
Cllr Peter Bulman	PB	Cllr Greg Peck	GP		

In Attendance:

Fiona Johnston – Clerk	FJ	Tom Bland (Parish Pump)	TB	Members of the public	18
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Apologies:

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No.	Detail	Action
1.	To receive apologies for absence	
1.1	None. The Chair advised those present of the resignation of June Carter and thanked her for her contributions over the previous months.	
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 13th December 2023	
3.1	The minutes of the meeting held on 13 th December 2023 were considered and approved. The minutes were signed by the Chair.	
4.	To report on matters arising – information only	
4.1	The Council continues to take advice relating to an invoice received which was significantly adrift of the original quotation.	
4.2	Bus Stop Shelter – The clerk has determined a funding stream which could be applied to this initiative (Parish Partnership Initiative) – Applications are invited in the summer of 2024.	
4.3	An application for funding from Cllr Bulman’s Membership fund has been successful. Honingham PC have been awarded £1000; this will be used against the purchase of outdoor gym equipment for the redevelopment of the community space. Councillors thanked Cllr Bulman for his vigorous support of HPC.	
4.4	The clerk has received confirmation Mr M Kenney and Mr S Harvey are able to represent the council at A47/NWL local liaison meetings. The minutes of the last meeting are outstanding and will be passed on when received.	
4.5	The clerk advised of the considerable amount of correspondence relating to the issues raised by residents of Taverham Road. David Allfrey, Interim Director Highways, Transport & Waste and Cllr Graham Plant, Norfolk County Council have both agreed to attend the meeting of Honingham Parish Council on Wednesday 14 th February.	

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5.	To receive reports from District and County Councillors (where applicable)	
5.1	<p>Cllr Peck reported:</p> <ul style="list-style-type: none"> • From 31.12.2023 charges for DIY waste will be removed at recycling centres. • Adult Education have been awarded GOOD from Ofsted. • The Cabinet at Norfolk County Council have agreed to an investment of £1.2million for Norfolk Fire & Rescue services. • Disabled bus passes have been extended to enable use 24 hours per day, every day. • Children’s Services and Adult Services received an unprecedented number of calls over the Christmas period. • Norfolk County Council are determined to present a balanced budget. 	
5.2	<p>Cllr Bulman reported:</p> <p>Honingham PC had been successful in their application for funding from his Members Grant in the total sum of £1000.</p> <p>His support of Honingham PC and subsequent email correspondence has resulted in the confirmation from David Allfrey, Interim Director Highways, Transport & Waste and Cllr Graham Plant, Norfolk County Council to attend the February meeting.</p>	
6.	Finance - To review the bank reconciliation for 29th November 2023 and approve payments for the following:	
6.1	Cllrs reviewed and approved unanimously the bank reconciliation for the period ending 29 th December 2023.	
6.1.1	Councillors RESOLVED to approve payment of the December salary and expenses to Fiona Johnston in the sum of £342.29.	
6.1.2	Councillors RESOLVED to approve payment of Quarter 3 monies owed to HMRC in the sum of £270.60	
6.2	The clerk advised she had instructed grounds maintenance contractors to provide quotes for the 2024 season, for review and for guidance of budget preparation. In the event, only one provider had responded. Action – to contact providers.	FJ
6.3	<p>The clerk presented the draft budget for the year 2024-25. Councillors were asked to note the following headlines to this years’ budget:</p> <ul style="list-style-type: none"> • Salary & Office Costs remain much the same as this year. • Norfolk Parish Training – increased to account for training for new councillors and refresher training for the clerk. • Insurance – decreased as a 3-year contract was negotiated last year, however, contact will be made with the insurance company to review the contract once outdoor gym equipment is added to the community area. • Village maintenance – reduced as this year’s allowance has not been spent *(new defibrillator pads and batteries are required). • Grass Cutting – increased to allow for the additional space of the old bowling green area and to include the verges either side of the village hall drive. • Other areas have been increased to allow for inflation. • Additional income was budgeted to account for grant awards and a VAT refund. <p>The clerk further explained Year end figures had been estimated using the current year to date (Period 9) and had factored in fencing and outdoor gym equipment payments.</p> <p>Overall, the budget has decreased by £224. The Council RESOLVED to approve the</p>	

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	budget for 2024-25.	
6.3.1	Councillors were asked to consider a number of options for the Precept in 2024-25; It was noted the tax base had increased by 10. The Council RESOLVED to approve a precept of £10,199 for 2024-25. The clerk explained this figure would not necessitate any transfer from general reserves and households could expect to see a decrease in the band D rate.	
7.	To receive an update re progress of the development of the Bowling Green / Play Area.	
7.1	Applications for grants from Highways England and Broadland Council (Pride in Place) will be finalised by January 31 st .	
7.2	Quotes for outdoor gym equipment have been received from 2 providers. The clerk is meeting with the 3 rd provider on the 17 th January and all three quotes will be presented for consideration by councillors at the February meeting.	
8.	To receive and discuss items from Parish Councillors	
8.1	SB attended the Soth Norfolk Town & Parish Council forum earlier in the day and highlighted the topics discussed. The next meeting will take place on 6 th February.	
9.	To consider Planning applications and any response.	
9.1	Application 2023/3739. Proposal for a roadway from the improved A47 junction to the Food Enterprise Park. Councillors considered the proposal and RESOLVED for the clerk to make representations on behalf of the council, seeking clarification of a number of issues and to raise a formal objection to the proposal. Councillor Bulman agreed to endorse the responses and objections raised at the meeting.	
10.	Request for Parish Pump donation 2024/25.	
10.1	Tom Bland, Editor of the Parish Pump magazine addressed councillors to request funding for the 2024/25 period. Councillors RESOLVED to donate £200 towards publication costs of the bi-monthly parish magazine.	
11.	Policy Review	
11.1	Reserves Policy – Councillors noted the proposed policy was a model used by Norfolk Parish Training and Support. Councillors RESOLVED to adopt the policy which was signed by the Chair. Councillors noted the figures used in Appendix 1 were subject to end of year actuals.	
12.	Opportunity for Public participation	
12.1	A parishioner requested councillors consider the appearance of the notice board on Fellowes Road and determine whether it could be restored to its original state.	
12.2	The condition of the Mattishall / Norwich Road junction was again raised. Councillors referred back to responses received from the Highways department.	
13.	To receive an update on correspondence received and to discuss / agree any required responses	
13.1	Taverham Road concerns – please refer to agenda item 4.5.	
13.2	The Council have received the Sam2Speed signs from East Tuddenham PC. The cameras will be positioned in the next week.	
14.	To propose a change in the date of the March meeting to Wednesday 20th March.	
14.1	The clerk is unable to attend the usual meeting date and asked if the date could be	

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	reconsidered. Councillors RESOLVED to change the date of the meeting in March to Wednesday 20th March .	
15.	To confirm the details of the next meeting.	
15.1	Wednesday 14th February at 7:00pm.	

The meeting closed at 19:50

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