

Honingham Parish Council

Parish Councillors are hereby summoned, and members of the press and public are invited, to attend the Annual Parish Council Meeting to be held at 7:30pm on Wednesday 7th May 2025, in the Honingham Village Hall.

Clerk: Samantha Bromley

Date: 28/04/2025

AGENDA

1. Election of Chair.

To elect a Chair for the forthcoming year and sign the Declaration of Acceptance of Office.

2. Election of Vice-Chair.

To elect a Vice-Chair for the forthcoming year and sign the Declaration of Acceptance of Office.

3. Vacancy.

- 3.1. To note that Anthony Meynell has resigned from the Council.
- 3.2. To note that the Parish Council has 1 councillor vacancy.

4. Apologies.

To consider and approve apologies for absence.

5. Minutes.

To approve the minutes of the Parish Council Meeting dated Wednesday 12th March 2025.

6. Declaration of Interest.

- 6.1. Councillors are invited to declare a pecuniary or non-pecuniary interest on any subject on the agenda.
- 6.2. To consider any dispensation requests.

7. Ailwyn Cup.

To present the Ailwyn Cup to Christine Harrison, awarded for being a member of the Honingham Village Hall Committee and its treasurer for many years, supporting organised events and volunteering with refreshments and clearing up.

8. To receive updates on matters not elsewhere on the agenda.

No decision may be taken under this item.

- 8.1. With regards to upgrading the bus stop, at the junction of Colton Road and Mattishall Road, to a bus shelter and improving the kurb line, the Highways Officer has confirmed that his local designer has this on his list of schemes to do/order but cannot yet give a timescale as to when this project will be started or completed.
- 8.2. The Parish Council reported a potentially blocked gully along Hall Drive to NCC Highways, due to flooding. Highways have investigated and closed the case, stating that they could not find the problem, so no action has been taken.
- 8.3. Following a request to Broadland to move the dog waste bin from Colton Road to Dereham Road, the following response has been received: As this bin is owned by Broadland, I have asked for feedback from our contractor with regards to how often it needs emptying and whether relocating might be possible. In terms of the new proposed location, I have asked our contractors for feedback on this as well. However, I would note that the proposed location is quite far away from the current location. If we do decide that relocating the bin would not be possible, then please note that the Parish Council could look to install its own bin at the proposed location, and Broadland can provide a

commercial emptying service.

- 8.4. To note that a letter has been sent to a resident on Colton Road to request that their trees, encroaching on the public highway, are cut back, providing no nesting birds are present, in compliance with the Wildlife and Countryside Act 1981.

9. Correspondence.

- 9.1. A47 North Tuddenham to Easton RIS: Permanent Closure of Berrys Lane CRM:0224117. Circulated.
- 9.2. A47 North Tuddenham to Easton RIS: Planned movement of earth from April to July 2025 CRM:0224105. Circulated.
- 9.3. NCC: Norfolk Minerals and Waste Local Plan (NM&WLP) – Publication of Inspector’s Report. Circulated.
- 9.4. NCC: Local Government Review in Norfolk. Circulated.
- 9.5. NCC: New Funding Initiative to Support Bus Shelter Installations Across Norfolk. Circulated.

10. Public Participation and Reports.

- 10.1. To receive reports from County Cllr Greg Peck if present.
- 10.2. To receive reports from District Cllr Peter Bulman If present.
- 10.3. Open forum for members of the public:

11. Play Park.

- 11.1. To note the playground inspection report.
- 11.2. To note that the large wooden climbing frame has been taken out of use due to structural damage.
- 11.3. To note that the annual play park inspection has been booked.

12. Open Spaces.

- 12.1. To consider installing a mirror at the bottom of Hall Drive to improve vision for drivers leaving the village hall.
- 12.2. To receive a report on installing a litter bin at the bus stop on Mattishall Road.
- 12.3. To consider purchasing another dog bin for the parish.

13. Planning Matters.

- 13.1. To consider a consultee response to applications received from Broadland District Council:None.
- 13.2. To consider a consultee response to any other applications received from Broadland District Council after the publication of the agenda:
<https://www.southnorfolkandbroadland.gov.uk/planning-applications/find-planning-application>.
- 13.3. To receive notifications of decisions made by Broadland District Council:
 - 13.3.1. 2023/3739 - Food Enterprise Park Colmans Close Honingham Norfolk - Roadway from the improved A47 junction to the Food Enterprise Park (Revised Proposal). APPROVED WITH CONDITIONS.

14. Financial & Governance Matters

- 14.1. To note the following payment was made in April:

Payee	Description	Method	Net	VAT	Goss
Staffing	Salary/Tax/NI	BACS	£406.58	£0.00	£406.58

- 14.2. To note the following receipts:

Payee	Description	Method	Net	VAT	Goss
Broadland District Council	Precept (1 st half)	BACS	£5359.00	£0.00	£5359.00

14.3. To RESOLVE to AGREE the following payments:

Payee	Description	Method	Net	VAT	Goss
Staffing	Salary/Tax/NI	BACS	TBC	TBC	TBC

*To also include any invoices received after publication of the agenda.

- 14.4. To note the completed Explanation of Variances form.
- 14.5. To note the bank reconciliation up to March 31st 2025.
- 14.6. To note the income and expenditure for 2024-25.
- 14.7. To RESOLVE to AGREE section 1 of the AGAR, the Annual Governance Statement.
- 14.8. To RESOLVE to AGREE section 2 of the AGAR, the accounting statement.

15. Administration

15.1. To note that the Council Insurance will renew from 01/06/2025 for the same cost.

16. Members Matters

No decision may be made under this item.

17. Items for the next meeting.

To receive items from councillors for inclusion on the next agenda.

18. Next meeting of the council.

To note that the next meeting of the Council will be held on Wednesday 9th July at 7:30pm in the Honingham Village Hall.

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.

19. Play Park.

To RESOLVE to AGREE which company to use and which piece of equipment to purchase and AGREE any other actions.