

HORSFORD PARISH COUNCIL

Minutes of the meeting held on Monday 1st February 2021 at 7.15 pm, via ZOOM

Present: Chris Brown, Chairman
Gary Branch
Kathryn Clarke
Derek Jacks
Katrina Johnson
Joanne Keeler
Sandra Lumbard
Angela Makinson
Adrian Scott
Deborah Scott
Virginia Sokalsky

Tony Adams, County Councillor
Lisa Starling, District Councillor
Dave Thomas, District Councillor
Emma Griffiths, Brown & Co (for Planning Application 20210108)

Action

Public Discussion

No issues were raised.

1. Police Report

15 crimes have been reported for December, the latest information available.

2. County Council Report

Following the flooding on 23rd December Highways have confirmed that a Flood Investigation Report will be undertaken over the coming months that will seek to identify the causes and provide recommendations to resolve the issue. The drainage system in Dog Lane will also be investigated in light of recent flooding.

The draft Traffic Survey completed by Highways for Horsford was provided; it was noted that the refuge by the Cripps Development is of the minimum width, 1.8 metres whilst the recommendation for further along Holt Road is for 2.1 metres. The reason for the difference is not clear as traffic and pedestrian levels to the south of Holt Road would indicate a wider width is required.

The development plans show two refuges are to be provided south of Holt Road but noted no work has commenced on the second but need to ensure the first refuge is repaired and made safe. It is understood delays may occur whilst work is carried out by BT to move services. TA to check with Highways timescales for completion of this work.

TA

Confirmed that the final compliance checks on the refuge are undertaken by the developer, not Highways.

3. District Council Report

- Socially distanced walks with residents affected by recent flooding have been undertaken.
- A range of support in form of bursaries and grants are being made available for business in the District
- School visits by fire fighters are no longer happening but on-line quizzes and competitions are being provided
- HMRC scams are increasing and care advised before responding to any on-line requests for information
- Census 2021 will commence in March
- GNLP: the next round of consultation will commence 1 February with further houses proposed for Horsford although confirmed that some details within the consultation are not completely accurate
- Weekly 'Community at Heart' Lottery is now up and running with a weekly draw prize of £25K and further smaller prizes.

4. Planning

Completed HPC Planning Forms have been circulated to all parish councillors prior to the meeting:

- **20202391:** 5 Green Park Road: erection of one dwelling
Neutral/Approve: the plans are insufficiently clear as to the level of insulation that is required; in terms of achieving a carbon neutral build this seems unacceptable
- **20210095:** 22 Mill Lane: construction of orangery to rear elevation of property
Approve; replacement old for new
- **20210108: 218 Holt Road:** demolition of former public house and provision of Class E unit for convenience store, butchers and associated deli counter and café

Letters from residents have been received; the main issues are parking and access and the impact on the surrounding roads and pedestrians.

The development appears to meet many policy requirements: design, insulation, parking, access. However, proposals for the safe access to the development should be reconsidered by the reconfiguration of zebra crossings on Holt Road to avoid congestion. Also, provision of pathway on Mill Lane which is currently on south side only. Approve with above comments.

5. Apologies

None were received.

6. Declarations of Interest

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

JK for Planning Application 20210108

7. Minutes of the meeting held on 4th January

Were confirmed as a true record of the meeting and approved unanimously.

8. Reports on matters not covered by the Agenda

No issues were raised.

9. Village Hall Management Committee

Work commences on the toilet block later this week and expected to be completed in July.

Play area installation has been agreed and work will commence once the public toilets are installed.

Elections are still planned to go ahead on 6th May: BDC will confirm if the Village Hall is required as a Polling Station.

10. BAP Update

BDC have suggested a meeting to discuss projects that can be funded by either/or S106 and Community Infrastructure Levy (CIL).

11. Highway Issues within Horsford

The draft Highways survey was received along with two quotations from independent engineers.

The refuge opposite Cripps, damaged several months ago, has yet to be repaired and the report continues to state it meets all safety criteria.

Following discussion it was agreed to commission a study of the refuge. Interviews to be arranged, via Zoom, with the two consultants; BAP members plus GB and TA to conduct the interviews and report to HPC.

With regard to seeking views of residents agreed to wait until interviews are held before sending out questionnaire.

12. Correspondence

HPC claiming VAT: the issue around what VAT can be claimed by HPC in regard to the Village Hall requires clarification. VAT can only be claimed for the purchase of new items and equipment, such as the toilet block and changing rooms but not on invoices for maintenance or provision of goods at the Village Hall. The only exception is tree cutting at the back of the field as this area is owned by HPC.

Parish Partnership Bids: the two bids for funding this year were unsuccessful. The programme was vastly over-subscribed and the proposed footbridge repairs in Horsford were estimated to be £25,000 plus. However, advice from the PROW (Public Rights of Way) Officer will be sought in order to re-submit an application for 2022/23.

13. Finance: Accounts for Payment

SSE	Footway Lighting	£155.76 (DD)
Ashford Grounds Maintenance	Work carried out in 2020 season	£705.94
Parish Clerk	Expenses	£89.96
Parish Councillor	Expenses	£25.00
Parish Councillor	Expenses: sandbags	£116.40
NALC	Planning Webinar	£30.00
Playdale Playgrounds	Deposit: 50% of order plus VAT for play equipment	£34,175.64
JNR Building Ltd	Toilet Project: 1 st payment	£10,680.00

Agreed: all the above payments to be approved

14. Clerk and Councillor Reports

- **Noticeboard on Mill Lane:** AS will bring options to March meeting.
- **Rubbish in trees:** contact DWH direct to request plastic waste is removed.
- **Shrub planting on verge of Green Lane:** seek guidance from Highways if this is permissible to prevent parking on the verges
- **Broadland News:** an article was published featuring the young person who raised the issue of the play area equipment in the village
- **Kingfisher Meadow:** safety barrier by Green Lane has yet to be provided
- **Clerks Six Month Review:** due to current restrictions it has not been possible to hold meetings in person; agreed to hold this over until later in the year
- **Soil Erosion:** due to recent flooding it appears soil has been deposited in the beck; a tree has also fallen near the pumping station. Highways has commissioned a study into the causes of the recent flooding.
- **Doctors surgery in Drayton:** a response to the letter sent to the Horsford surgery was not received but noted that the Drayton surgery is carrying out a vaccinations

**AS
Clerk**

15. Questions from the Public

No questions were raised.

16. Dates of future meetings: to commence at 7.15 pm via ZOOM until further notice

- Monday 1st March
- Monday 6th April. (to include Annual Parish Meeting)
- Monday 4th May (to include Annual Parish Council meeting)

The meeting ended at 8.45pm