

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Monday 3<sup>rd</sup> May 2022 at 7.15 pm in the Village Hall

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

1. **Election of Chairman:** JK proposed CB, seconded by AM. All in agreement
2. **Election of Vice Chairman:** it was agreed that as the parish council is seeking to appoint more members this election to be delayed until later in the year. All in agreement
3. **Police Report:** incident figures for February 2022 are:
  - 20 violent and sexual; 3 theft: 4 all other Crimes
4. **County Councillor Report:**
  - Charging Points: advice sought would indicate that the parish council would be required to set up an 'arms-length' company to install and maintain the charging points in order to obtain best value for money in terms of electricity and maintenance charges. However, the new development near the A47 will incorporate multiple charging points so, for the time being, there is no urgency. The transport event on 14<sup>th</sup> May will provide the opportunity for residents to comment on the provision of these facilities and whether they are viewed as high priority.
5. **District Councillor Report:**
  - Issues with Garden bin payments on the BDC website are being resolved
  - The report regarding the provision of Open Space within developments states that the developers are expected to engage with communities and other stake holders and take account of the Statement of Community Involvement. For major planning applications (10 or more dwellings), BDC will offer and facilitate meetings with developers and Parish Councils as early as practical in the consideration of the proposal, to discuss the main planning considerations, including open space provision.
  - BDC, along with other local planning authorities in Norfolk has received a letter dated 16 March 2022 from Natural England concerning nutrient pollution in the protected habitats of the River Wensum Special Area of Conservation and the Broads Special Area of Conservation and Ramsar site. The letter advised that new development within the catchment of these habitats comprising overnight accommodation has the potential to cause adverse impacts with regard to nutrient pollution. Therefore, until a solution is found no permissions can be granted for such planning applications
6. **Planning Committee:**

No applications have been received. June applications will be reviewed by A Makinson

7. **Apologies**  
None were received.
8. **Declarations of Interest**
  - Members of the Village Hall Mngt Committee for payments to the Committee for upkeep/maintenance
  - CB for the item Review of Allotment rents
  - **Annual Review:** No amendments were noted
9. **Minutes of the Meeting held on 4<sup>th</sup> April**  
The Minutes were confirmed as a true record of the meeting and approved unanimously.
10. **Advisory Groups**  
Membership was agreed as follows:  
**Allotments:** Chair, V Sokalsky, J Keeler, K Clarke  
**Finance:** Chair, K Johnson, V Sokalsky, J Keeler
11. **Village Hall Management Committee**
  - **Toilet Block project:** this project cannot, as yet, be signed off as two invoices are outstanding and a final check on the specification delivered has yet to be made.
  - Once the project is signed off it will be officially handed over to the VHMC
  - **Safety Surfacing:** confirmed this is now completed and has been signed off and is officially handed over to the VHMC
12. **BAP update**
  - BDC will be carrying out resurfacing to an area of Sandy Lane and the refuge as part of the work on the Broadland Country Park. It will be funded by BDC CIL funds.
  - Visitor numbers at the Park have averaged 1,000 per week.
  - There is a new Police Beat Manager, Matthew Hill, who will attend an HPC meeting when shifts permit
  - It is understood that Felthorpe Parish Council has received funds from NCC to clean Highway signs and gates within the village. Suggested that HPC pursue this further.
  - Traffic survey: an open event for residents will be held at the Village Hall on 14<sup>th</sup> May with displays illustrating options to mitigate traffic impact. Residents will be asked to provide comments and preferred options. Budget for printing material is £300. Agreed that if required the materials can be printed at a local printer. The event is already advertised within the village on noticeboards.
  - Potential field for sale: HPC has been seeking land for some time, for recreational use. A piece of land may become available but firstly, an independent valuation is required, before considering next steps.
13. **Highway issues within Horsford**  
These are noted in the above item.
14. **Policies and Procedures**  
**Co-option procedure:** this was reviewed and approved.  
**Noticeboards and HPC Website Policy:** this was reviewed and approved  
  
Both will be made available on the HPC website

15. **Finance: accounts for payment**

SSE Electricity	Street Lighting	£160.74 (DD)
Home-Pro Handyman	General Maintenance	£1,408.98
Paul Carrick	Internal Auditor	£125.00
Oaks CCTV Ltd	Maintenance and Upgrade	£1,343.00
Arborcare Ltd	Tree Works	£2,800.00
Training	FILCA for Finance Officer	£129.00
	<b>Total</b>	<b>£6,226.32</b>

The above accounts were unanimously agreed for payment.

- Agreed that future works carried out at the Village Hall must first be 'signed off' by the VHMC before the invoice/s are passed to HPC for payment
- **Review of Allotment Rents:** agreed not to increase for this year and rent to remain at £25/£50 per annum for half/full plots with an initial £50/£100 deposits. Tenants to be reminded of the need for the last person leaving in the evening to lock the gate
- **Fire Doors at Village Hall:** five doors in total and they are all in a poor condition, very old, one is wooden, one appears incorrectly installed. Quotes varied from £15,100 to £28,801, all inclusive of VAT, removal of waste from site and up to 10 years guarantee. Clarification is required on the lower quote that the doors are for commercial premises. For June agenda to agree quote and commission a technical survey.
- **OUTPOST funding request:** a paper was presented detailing the current contract with the YMCA and costs incurred to run OUTPOST. Costs for the remainder of this year total £10,039. Grant applications have been submitted to a range of organisations but all are very over-subscribed and success is difficult to achieve. It was agreed that HPC will fund the costs for the remainder of this year thereby providing time to seek other funding sources. Invoices must be made out to HPC. Proposed by CB, seconded by JK. All in agreement
- **Finance Group:** to meet to review and confirm the Reserves; propose new projects (noticeboards and bus shelters were suggested); prepare Project Management procedures

16. **Clerk and Councillor Reports**

- **Woodland Management Plan:** created by Ravenscoft and will be circulated when the completed document is received
- **Airport Consultative Committee:** KC attended. Business is almost back to pre-Covid levels and the airport is open until 11.30 pm each day. Currently footfall is 80,000, mostly associated with the helicopters flying to off-shore rigs, but with a variety of new destinations this is expected to increase to 350,000 per annum. There are proposals to provide electric buses to bring staff onto the site and thus reduce the use of cars
- **Open Spaces with housing developments:** with regard to this correspondence from BDC on 22<sup>nd</sup> April agreed clarification is required as to how BDC will involve parish councils in these discussions with developers and what contribution can parish council make with regard to the level of CIL or S106 funds applicable to each development
- **Horsford Methodist Chapel:** the committee has now confirmed they are no longer able to maintain the building or fund the running costs. More information is required as to what the committee is seeking, whether sale or rental of the building and upon receipt a Feasibility Study could be produced looking at the various future options for the building and the services currently provided from there

17. **Questions from the Public**

**Adoption of Bloor land:** BDC confirm that further works to nearby drains are required by the current owner before the land can be legally adopted.

**Neighbourhood Plan:** suggested that a review needs to be undertaken as it is over four years since the current version was published. The Chair confirmed that, if during the Review, it became clear that a Parish Councillor had a pecuniary interest it would be expected this would be declared and minuted.

**Sand and Bags for Coltsfoot residents:** suggested a sand box with the bags be provided for residents to help themselves. D Jacks offered to obtain costs and then seek agreement on where to place the box.

**Dam built on the Beck:** unclear as to what animal has built this but likely to be a protected species

**Horsford in Bloom:** some work is being undertaken around the Village Sign and the gates.

**Horsford Carnival:** events are booked, insurance and risk assessments have been secured and carried out

**Traffic event on 14<sup>th</sup> May:** confirmed that the event will include a Q&A session with displays. Following advice from the consultant handouts will not be provided.

18. **Dates of Future Meetings: to be held in the Village Hall Committee Room unless otherwise stated, commencing at 7.15pm**

Monday 6<sup>th</sup> June

Monday 4<sup>th</sup> July

Monday 1<sup>st</sup> August

The meeting ended at 8.45 pm