

# HORSFORD PARISH COUNCIL

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

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

### 1. **Police Report:**

- **July 2022 incident figures:** 13 violent and sexual; 2 Public Order: 1 Drugs: 1 All Other Crimes
- The Police have conducted a SNAP meeting at the Village Hall and will prioritize the following: i. dangerous and inconsiderate parking around the schools; ii. Speeding; iii. Anti-social behaviour (ASB)
- Several incidents of ASB have occurred and now form part of three investigations; police patrols have been increased in the area; increase in burglaries have been reported

### 2. **County Councillor Report:**

- Land at junction of Mill Lane and Juniper Court: the land is overgrown and not been maintained. Clerk has contacted NCC but received no answer. County Councillor has now requested Highways Manager includes this on future maintenance programmes.
- Village Sign: contact details of restorer have been provided to HPC as the sign is in a very poor condition
- Planning: Nutrient Neutrality, ie: nutrients affecting waterways, must be taken into account in relevant planning applications; more information will be provided in due course

### 3. **District Councillor Report:**

- Rubbish thrown onto Gordon Godfrey Way: rubbish continues to be deposited. BDC will be putting signs up and if that doesn't stop things then CCTV will be put in place. The police are aware and have visited the property a number of times.
- Food Caddy's will be distributed shortly
- NW Link Consultation ends on 9<sup>th</sup> October: HPC has a response which is on the agenda for approval
- Joint Core Strategy: update will be provided in the coming weeks

### 4. **Planning Committee:**

No applications have been received for comment at this meeting. An application for Lower Farm has been received: Clerk to request an extension

### 5. **Apologies**

Were received from A Makinson and R Marsden

### 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> September**

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

8. **Village Hall Management Committee**

**Grant for 2023/24:** although BDC have said that CIL funds can be used for the toilet cleaning contract the Village Hall Mngt Cttee would prefer to use the Precept as eventually CIL will cease, and such costs will become part of the annual Precept.

9. **Policies and Procedures**

**Status of HR and Finance Groups:** agreed these are not committees and will be referred to as **Groups**

10. **Recreation Land**

**To receive Valuation Report:** the valuation report was acceptable and will be the basis for carrying out due diligence and negotiations with the landowner.

**To appoint a solicitor:** agreed to contact Birketts to represent HPC in the due diligence and potential purchase of the land.

Horsford has 33 football teams so demand for pitches can never be met; costs at other venues are prohibitively expensive; the land comprises woodland and field and the costs of future management of the woodland needs to be considered; S106 funds can be used for the purchase of land.

A Quantity Surveyor will be required at a later date to advise on the development of the facility and costs of installation of power, water, parking etc but it is likely that development grants can be sought from a range of other sources such as government funds/initiatives and the Football Foundation and Norfolk FA who could also provide advice for the project.

11. **BAP update and Highways issues**

Confirmed that Zoom meetings are still used when attendees are unable to attend in person. The next meeting is on 18<sup>th</sup> October at 7.00pm

**NW Link response:** changes were agreed to the draft which was deemed to be too long, and to bring the more critical issues, such as transport and the impact of increasing traffic within Horsford, to the front of the response.

**Refresh of Neighbourhood Plan (NP):** a letter of engagement has been received from Oneil Homer detailing the proposed project format with costings. Likely cost of reviewing the NP will be in the region of £20,000 but Locality grants are available of between £13-£18K, dependent on how many parishes decide to review their own Plans. Agreed to allocate £2,200 plus VAT, from CIL funds, for the initial meeting with Oneil Homer which will be held on 27<sup>th</sup> October.

12. **Finance: accounts for payment**

|                             |                                    |           |
|-----------------------------|------------------------------------|-----------|
| SSE Electricity             | Streetlighting (DD)                | £160.74   |
| Ionos                       | Monthly email account subscription | £2.40     |
| Mower Signs                 | Sign for bike track                | £71.52    |
| Staff Salaries and Expenses | Quarterly payments                 | £3,648.94 |
| NALC                        | Good Councillor Guide              | £9.15     |
| Village Hall Mngt           | Hire of Committee Room             | £120.00   |
| PFK Littlejohn              | External Audit 21/22               | £960.00   |
| TT Jones                    | Quarterly Maintenance              | £633.36   |
| TT Jones                    | Repairs                            | £192.00   |

|                        |                           |                  |
|------------------------|---------------------------|------------------|
| Parish Councillor      | Expenses                  | £14.39           |
| Andrew Curtis Building | Topping up the bike track | £425.00          |
|                        | <b>TOTAL</b>              | <b>£6,235.10</b> |

The above accounts were unanimously agreed for payment.

- a. **To receive the External Audit report 2021.22:** the External Auditor took many weeks to respond to email and mislaid information sent by HPC but clarified a minor error from earlier years so able to sign off the Accounts.

13. **Clerk and Councillor Reports**

**Remembrance Sunday:** Chairman will attend on 13<sup>th</sup> November at 10.45am.

**Allotments:**

- the remaining Lease on Church Field is 4 years, up to September 2026
- next Inspection to be 30<sup>th</sup> October, at 10.00am

**HPC Credit Card:** all requested information has been provided to Barclays, now awaiting a response.

**Bike Track:** BDC have confirmed that the actual track surfacing can be paid from Open Spaces budget; invoice to be sent to the S106 officer. It may be possible to install a rubbish bin in the area although BDC must first check the access to the site for the collection vehicle.

**Wet Pore on the Play Area:** the annual Play Area Inspection report, which will be circulated to HPC members, has highlighted that the wet pore has not been correctly applied but would appear that the project was signed off before a full inspection was carried out. The Village Hall Mngt Cttee are currently reviewing options for rectifying the issue.

**HPC Savings Account:** agreed to hold £50K in the current account, the balance to be transferred to the Savings Account now that interest rates are rising.

**Village Sign:** KC to arrange an inspection of the sign; it is wooden and appears to be in very poor condition. Costs for maintaining the garden around the sign to be obtained.

**Memorial for Queen Elizabeth:** thanks were extended to Rev Margaret for holding this Memorial attended by residents and Councillors.

14. **Questions from the Public**

Although HPC answers queries from the public in a timely fashion the Parish Council cannot request that other government organisations, such as District Councils, do likewise.

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

Monday 7<sup>th</sup> November  
Monday 5<sup>th</sup> December  
Tuesday 3<sup>rd</sup> January 2023

The meeting ended at 8.45 pm