

HONINGHAM PARISH COUNCIL

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Minutes of the Council meeting on Wednesday 9th February 2022, 7.00pm at Honingham Village Hall

Cllrs present:

David Bishop – Chair (DB), Tony Roberts – Vice Chair (TR), Michael Eales (ME), Linda Human (LH), Graham Cullender (GC)

Cllrs absent:

Richard Kirkham (RK), Sam Steggles (SS), Cllr Greg Peck (GP)

Other:

Jordana Wheeler (Clerk), Cllr Peter Bulman (PB), 9 members of the public were present.

1. To receive apologies for absence
 - 1.1. Apologies were received and accepted from RK and SS. All other councillors were present.
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 8th December 2021
 - 3.1. The minutes of the meeting held on 8th December 2021 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
4. Opportunity for Public Participation
 - 4.1. It was noted by a member of the public that a representative from Latimer was present. They questioned why the representative was in attendance? The member of the public provided a detailed description of the local environment, ecology, habitats and species which are under threat by the proposed developments at Honingham Thorpe. Honingham residents are passionate about the village and the local environment and will continue to fight against any threat to this. The member of the public was clear they did not support or welcome the proposed development. A round of applause from the public present followed the statement.
5. To report on progress of matters arising from previous meetings – Information only
 - 5.1. The next Norwich Western Link Local Liaison meeting has been postponed until March to allow a new report on the bat colonies along the proposed route to be presented.
 - 5.2. Bank forms to change the signatories had to be resubmitted, this is expected to be completed by March.
 - 5.3. Barford Parish Council will be coordinating a meeting between local Councils who will be affected by the proposed development at Honingham Thorpe. Proposed meeting dates are expected soon.

Draft minutes until approved at the Parish Council meeting on Wednesday 9th March 2022

Chairman Signature:

Date:

6. Finance – To review and approve the bank reconciliation for Dec 2021 – Jan 2022 and approve payments for the following:

The donation to the Parish Pump had not previously been made whilst the newsletter was not being printed. Although 1 edition had been printed the Clerk had not been able to clarify if this was continuing and who to make the payment to. The Council **RESOLVED** to postpone the donation until matters were clarified. The Council **RESOLVED** to approve payment 6.2.

	Description	Payment Type/Cheque Number	amount
6.1	Donation to Parish Pump	Not made	£200.00
6.2	Jordana Wheeler – Expenses Dec 21/Jan 22	BACS	£17.36

7. To appoint an internal auditor for 2021-22
- 7.1. The Council **RESOLVED** to appoint S Lain as internal auditor for financial year 2021-22.
8. To receive a written update from Latimer on the new settlement at Honingham Thorpe
- 8.1. The green buffer areas on the settlement maps have been updated and are available on the Latimer website.
- 8.2. At the Council's request Latimer shared with the Council details on other developments they have completed.
- 8.3. The Council proposed a name change from Honingham Thorpe. This is being looked at by Latimer.
9. To receive an update on improvements at the Bowls Club and play area
- 9.1. Quotes for fencing around the bowling green were still pending.
- 9.2. TR has liaised with the village hall regarding the possibility of using some of the land at the bowling green for additional parking. The Chair of the village hall committee is seeking advice from the Charity Commission. Questions were raised regarding ownership and ongoing responsibility for any new car parking. Further information is being sought by the village hall committee.
10. To consider publishing Councillor email addresses on the Council website and adopting official Councillor email addresses
- 10.1. GC made enquiries with Broadland District Council regarding official email addresses, this is not a service they provide. PB noted that communications to the Council should go via the Clerk. The Council **RESOLVED** to continue with the current system and will not publish individual Councillors personal email addresses.
11. To review and adopt the following updated policies;
- 11.1. Co-option Policy
The Council **RESOLVED** to adopt the Co-option policy.
- 11.2. Complaints Policy
The Council **RESOLVED** to adopt the Complaints policy.

Draft minutes until approved at the Parish Council meeting on Wednesday 9th March 2022

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11.3. Lone Working Policy

The Council **RESOLVED** to adopt the Lone Working policy.

11.4. General Data Protection Policy

TR requested an amendment to clarify the policy referred to UK General Data Protection rules. The Council **RESOLVED** to adopt the General Data Protection policy.

11.5. Privacy Statement

The Council **RESOLVED** to adopt the Privacy Statement.

12. Correspondance

12.1. Letter from George Freeman MP – Norwich Research Triangle. This is available on the website.

12.2. Update on Norwich Western Link – Available on the website. This information is likely to already be out of date due to the anticipated report on the bat colonies.

12.3. CPRE Norfolk – Request for donation in relation to GNLP Legal action.

The Council felt it was important to support CPRE Norfolk as they are fighting to protect local parishes and the Council may need their support in the future in relation to proposals for development at Honingham Thorpe. The Council **RESOLVED** to make a donation of £250 towards CPRE Norfolk's legal fees.

13. To confirm details of the next meeting

13.1. The next Parish Council meeting will take place at Honingham village hall on Wednesday 9th March 2022, 7.00pm. The press and public are welcome to attend.

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:

The Council **RESOLVED** to exclude the press and public to discuss a staff matter.
The public meeting closed at 7.33pm.

14.1. To consider increasing the Clerk's office allowance for 2022-23

14.1.1. The Clerk noted the current rate has not been amended for 3 years. DB and LH complimented the Clerk for her work. The Council **RESOLVED** to increase the office allowance to £8 per month from April 2022.

The confidential meeting closed at 7.40pm.