

HORNING PARISH COUNCIL



Minutes of a meeting of HORNING Parish Council held on Monday 3rd August 2026 in the Mill Suite at 1900 hrs

Present:

Cllr I Davis (Chair)
Cllr D Evans
Cllr P Avellino
Cllr G Evans
Cllr R Cavendish

Clerk / RFO: Jo Beardshaw
District/County Councillor Adam Varley was present

Number of Parishioners: 6

- 1. To note apologies for absence.** Cllrs Martin and Burgess had sent their apologies, which were accepted.
- 2. Declarations of Interest.** Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council's (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest and whether it is personal or prejudicial.
- 3. To approve the minutes of the previous meeting**
To receive and approve the minutes of the Parish Council meeting held on Monday 1st June 2026 together with the payments list from July 2026 when there was no meeting.
- 4. To update Council on outstanding projects**
 - a. Clerk. Defibrillator audit. The Chairman would speak to the New Inn, which was not able to use its defibrillator. All other defibrillators were confirmed as online.
 - b. Cllr Davis. Staithe Lease. The Chairman reported that he was concerned that the Staithe lease agreement had been held up by the Broads Authority who had changed their position. **Cllr Davis** would revert to the Broads Authority to work towards a new lease.
 - c. Clerk. Lower Street steps. To be deferred to item 4g.
 - d. Cllr D Evans. Removal of planters in September '26. Cllr Evans had spoken to a local farmer who would arrange to remove the planters in September. The availability of the bulbs would be published again in the Horning Reach.
 - e. Cllr Burgess. MAG 002 report. If available.
 - f. Clerk. Signpost. **The Clerk** would check with Cllr Burgess to see if the sign had arrived with him, and would otherwise revert to Limelight signs.
 - g. Maintenance support person for the Parish Council. **The Chairman** had found a handyman, whose phone number he would share the following day. **The Clerk** would ask him to undertake the work on the steps.
 - h. The Chairman had met with the Horning Hub representatives. The Hub wished to print 2000 leaflets at a price of £95. The Council committed to this expenditure using delegated authority.

- i. Cllr Avellino noted that the footpath beside the recreation ground had been resurfaced. Council thanked her for her work on this.

5. To consider items of correspondence:

- a. NNDC. [Local plan review](#) (following new 'plan-making system' from central government). Noted.
- b. TMO Highways. Road closure planned for Lower Street across the junction of Mill Loke for one day 6/10/26 8am to 6pm. Essential electrical maintenance.
- c. Tourist. Complaint regarding parking in disabled bay (Clerk reported to local beat officer). Noted
- d. Police. North Norfolk [Online Neighbourhood drop-in event](#) Wednesday 5th August 630pm to 730pm. The Chairman would be unable to attend.
- e. Parishioner. Complaint regarding dogs off leads on the recreation ground. Suggestion to implement Public Spaces Protection Orders to require that dogs be kept on leads. Clerk to write to the complainant. The case had not been made out sufficiently.
- f. BA Compliance team. Note of having written to the telecommunications company responsible for the temporary mast to ask for the urgent removal of the mast. Noted
- g. BA. Compliance team. Note of having written to the owners of the non compliant toilet cubical at Woods Dyke to ensure that the screening is undertaken as per the plans. Noted
- h. NNDC Monitoring Officer. Legislative change regarding publication of members' home addresses. Noted
- i. Estate of Betty Woodcock (dec). £2,000 bequeathed to the Parish Council for the upkeep of a seat in memory of Victor Woodcock directing that the Council shall also add a plaque to the seat in Betty's memory. The Clerk would arrange a plaque which matched the current plaque on the bench.
- j. Horning Hub. Risk Assessment received for the Community Picnic 15th August 2026. Recorded with thanks.

6. Parishioners' Matters

To adjourn the meeting to allow members of the public to speak at 1940 hrs

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chairman of the meeting

The Clerk would contact the gardener to ask that the fruit trees could be watered.

District Councillor / County Councillor reports (format recorded)

Members of the public to speak

To reconvene the meeting

7. To report receipts Finance

- a. To receive and note the bank reconciliation against bank statements for the end of the previous month.
- b. To receive information on receipts: None
- c. To agree and authorise payments:

Voucher	Cheque	Name	Description	Amount
46		NEST pension	NEST pension	144.27
47		Jo Beardshaw	Clerk salary	726.20
48		HMRC	HMRC Tax	139.02
49		NALC	Norfolk Association of Local Councils websi	86.88
50		Rospa	ROSPA play safety	128.40
51		Dawn Millard	Dawn Millard grass and signs	150.00
TOTAL				1,374.77

8. Planning.

a. Planning applications received:

- 8.a.1.** BA/2026/0181/HOUSEH. The Boathouse, Plot K, Bureside Estate, Crabbetts Marsh. Removal of timber hinged boatshed doors and replace with electric roller shutter door, satin black in colour. Removal of timber balustrade and replace with clear untinted safety glass in stain black frame. Parish Council response was no objection.
- 8.a.2.** BA/2026/0177/HOUSEH. Dutch cottage, Ferry Road. Proposed single storey side extension. Parish Council response was no objection.
- 8.a.3.** BA/2026/0190/COND. Waters Edge, Ferry View Estate. Building built slightly differently to approved plans, variation of Condition 2 of permission BA/2023/0262/FUL. No comment to be sent.

b. Planning application decisions:

- 8.b.1.** BA/2026/0147/NONMAT. Little Chart. 96 Lower Street. Changes to cladding and roof materials, move gate 1m closer to the roadside, non-material amendment to permission BA/2025/0328/HOUSEH. Approved
- 8.b.2.** BA/2026/0052/ADV. The Swan Inn, 10 Lower Street. Erection of illuminated and non-illuminated exterior signs. Approved subject to conditions
- 8.b.3.** BA/2026/0034/FUL. Driftwood, 104 Lower Street. Change of use to allow short term holiday let accommodation. Refused

9. Agenda items. To discuss agenda items:

a. To review items from the Internal Audit (all noted)

- 9.a.1.** Standing orders updated on website and reviewed for up to date model
- 9.a.2.** Financial regulations as above
- 9.a.3.** Internal financial controls to be considered and adopted. On September agenda.
- 9.a.4.** Full council to review budget within year
- 9.a.5.** Asset register to be added to Scribe and included on the website
- 9.a.6.** Allotment fees to be reviewed annually. On September agenda.
- 9.a.7.** Accessibility statement to be reviewed and added to website.

b. To consider co-opting Joseph Walpole to the Parish Council. Council unanimously agreed to co-opt.

c. To discuss and approve the Horning Parish Council risk assessment. The Clerk would amend the item regarding saving information within the dropbox.

d. To discuss and make decisions regarding the most recent annual inspection of the recreation ground and play area, undertaken 2nd July 2026. Council recorded the items that needed work and **the Clerk would contact the potential new maintenance person.**

10. To list items for the Horning Reach Parish News

- a.** Bulbs from planters – to be removed by mid September by anyone that might like them
- b.** Dogs on the recreation ground

11. Closure of meeting and date of next meeting: Monday 7th September 2026 at 7pm in the **MILL SUITE (Village Hall Annexe). The meeting ended at 2022 hrs**