

HONINGHAM PARISH COUNCIL

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Minutes of the Parish Council meeting on Wednesday 12th October 2022, 7:00pm
at Honingham Village Hall

Present:

Tony Roberts (Chair)	TR	Ryan Harvey (Vice-Chair)	RH	Graham Cullender	GC
Sam Steggles	SS	Richard Kirkham	RK		

In Attendance:

Cllr Greg Peck	GP	Cllr Peter Bulman	PB	Fiona Johnston – Clerk	FJ
Members of the public	14				

Apologies:

Michael Eales	ME				
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No.	Detail	Action
Prior to the commencement of the meeting there was a minute's silence in memory of Her Majesty Queen Elizabeth II		
1.	To receive apologies for absence	
1.1	Apologies were received from Michael Eales.	
2.	To receive declarations of interest in items on the agenda and requests for dispensation	
2.1	None recorded	
3.	To approve the minutes of the Parish Council meeting on 7th September 2022	
3.1	The minutes of the meeting on 7 th September 2022 were unanimously approved and signed by the Chair.	
4.	To report on the progress of matters arising from previous meetings – information only	
4.1	The Chair reported the AED defibrillator to be working and safe to use following testing and advised the display of an X was a common fault. Action – To arrange for the defibrillator to be serviced.	Clerk
4.2	Addition of names to Ailwyn Cup Board - Ongoing	
4.3	To agree a change of signatories - Ongoing	
4.4	Clerk's Training – This has been booked.	
4.5	Play Area – A working party have agreed to meet on Saturday 22d October 2022. The clerk has provided GC with a template to aid regular inspections of the Play Area.	
4.6	Speed Camera – The Chair reported data had not been obtained in this cycle. Action – Chair / Clerk to familiarise themselves with instructions before the next cycle.	Chair / Clerk
4.7	NWL/A47 Consultation – The Chair reported RH had attended the consultation. A letter in response has been submitted by the Council.	

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4.8	Parking outside of the Honingham Buck – The clerk reported enquiries had been made with Highways and advised double yellow lines were unlikely. Cllr Peck resolved to make enquiries of the Highways department to determine if an 'H' bar could be a consideration. Action – To forward a memo to Cllr Peck	Clerk
5.	To review the bank reconciliation for the period ending 30th September 2022 and approve payments	
5.1	The council considered the bank reconciliation and resolved to approve the following payments. Fiona Johnston – Salary & Expenses September 2022 - £340.06 HMRC – PAYE - £4.74 Norfolk Parish Training & Support - £204.00 Vortex Grounds Maintenance - £936.00	
5.2	The council noted an overpayment of £319.22 had been made to the previous clerk; this was attributed to the delay in obtaining signatures for a bank mandate form. Action – To write to Mrs Wheeler requesting repayment.	Clerk
6.	To consider suggestions for development of the play area and agree any actions required	
6.1	GC met with a parishioner to review the recent Play Area Inspection report. They proposed the fence surrounding the play area could be dismantled to be able to reinstate the area for use.	
6.2	The council again discussed possible uses for the 'Bowling Green' area. Those ideas mooted included: 1. A wildlife area with picnic tables 2. An events venue 3. A sensory / remembrance garden Councillors agreed the need to consider the cost and responsibility of maintenance, who would benefit and whether the proposals would have the backing of the parishioners.	
6.3	In the meantime, Councillors unanimously agreed to source quotes (ahead of the next meeting on 9 th November) for safety fencing to be erected around the disused 'Bowling Green' area. Actions agreed – 1. To write a specification for contractors 2. ME to suggest 3 suitable contractors 3. The clerk to obtain quotes	TR/GC ME Clerk
7.	To consider a proposal for the development of the Honingham Parish Council Website	
7.1	The clerk advised she had sought guidance (following the death of Her Majesty Queen Elizabeth II) to update the Parish Council website. Steve Jackman, Training & Website Development and recommended by Norfolk Parish Training, suggested the website was somewhat dated and that a refresh could be combined with training of the clerk to be able to edit, manage and develop the site going forward. Councillors considered a proposal to redevelop the site and train the clerk at a cost of £165. This was unanimously approved.	

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8.	Policy Review	
8.1	Grant Awarding Policy – This was unanimously approved.	
8.2	Reserves Policy – Councillors unanimously agreed to defer a review of the policy pending preparation of the Budget 2023-24	
9.	Planning Applications	
9.1	Application 20221511 – Advertisement consent, 1 x building logo, 1 x funding plaque, 1 x post mounted totum sign, 2 x directional signs with branding – Broadland Food Innovation Centre, Enterprise Way, Honingham, NR9 5FX It was noted there were no objections to Application 20221511	
10.	Opportunity for Public Participation	
10.1	There was a lengthy discussion regarding the NWL/A47 and the proposed closure of Berry's Lane, Honingham. There were concerns that traffic would increase in the village as a result of the closure. Action – To send Cllr Peck a copy of the submissions made on behalf of the Parish Council highlighting the concerns of the Council in relation to the closure of Berry's Lane, Honingham.	Clerk
11.	Correspondence	
11.1	Invitation to the Open Morning at Broadland Food Innovation Centre – Councillors thanked SS for attending on their behalf.	
11.2	James Butt, National Highways – noted.	
11.3	Enquiry for the hire of the Village Hall - Forwarded to the Council in error and passed back to the Village Hall committee	
11.4	NWL/A47 Local Liaison Group Minutes – noted.	
11.5	South Norfolk and Broadland DC – Code of Conduct consultation – noted.	
11.6	Invitation to Broadland and South Norfolk Town & Parish Council Forum on 21.10.22 – Councillors thanked GC for volunteering to attend. Action – To forward details to GC	Clerk
11.7	Orsted Advance works notification – Vegetation removal – noted.	
11.8	Correspondence received by the Chair re retrieval of data from the website relating to Village History – The Chair's response was noted	
12.	To confirm details of the next meeting.	
12.1	Wednesday 9 th November 2022 at 7.00pm at Honingham Village Hall	

The meeting was closed at 19:50

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