

HONINGHAM PARISH COUNCIL

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Minutes of the Annual Parish Council meeting on
Wednesday 29th May 2024,
7:00pm at Honingham Village Hall

Present:

Anthony Meynell Chair	AM	Ryan Harvey	Rha	Rebecca Holden	RHo
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In Attendance:

Fiona Johnston – Clerk	FJ	Cllr Peter Bulman	PB	Members of the public	22
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Apologies:

Cllr Greg Peck	GP	Stacey Bertram (Vice-Chair)	SB		
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No.	Detail	Action
1.	To receive apologies for absence	
1.1	Apologies were received from Cllr. Stacey Bertram and County Cllr. Greg Peck.	
2.	To receive declarations of interest in items on the agenda and requests for dispensation	
2.1	There were no declarations of interest and no requests for dispensation.	
3.	To elect the Chairman for the year 2024-25	
3.1	Cllr. Anthony Meynell was elected as Chair. Proposed Cllr. Rebecca Holden, seconded Cllr. Ryan Harvey and unanimously AGREED .	
4.	Chairman to sign Declaration of Acceptance of Office	
4.1	Cllr. Anthony Meynell signed the Declaration of Acceptance of Office in the presence of the Proper Officer, Fiona Johnston	
5.	To elect the Vice-Chairman for the year 2024-25	
5.1	The agenda item was deferred as Cllr. Stacey Bertram had previously indicated she would be willing to continue in this role for the 2024-25 period.	Clerk to c/f
6.	To co-opt to the casual vacancies for Councillor.	
6.1	Jules Dean spoke to confirm she was eligible to be a Cllr, advised of her relevant experience and background and to outline why she wanted to be co-opted to serve on the Parish Council. The Co-option of Mrs. Dean was proposed by Cllr. Harvey and seconded by Cllr. Harvey. Mrs Dean was invited to take office immediately and signed the Acceptance of Office form in the presence of the clerk.	Clerk to process
7.	To welcome representatives from Hornsea Project 3.	
7.1	We welcomed Lilly and Ollie from Community Hornsea 3. They presented an overview of the project, reassured residents about any potential impact, answered questions from parishioners and invited parishioners to contact them if they had any queries. In addition, they advised of the community fund and invited community groups to consider applying for funding for any projects they might be	

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	considering soon.	
8.	To approve the minutes of the Parish Council meeting dated 17th April 2024	
8.1	The minutes of the meeting held on 17 th April 2024 were considered and approved. The minutes were signed by the Chair.	
9.	To report on progress of matters arising – information only	
9.1	The clerk reported Cllr. Anna Boswell had resigned owing to work commitments.	
9.2	The wildflower garden has been prepared and sown (Pride in Place Grant)	
9.3	The Play Area fencing has been replaced and Picnic benches ordered (Highways England Community Fund)	
9.4	Application received for the Clerk's position (* application subsequently withdrawn).	
10.	To receive reports from District and County Councillors	
10.1	District Cllr. Peter Bulman presented an overview of his involvement with Honingham PC over the preceding 12 months. This included an up-to-date report on the A47/NWL proposed works, his work assisting Honingham Parish Council with emails to the County Council and Highways and a generous donation from his members' fund which helped to fund the installation of outdoor gym equipment.	
11.	Finance	
11.1.	Payments were approved for the following:	
11.1.1	Fiona Johnston – Basic Salary April 2024 (Paid 6 May) - APPROVED	
11.1.2	E.G. Grounds Care – (Paid 6 May - Grounds contract approved Apr 24 meeting) - APPROVED	
11.1.3	Clear Insurance Management Ltd – Annual Premium, Year 2 of 3 (Paid 6 May) - APPROVED	
11.1.4	Fiona Johnston – Expenses April 2024 £78.89 - APPROVED	
11.1.5	Norfolk Parish Training & Support – Cllr Induction - APPROVED	
11.2	Councillors considered and APPROVED the bank reconciliation for April 2024.	
11.3	Grant Applications – Confirmation of Grants awarded to date – Highways England (£9646.00), Pride in Place (£300), Cllr. Bulman Members Grant (£1000).	
11.4	Councillors noted the CIL balance of £16868.	
12.	To consider matters in relation to the annual audit for the financial year 2023-24	
12.1	To consider the Internal Auditors report for the financial year ending 31 March 2024 and consider recommendations – This was received and reviewed, it was noted there were 5 recommendations which were brought to the attention of the council. The clerk confirmed that items 1, 4 and 5 had already been resolved. Councillors rejected recommendation 2 (this invoice had been subject to dispute) and agreed to reconsider recommendation 3 in the future.	
12.2	To agree the accounts for the financial year ending 31 March 2024 and consider recommendations - The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf. It was noted there were no recommendations.	
12.3	To consider the assertions on, and complete, the Annual Governance Statement 2023-24 and to authorise the clerk and Chairman to sign – The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf.	

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12.4	To consider and approve the Accounting Statements 2023-24 and to authorise the Chairman to sign – The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.	
12.5	To consider whether to exempt the Council from an external audit and if so to authorise the Clerk and Chairman to sign the form – It was noted that as the Council’s income and expenditure for the year was under £25,000, the Council could exempt itself from External Audit. This was considered and agreed, and the Clerk and the Chairman were authorised to sign the form.	
13.	To receive an update re progress of the development of the Bowling Green / Play Area	
13.1	Councillors agreed to refer to this area as ‘The Village Green’	
13.2	A parishioner suggested the gentle slope between the play area and the ex-bowling green required attention. The clerk explained a wall had been removed from that area and quotes would need to be obtained to merge the two areas together and to seed it.	
14.	To consider a response to the following planning applications:	
14.1	Application – 2024/1040 – Phase 2 of Food Enterprise Park (South Norfolk) – Councillors discussed whether Phase 2 could potentially open the doors for industries not currently allowed e.g. abattoirs, livestock etc and the smells associated with these. In addition, the level of lighting was discussed, and the solidarity Councillors would like to show to their neighbouring parish of Easton who were likely to be inconvenienced far more than ours. Councillors agreed to submit a list of their objections to the clerk for submission to the District Council. Cllr. Peter Bulman explained he was unable to offer much support as the application was within South Norfolk and not Broadland.	
14.2	Application – 2024 / 1320 – The application was considered, there were no objections.	
15.	Opportunity for Public Participation	
15.1	Parishioners requested 1. The oak tree at the entrance to the Play Area be pruned as it was overhanging the Village Hall drive and 2. The area around the shrine be tidied from weeds.	
15.2	A parishioner suggested the acoustics of the Village Hall could be improved and that funding from Hornsea 3 could be used for this. The clerk suggested the Village Hall Management Committee would be able to apply for funding and would be unlikely to have to match fund the projected cost. This would leave the Parish Council open to apply for funding for a larger project which they could potentially contribute to using CIL funding.	
16.	To receive an update on correspondence received and to discuss / agree any required responses	
16.1	Sheringham Shoal & Dudgeon Offshore Wind Farm Extension Projects – upcoming surveys - Noted.	
16.2	Town & Parish Forum Meeting Notes – Noted.	
16.3	Norfolk County Council Highways Grit Bin Audit 2024 – Noted.	
16.4	Parishioner request for a bus shelter at the junction of Colton Road / Mattishall Road. Councillors noted the clerk had responded on their behalf to explain the process.	
16.5	Parishioner request for someone to mow The Green – Noted. The clerk	

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	acknowledged the support of the parishioner through a piece in The Parish Pump.	
16.6	Orsted Newsletter – Noted.	
17.	To confirm the details of the next meeting.	
17.1	The date of the next Parish Council meeting was confirmed as Wednesday 10th July 2024 at 7:30pm at The Village Hall.	

The meeting closed at 19:50

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