

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Tuesday 3<sup>rd</sup> January 2023 at 7.15 pm in the Village Hall

**Present:** Chris Brown  
Kathy Clarke  
Andrew McClure  
Katrina Johnson  
Joanne Keeler  
Angela Makinson  
Virginia Sokalsky

1. **Police Report**

Figures for October 2022: Violence 10: Anti-social behaviour 3; Criminal damage and Arson 2: All other Crimes: 2

Figures for November 2022: Violence 11; Anti-social behaviour 2; Bike theft 1; All other Crimes 1

2. **County Councillor Report:**

- **First Bus:** the complaints about the bus service have been escalated to the Cabinet Member for Transport who will seek to meet with First Bus. The service is now so bad with buses not turning up that commuters are finding difficulty in getting to work

3. **District Councillor Reports**

- **Fly Tipping:** a number of incidents have been reported and will be cleared
- **App for Bin Collections:** this has now gone live
- **First Bus:** District Councillors have tried to contact the bus company on a number of occasions but no response, as yet, has been received. 50 complaints were collated and sent to First Bus, but again no response

4. **Planning Committee**

**FUL/2022/0043: Horsford All Saints Middle School:** erection of free-standing canopy and surface water drainage to courtyard. No comments

5. **Apologies**

Were received from L Starling and R Marsden. R Marsden, due to work commitments, has resigned from the parish council. Clerk to inform BDC and advertise the current vacancies.

6. **Declarations of Interest**

Members of the Village Hall Mngt Committee for payments from the Parish Council to the Committee for upkeep/maintenance.

7. **Minutes of the Meeting held on 5<sup>th</sup> December**

The Minutes were confirmed as a true record of the meeting and approved unanimously.

**It was suggested and agreed** that future meetings will commence at 7.00pm (not 7.15pm)

8. **Village Hall Management Committee**

**Fire doors:** the design issues have now been resolved although the Guarantee has yet to be received but is expected once the final payment is made.

**Public Toilets:** these are blocked and the VHMRC feel that the costs for repairs should fall to CIL. As there is, at present, no repairs reserve this treatment was agreed upon. Approval was given for a spend of £150 - £200 to clear the blockage.

9. **BAP Update including Highways issues**

**Neighbourhood Plan:** Following the two meetings with consultants O'Neill Homer BAP has been able to establish a scope for the Refresh which best meets the objectives of the project. To keep the involvement of the consultants to a sensible minimum the members of BAP committed to a schedule of work that will require a second monthly meeting throughout 2023. A consultation with the public will be advertised to take place on May 20th. O'Neill Homer advised that this work will require a maximum of 40.5 man days and quoted £26,000. Further local costs associated with consultation, meetings, advertising are budgeted to be £3,000.

**Funding:** A Localities grant of £5,915 has been approved and the necessary due diligence completed. This grant only covers the period of its financial year. The basis for any further grants beyond March has not yet been determined. The other likely available grant is for up to £6,000 from BDC. In anticipation of this it was agreed to set up a reserve from CIL monies of £17,085 with an understanding that a further £6,000 reserve may be needed if neither the BDC nor further Localities grants materialize.

**Transport Master Plan**

Sarah Simpson from Royal HaskoningDHV joined the meeting to talk the Parish Council through some initial concept plans they are working on for us. These relate to the Holt Road primarily and Sarah also talked, briefly, through the funding process which will be carried out by NCC Highways making the funding applications for any works that are agreed upon by Parish Council. She is aware of concerns regarding Church Street and the Holt Road end of Mill Lane, in particular, the siting of the pedestrian crossing.

10	<b>Finance: accounts for payment</b>		
	SSE Electricity	Streetlighting (DD)	£155.69
	Ionos	Monthly email subscription (DD)	£2.40
	Ashfords	Grounds Maintenance	£756.00
	Barclaycard	Office Supplies	£153.54
	Staff Payments	Salaries and Expenses	£3,860.22
	Village Hall Mngt Cttee	Hire of rooms for HPC meetings	£85.00
	HMRC	Late submission payment and PAYE	£834.40
	Broadland District Council	Annual Charge for emptying of litter and doggy bins	£711.36
	Keelers Butchers	Horsford Helpers	£192.50
	Anglia Trade Windows	Fire Doors	£3,459.60
	<b>TOTAL</b>		<b>£10,210.71</b>

The above accounts were unanimously agreed for payment.

- a. **Ionos: review contract:** agreed to end this contract as only one parish councillor uses the email
- b. **Purchase Orders:** following discussion agreed that purchase orders will be implemented with immediate effect detailing the Reserve from which payment will be made
- c. **Quote for work to Bike Track £1385.00:** two further quotes are required.

11. **Projects: evaluation process for quotes and process for sign-off**  
To be carried forward to a future meeting.
12. **Clerk and Councillor Reports**  
Corner Lane allotments - Probably brought about by the recent tidying work a tree has fallen Agreec recall Zac Branch to clear.  
Pyehurn Lane – Joanne Keeler provided an update on the ongoing repairs
13. **Questions from the Public**  
Observations were made about the work carried out on the Beck by BDC.
14. **Dates of Future Meetings: to be held in the Village Hall Committee Room unless otherwise stated, commencing at 7.15pm**  
Monday 6 February  
Monday 6 March  
Monday 3 April

The meeting ended at 21.40