

Horningsea Parish Council

	Minutes of the Parish Council meeting held on Wednesday 27th September at 7.30pm at Horningsea Village Hall
	Present: Robert Balm Cath Martin William Neale Emily Williams
	Open Forum: None
46/23-24	Election of chair Due to the resignation of Cllr Robert Balm the position of chair became vacant. Cllr Will Neale elected as Chair. Proposed by CM, seconded by EW. Acceptance of office form signed by the chair.
47/23-24	Apologies for absence Tessa Pleasants Hayley Livermore
48/23-24	Declarations of interest None
49/23-24	To approve minutes of the meetings: 24th May 23 and 3rd August 23 Minutes of 24 th May 23 approved and signed by the chair. The minutes of 3 rd August have a watermark for draft but have been adopted in the meeting by the council and signed by the chair.
50/23-24	District and county councillor reports Circulated before the meeting. Question from Cllr. Martin: Any news about resurfacing pavements especially those on High Street? There has been no action from Highways on this. Cllr. Bradnam will investigate. Question from Cllr. Martin: in relation to the works that are taking place by the Greenways team and the cycle path works. It is stated that two trees are to be taken out because they have Ash dieback, however, they are not Ash trees, they are Horse chestnuts. Residents are concerned about these being taken out. Hayley to get in

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	touch with Sarah (Clerk in Fen Ditton) as FDPC are meeting with the Greenways team; to ask if representatives from Horningsea PC can also attend.
51/23-24	<p>Proposal: Erection of one new dwelling with associated parking and amenity space, utilising existing access. Site address: Land Between The Lays And Hollytree Cottage High Street Horningsea Reference: 23/03155/FUL</p> <p>Approved with the only comment being 'Footpaths to be kept clear from obstruction during construction'. Proposed by WN, seconded by EW.</p>
52/23/24	<p>Horningsea community hub request for donation PC provided with a breakdown of costs to run the warm hub until March 2025. Agreed to donate £200 for this year to cover the donations from the hub attendees. On the proviso that the attendees are not charged for the service. The service is meant to exist for people who can't afford to heat their homes and should therefore not be asked to donate to attend. A further donation will be considered in 2024.</p> <p>Proposed by WN, seconded by CM.</p>
53/23-24	<p>Playground risk assessment and regular checks</p> <p>It was highlighted by our internal auditor that we need to conduct more regular checks on the play equipment and that every check must be documented. The clerk has contacted the insurance company who have asked for weekly checks. This will be put in place over the next few weeks.</p> <p>The annual risk assessment conducted by Cllr Neale was adopted by the parish council.</p>
54/23-24	<p>Data Storage, Collaboration and Email addresses</p> <p>It was agreed to go ahead with price comparison and proceed with an order for hosting at a maximum £10 per month. To make decision for provider before next PC meeting.</p>
55/23-24	<p>Defibrillator checks</p> <p>There is no code on the cabinet to the defibrillator and a notice stating this has been added to the front of the cabinet.</p> <p>The defibrillator must be checked every 2 weeks as a minimum and these checks must be documented. Cllr Martin will conduct and document the checks.</p>
56/23-24	<p>Data protection officer CAPALC will provide indemnified Data Protection Officer (DPO) advice through their contracted consultants Priviness Ltd with the first hour of</p>

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	<p>advice included within the opt-in payment of £50 per annum for the DPO scheme membership. The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.</p> <p>To be discussed at the next meeting.</p>
57/23-24	<p>CWWTPR</p> <p>There is a meeting on October 17th where the planning inspectorate explains the process from then on. On October 18th the hearings start. In the morning they will look at the draft DCO. In the afternoon they will look whether the DCO qualifies as a Nationally Significant Infrastructure Project. The process will then go on for six months where the inspectorate investigates the DCO.</p> <p>The Parish Council is an official consultee in this process. Cllr. Martin has proposed to relay information and propose PC responses.</p>
58/23-24	<p>Conclusion of ditch/rose cottage</p> <p>Following mediation this matter has now been concluded.</p>
59/23-24	<p>Follow up with Urban and Civic</p> <p>Cllr Neale to follow up with Urban and Civic to arrange a further meeting.</p>
60/23-24	<p>Finance</p> <ol style="list-style-type: none"> 1. Cheques for signature HMRC-Chq 976-£16.00 KGM-Chq 977-£806.40 Red Shoes Accounting-Chq 978-£46.80 Julian Francis estate-Chq 979-£5.00 G Harding Male-Chq 980-£75.00 H Livermore-Chq 981-£215.05 2. Cheques since meeting of 21/6/23 KGM-Chq 972-£403.20 3. Bank rec and Budget update There is currently £34634 across the 2 bank accounts with a further £9513 precept to go in which will total £43877. We are still on target to finish the financial year with around 1.8 x our precept despite the recent unplanned expenditure, this is mainly because the money that

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	was set aside for LHI has been spent on this (we were not successful with LHI).
	Next meeting: 29th November 23 Meeting closed at 21:25

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