

HONINGHAM PARISH COUNCIL

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Minutes of the Annual Parish Council meeting on Wednesday 14th June 2023,
7:30pm at Honingham Village Hall

Present:

Ryan Harvey (Chair)	RHa	Stacey Bertram (Vice-Chair)	SB	June Carter	JC
Rebecca Holden	RHo				

In Attendance:

Fiona Johnston – Clerk	FJ	Cllr Peter Bulman	PB	Members of the public	16
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Apologies:

Cllr Greg Peck	GP				
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No.	Detail	Action
1.	To elect the Chairman for the year 2023-24	
1.1	The clerk called for nominations for the role of Chair for the period 2023-24. RHa was nominated by SB and seconded by JC. The Council RESOLVED to elect RHa to the role of Chair for 2023-24.	
2.	Chairman to sign Declaration of Acceptance of Office	
2.1	RHa signed the Declaration of Acceptance of Office for the role of Chairman.	
3.	To elect the Vice Chairman for the year 2023-24	
3.1	SB was proposed by JC, RHo seconded. The Council RESOLVED to elect SB to the role of Vice Chair for 2023-24. SB signed the Declaration of Acceptance of Office.	
4.	To receive apologies for absence	
4.1	Apologies were received from Cllr Peck.	
5.	To receive declarations of interest in items on the agenda and requests for dispensation	
5.1	There were no declarations of interest.	
6.	To co-opt to the casual vacancy for Councillor	
6.1	Interest from the potential candidate was withdrawn in advance of the meeting.	
7.	To approve the minutes of the Parish Council meeting dated 3rd May 2023	
7.1	The minutes of the meeting held on 3 rd May were considered and approved. The minutes were signed by the Chair.	
8.	To report on matters arising – information only	
8.1	Play Area fencing – work has been started.	
8.2	Sam2Speed Cameras – The clerk reported the rota between the 5 parishes was back on track.	
8.2.1	The clerk reported efforts to contact the appropriate person regarding permission to alter / add a location of the speed cameras in the village, was proving difficult. Action ongoing.	FJ
8.3	It was noted the grass in and around the play area had been cut.	

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9.	To receive reports from District and County Councillors (where applicable)	
9.1	Cllr Bulman had been asked at a previous meeting to approach Clarion Housing to provide a clearer link to feedback with regard to the Honingham Thorpe proposed development. This has since been provided. Action – To link the document to the HPC website.	FJ
9.2	We noted Cllr Bulman will be attending a meeting of the planning committee on 19.07.23. regarding concerns raised surrounding the proposal to increase the size of a petrol station in Lenwade. Cllr Bulman is particularly concerned about implications for the residents; the fuel tanks have not been changed in the last 40 years.	
9.3	A47 North Tuddenham to Easton improvement – This is subject to a Judicial review, and we are awaiting a decision.	
10.	To approve payments for the following:	
10.1.1	Fiona Johnston – Salary & Expenses May 2023 - £392.27. Unanimously approved.	
10.1.2	Internal Audit Report - Lorraine Trueman £50.00. Unanimously approved.	
10.2	Barclays Bank – The clerk reported of ongoing issues with Barclays concerning mandate changes. To date, the matter is more than 6 months old and Barclays have admitted to a number of errors. Prior to ex councillors standing down in May it had still been possible to manage the finances, however, since then, there have been no signatories. It was noted an inordinate amount of the clerks' time had been spent chasing this issue. Meanwhile, whilst awaiting a resolution, a bank reconciliation is not possible, and invoices have not been paid. The clerk has made a complaint and demanded compensation.	
10.3	To appoint a councillor for overseeing and inspecting Parish Council finances and accounts – <u>Rebecca Holden was appointed.</u>	
11.	To consider matters in relation to the annual audit for the financial year ending 31 March 2023	
11.1	To consider the Internal Auditors report for the financial year ending 31 March 2023 and consider recommendations – <u>This was received and reviewed. It was noted the clerk had already addressed the majority of these and shared the rationale for the remainder with those present.</u>	
11.2	To agree the accounts for the financial year ending 31 March 2023 – <u>Approved unanimously.</u>	
11.3	To consider the assertions on, and complete, The Annual Governance Statement 2022-23 and to authorise the Clerk and Chairman to sign the form. <u>The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.</u>	
11.4	To consider and approve the Accounting Statements 2022-23 and to authorise the Chairman to sign. <u>The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.</u>	
11.5	To consider whether to exempt the Council from an external audit and if so to authorise the Clerk and Chairman to sign the form. <u>It was noted that as the Council's income and expenditure for the year was under £25,000, the Council could exempt itself from the External Audit. This was considered and agreed, and the Clerk and Chairman were authorised to sign the form.</u>	

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12.	To receive an update re progress of the development of the Bowling Green / Play Area and agree any actions required.	
12.1	We noted the erection of fencing around the old Bowling green had commenced. It was suggested the grass in this area would need to be maintained. The clerk agreed to obtain some quotes for the remainder of this season. Action	FJ
12.2	Councillors agreed grounds maintenance quotes for the Bowling Green Area / Play Area in 2024-25 be amalgamated. Action	FJ
12.3	Councillors agreed to wait for completion of the fencing project before discussions for the use of this area took place.	
13.	To consider a response to the following planning application:	
13.1	Application – 2023/1494. Proposal for change of use of Agricultural land to a self-storage facility with storage containers at NR9 5BZ. No objections were received.	
14.	To review and adopt the following updated policies and documents:	
14.1	To adopt the LGA Model Councillor Code of Conduct – Approved unanimously.	
15.	Opportunity for Public participation	
15.1	Complaints regarding long grass, and trees forming a canopy in Colton Road were raised. The clerk agreed to contact Highways and the landowner to determine responsibility.	FJ
15.2	Previously it had been agreed to monitor Scramble bikes accessing land off Mill Lane. We noted there had been no repetition of this, however, parishioners did suggest a stile / gate would combat this. Councillors noted the landowner had no objections to this if the Council were prepared to fund the project. It was agreed this was not a priority at this stage.	
15.3	Bowls Green Fencing – Concerns were raised concerning the rationale previously employed regarding the siting of the fence around the old Bowling Green area although it was conceded plans had been made by a previous council. It was felt the positioning of the fence had precluded some options.	
15.3.1	The Chair explained the next stage of the project would be to agree the use(s) for the area as no firm plans had been made, whilst also considering how this would be funded.	
16.	Request to address the meeting re History of Honingham	
16.1	The clerk received a request to address the meeting from a previous parishioner who requested a dedicated space be identified for the significant amount of historical information (about Honingham), which had been accumulated over the years. Previously some of this information had been available on the PC website. The clerk explained this was no longer possible due to GDPR and accessibility reasons and the sheer amount of time it would require to maintain compliance. It was noted some of the information is displayed in the Phone box and more is available in the back room of the Village Hall.	
16.1.1	A request was made for help to catalogue the information. The following suggestions were raised: <ul style="list-style-type: none"> • To include a piece in the Parish Pump Newsletter. • To advertise for help on Facebook. • To consider contacting the archive centre at County Hall. • To contact local schools / university. 	FJ Rha

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17.	To receive an update on correspondence received and to discuss / agree any required responses.	
17.1	<p>Following an inspection of the village, parishioners presented Councillors with a list of recommendations for consideration for repair and refurbishment of areas. The Chair agreed with a suggestion to form a village working party who could perhaps meet on a quarterly basis to address some of the issues. A member of the public agreed to co-ordinate this.</p> <p>It was determined that where there was a cost incurred, this would be reimbursed from the relevant budget line. It was noted the budget allows for Village maintenance.</p> <p>Of the remaining issues identified, it was felt responsibility for the action should lie with the Village Hall committee / Highways / Litter Pickers.</p> <p>Villagers were encouraged to report issues to Highways where appropriate.</p>	
17.1.1	<p>Previously, Cllr Peck had agreed to investigate the possibility of an 'H Bar' at the junction of Colton Road / The Street.</p> <p>Action – To determine any progress.</p>	FJ
17.2	Mobile library – The clerk reported changes to times have been posted on FB, the website and Notice Boards.	
17.3	Issues raised by a parishioner concerning Clarion Housing, the location of the Sam2Speed and the wind farm projects have been directed by the clerk / Cllr Bulman to the relevant departments.	
18.	To confirm details of the next meeting.	
18.1	Wednesday 12th July 2023 at 7:00pm at The Village Hall.	

The meeting closed at 20:40

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