

**Minutes of the Meeting of Horsford Parish Council  
held on Monday 7<sup>th</sup> October 2024 at 7pm at Horsford Village Hall**

**Attendance:** Cllr Bell, Cllr Brown (Chair), Cllr Clarke, Cllr Johnson, Cllr Keeler, Cllr Makinson, Cllr Stallard-Mulford, Cllr Thorpe, Cllr Tony Adams (County Councillor), Sarah Vergette (Clerk) and two members of the public.

- 1. Apologies for absence.** Cllr Lisa Starling (District Councillor).
- 2. Declaration of Interests:** Members of VHMC declared an interest in village hall matters.
- 3. Co-option of Councillor.** It was unanimously agreed to co-opt Mr Bell to the Parish Council. The Declaration of Acceptance of Office was signed and Cllr Bell joined the meeting.
- 4. To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting, having been circulated were **approved**.
- 5. Public participation session**
  - a. Public. A member of public attended the meeting to discuss the planning application for Broadland Country Park as they had concerns.  
County Councillor. Cllr Adams reported that following a consultation for 20mph limits in part of the village he was happy to sign the TRO. Cllr Adams will meet with the Highway Engineer later in the week in Mill Lane, Cllr Brown will join them. Cllr Adams was asked about plans for the other side roads in Horsford being made 20 mph. There is to be discussion regarding the bus pull in and whether it should have yellow lines around it. Cllr Keeler was concerned this would reduce parking spaces and push vehicles into the side roads.
  - b. District Councillors. No reports
  - c. A Police report had been received and circulated.
- 6. Village Hall Committee**
  - 6.1 Cllr Keeler reported that hopefully a new secretary had been found.
  - 6.2 To discuss resurfacing the car park. The car park is poor in places and needs resurfacing. It was agreed to consider the layout to maximise space before any work is carried out. Cllr Keeler will obtain three quotes if possible.
- 7. Highways**
  - 7.1 To discuss Parish Partnership bid. It was agreed there would be no application.
  - 7.2 To discuss the grass cutting contract with NCC. Cllr Makinson had asked the Highway Engineer for a map of the areas which need cutting before the contract is signed. The bank where the milestone is situated needs to be cut. The grass in Meadowsweet where the new bollards have been installed is very long, this is BDC's responsibility.
  - 7.3 Cllr Makinson met with the Highway Engineer, an email with the outcome had been circulated.
  - 7.4 Posts in Mill Lane. The Highway Engineer has stated that the posts which have been installed by residents are unauthorised and should be removed. A letter had been drafted and was agreed. This will be sent to the residents concerned.
  - 7.5 Email to Jerome Mayhew MP regarding City Fibre. Following Cllr Makinson's meeting with the Highway Engineer it was agreed to write to Jerome Mayhew MP to say that the Parish Council would not be taking any further action with regard to City Fibre.

The Parish Council could spend a huge sum to reinstate the footpaths only for other utility companies to dig them up again.

- 7.6 To discuss quotes for the plants for the roundabout. A quote had been received but after some discussion it was agreed that members of the Parish Council would plant the roundabout themselves.
- 7.7 To discuss works surrounding the village sign. It was agreed to seek further quotes for this work.
- 7.8 To discuss the dog bin at Butterfly Mill. An email had been received from Trinity Estates requesting the Parish Council to take responsibility for this bin which they had put in place. It was agreed not to take responsibility for the bin. The trees near to the sign had not been cut back properly, Cllr Brown will discuss this with the Highway Engineer when they meet.
- 7.9 To discuss the bus shelter on Holt Road near the Brickmakers' site. An email had been received saying the bus shelter is in a bad state of repair. It had previously been agreed not to spend any money on this bus shelter as it will be moved because it will be at the entrance of the new retail outlet.

**BAP.**

- 8.1 A report had been circulated and was noted.

**9. Finance**

9.1 To approve payments:

A Makinson – Zoom	£15.59
Village Hall	£180.00
HMRC	£731.52
S Vergette	£1955.70
Baby Bean	£400.00
Village Hall – grant	£11,000.00
Ashfords	£474.00
M Andrews	£120.00
G Hogarth	£312.00
Public Pits	£169.53
Colour Print	£431.51
Colour Print	£122.04
Horsford PCC – grass cutting	£500.00
Nisbets	£176.22

**Agreed.**

- 9.2 To agree bank reconciliation. Agreed.
- 9.3 To agree the minutes of the Finance meeting held on 14<sup>th</sup> November, agreed. The next meeting will be held on 27<sup>th</sup> November at 6.30pm.
- 9.4 To discuss the budget. The budget had been amended to incorporate an allowance for Outpost and changes made by the Government's budget. It was noted that the annual salary award for clerks had been agreed and should be back paid to April 2024.

**10. Allotments**

- 10.1 To discuss allotments. HALCOM had sent a report. The new tenant at Church Fields who took on the half plot has been busy clearing the area. However there has been little activity on the two plots that were occupied earlier in the year. The plot nearest the gates has seen some clearing taking place but the other plot has not, as yet, been touched and weeds continue to grow. Most allotment rents have been paid.

- 10.2 Cllr Keeler reported that there are three large mounds which have been left by tenants, one contains asbestos. A quote for safe removal had been received in the sum of £700, this would be properly receipted and contractor is licenced to remove asbestos. Agreed. It was agreed to write to the tenants saying that the Parish Council is removing this rubbish because it is hazardous and the three plots will then be clear for new tenants. This can be paid from S106 monies.

**11. Planning**

- 11.1 Planning application 2024/2775 conversion of garage to annexe at 14 St Helena Way. No objection.
- 11.2 Planning Application 2024/3104 Construction of Visitor Centre, café and works at Broadland Country Park. It was agreed this application is out of keeping for the area and should remain as a natural space. There was concerned regarding the number of trees which would be removed. Concern was also expressed regarding the roads and traffic management. There is no infrastructure for such a development. Broadland District Council have disregarded Horsford Parish Council’s Neighbourhood Plan, neither have they approached the Parish Council or BAP prior to applying for planning permission. Cllr Stallard-Mulford will amend the planning report, an objection will be sent to Broadland District Council based on the report. Copies will be sent the Head of Planning, the District and County Councillors.
- 11.3 Planning application 2024/3060 ingle-storey self build and garage on land to the south of Dog Lane. No objections.
- 11.4 Planning application 2024/3182, installation of an air source heat pump at 354 Holt Road. No objection.
- 11.5 To note registration of the Church Room as an Asset of Community Value.

**12. Clerk and Councillors reports**

- 12.1 The clerk’s reported that she had dealt with matters relating to overgrown hedges, highways and verges etc.
- 12.2 Cllr Thorpe had been in contact with Royal Mail again regarding the removed post box opposite Poppyfields, she should receive a response within ten days but they may not replace the post box. Cllr Makinson said it was unacceptable for such a large estate not to have a post box.  
No response has been received regarding the illuminated sign, the clerk will follow this up again and write to the Head of Planning.  
The clerk will contact the family of Andrew McClure regarding a bench in his memory.
- 12.3 There was discussion regarding the Horsford News, it is necessary to obtain the financial costs before anything can be done. This will be discussed again at the next meeting.

**13. Correspondence**

- 13.1 Nothing further to discuss.

**14. Date of the next meeting. Monday 2<sup>nd</sup> December at 7pm.** Items for the agenda should be sent to the clerk by Monday 25<sup>th</sup> November.

There being no further business the meeting closed at 8.15pm.

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Chair

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Date