

**Minutes of the Meeting of Horsford Parish Council  
held on Monday 5<sup>th</sup> June 2023 at 7pm at Horsford Village Hall**

**Attendance:** Cllr Brown (Chair), Cllr Clarke, Cllr Johnson, Cllr Keeler, Cllr Makinson, Cllr McClure, Cllr Tony Adams (County Councillor), Cllr Nich Starling (District Councillor), PC Sam Hales, Sarah Vergette (Clerk) and six members of the public.

1. **Apologies:** Cllr Lisa Starling.
2. **Election of Vice-Chair.** It was **resolved** to elect Cllr Keeler as Vice-Chair.
3. **Co-option of Councillors:** This item will be kept on the agenda for the time being.
4. **Declaration of Interests:** Members of VHMC declared an interest in village hall matters.
5. **To approve as accurate minutes of the previous meeting.** Cllr Makinson stated that the May minutes read that she had not received approval to speak with Helen Mellors. Approval had been given at the April meeting. The minutes were then **Approved**.
6. **Public participation session**
  - a. Public. Concern was raised regarding a gate that had been erected in Green Lane without permission from the Trustees of the Fuel Allotment. Letters had been sent to the neighbouring landowner. It was agreed that the Parish Council would write to the landowner seeking their views.  
A member of the public thanked those involved with the Consultation, however, there was an enquiry relating to some people who could not attend an in-person event and it was suggested there be an online follow up to give them the opportunity to put forward their views. Appreciation of the wildlife in the verges etc was also expressed. There was also an enquiry relating to the grant for the churchyard – the clerk will look into this. There was also an enquiry relating to help with the payment to YMCA for Outpost, this will be discussed later in the meeting.
  - b. County Councillor. Cllr Adams had forwarded on emails he had received relating to the items he was tasked to look into. There will be a site meeting to discuss the white gates in Church Street, date to be discussed. The cost of these could be met by the County Councillor’s budget.  
The S278 Agreement could take six months.  
Holt Road in a poor condition, the road will be monitored. There is a possibility it could be surfaced dressed in 2024/25. Highways look at the defects when they are reported through the portal, there is constant monitoring.  
Green Lane, the Highway Engineer is looking into this matter.
  - c. District Council. Cllr Nich Starling reported that he had attended a full council meeting which was mainly procedural. They will be reviewing systems and committee structures and how they work. They are also looking at the roles for portfolio holders. Cllr Starling stated that Gypsy and Travellers site for Horsford has been dropped. Cllr Starling went on to say that the NHP Refresh Consultation had been carried out very well.  
The NHS drop-in centre in Norwich will remain open.
  - d. The Police report had been circulated. PC Sam Hales attended part of the meeting. The criminal damage to the toilets had been resolved, thanks to the CCTV. The Police work closing with the local schools. They spoke to the young children at Fairfield Nursery, to make sure they are comfortable with the police. They are aware of vehicles

using Green Lane and Mill Lane at speed and will be monitoring the situation. Speeding is a priority. They are now aware of any problems on the recreation grounds.

## 7. Village Hall Committee

7.1 Cllr Keeler reported that the toilets have now been unblocked, a new door has been ordered and the insurance has paid out for this.

Cllr Brown invited Cllr McClure to the next VHMC meeting so that he could get a perspective on the work that is done.

## 8. To Discuss the Neighbourhood Plan Refresh

Cllr Brown stated that 119 people attended the Consultation event, there are almost four thousand people in the village. Cllr Brown asked if BAP thought they had the support of the village with the scheme. Cllr Makinson replied that there were over three thousand good quality responses to the questions asked. It was clear that the villagers do not want further development. Legislation had changed since the original NHP was put in place, it is necessary to keep up with the changes.

It is hoped there will be further funding from Locality, as soon as new funding is announced it will be applied for.

There will be at least two more consultations, and a survey will be put out at the same time. A package had been put together to give out. The feedback will be posted on Facebook and linked to Horsford Life so people can see that what they said was recorded.

Cllr Brown thought that once there was a transport policy in place there could be more village engagement.

It was **agreed** that there was support to carry on with the NHP Refresh.

## 9. BAP

9.1 NHP Refresh update. Cllr Makinson had circulated an update which was noted. The next steps is the call for sites. BAP also need to go through the Consultation responses with O'Neill Homer who will start to write draft policies. There is a provisional meeting booked for 26<sup>th</sup> June. O'Neill Homer will charge £150 plus VAT which is expenses for this meeting. The next O'Neill Homer invoice should be slightly less than anticipated in the sum of £2,750, this was **agreed**. The invoices will vary according to how many days ONH carry out in any one invoicing period.

There was some discussion relating to how decisions are made between meetings. The clerk explained that even if there is a budget relating to an item the payment still needs to be agreed at a full Parish Council meeting. Councillors thought that something had been put in place for making decisions by email between meeting, the clerk will look into this.

9.2 Survey Monkey. It was **agreed** to purchase a licence for this.

9.3 Transport Master Plan. Cllr Makinson reported that the meeting relating to the Western Link went well, notes had been circulated. If the scheme goes ahead there could be a 20mph on the Holt Road to mitigate the extra traffic. It would be good to make the Holt Road as unattractive as possible to large lorries and fast cars, the 20mph would be enforced. It would also be useful to extend the limit to Church Street.

Concept designs for Mill Lane would be £5935, plus £400 for an onsite meeting, concept designs for Church Street £4225, all subject to VAT added. This was **agreed**. Designs would be for a pelican crossing on Holt Road, near to Mill Lane and Traffic calming in Church Street. The concept designs would be sent to Highways to try and obtain funding. There was some discussion relating to whether these design concepts should be done at the same time, it was agreed that Mill Lane would be the priority but the Church Street design should also be ready to go ahead. Cllr Makinson will follow up on this.

Cllr Makinson had a Zoom meeting with Helen Mellors to discuss the S106 monies, Helen Mellors will approach the developers to try and vary the length of time the Parish Council has to spend the funds. Recreation land, in some cases, is on the development site itself.

No S106 agreement has been made relating to the bungalows in Green Lane, as only six have been built.

9.4 The Tree Warden was in attendance at the meeting. Standing Orders were suspended to allow the Tree Warden to explain with regard to the removal of trees from Bracken Wood. BDC had been consulted, there are no TPOs and there are no planning applications for the site. BDC asked that the site is monitored. Standing Orders were reinstated.

## 10. Finance

10.1 To approve payments:

SSE	Electricity	150.64
S Vergette	Salary & Expenses	938.32
A Makinson	Zoom	15.59
HMRC	Tax & NI	596.05
Colour Print	Posters	144.25
Wave	Water	28.17
Wave	Corner Lane water	238.24
Ashfords	Supply & spread 5 tonnes of granite	537.00
J & A Higgs	Assist with refreshments on 20th May	60.00
Dyno Rods	Unblock toilets	210.00
A Makinson	reimbursement for Consultation expenses	97.74
Ashfords	Playing field & football pitch maintenance	7011.60
Colliers	Church Field Rent	1500.00
Zak Branch Limited	tree work Church Fields allotments	1020.00
Village Hall	Hire	200.00
Colour Print	Banners	130.03
Hiscox	Insurance	1417.24
Asfords	Roundabout maintenance	756.00
A Makinson	Pens	208.80
	Total	15259.67

**Agreed.**

10.2 Finance Working Group. It was **agreed** that the Working Group would comprise Cllrs, Brown, Johnson, Keeler and McClure. The first meeting will be held as soon as possible.

10.3 To agree the bank reconciliation. **Agreed** and signed by the Chairman.

## 11. Allotments

Cllr Brown asked if he could purchase weedkiller in the sum of £50, **agreed**. It was **agreed** that Cllrs Brown, Clarke and Keeler would inspect the allotments on 25<sup>th</sup> June to judge the Best Kept Allotment.

Following a recent inspection of allotments it was noted that some tenants on the Church Fields site were using sprinklers from the tap. It was **agreed** to send a letter asking them to desist. It was also **agreed** that updated Tenancy Agreements would be sent out in October when the rents are renewed.

**12. Planning**

- 12.1 Planning application 2023/1182 installation of solar panels Fox Barn. No objection.
- 12.2 Planning application 2023/1026 outline planning for demolition of existing dwelling and replace with three bungalows, Scylla, Dog Lane. It was agreed that further information is needed. Highways have already made an objection. The Parish Council’s response should link to policies in the NHP.
- 12.3 Planning application 2023/1444 Willow Barn, Dog Lane. Variation/Removal of condition 2 of planning permission 20211901 - addition of porch Removal/Variation of Condition (S73 / S19). No comment.
- 12.4 Planning application 2023/0182 Larkrise , Dog Lane. Variances to existing access to make it bigger to allow for a future planning application. An objection will be sent to this application.
- 12.5 Planning application 2023/0385 has been withdrawn – noted.

**13. Clerk and Councillors reports**

- 13.1 The clerk reported that the audit has now been completed and sent to the external auditor.
- 13.2 Cllr Makinson stated that there would be an online meeting to discuss Neighbourhood plans on 28<sup>th</sup> June, she would like to attend, Cllr Johnson also expressed an interest. Cllr Makinson stated that she would like to be the NALC representative, **agreed**. Cllr Makinson stated that she would like the Council to write to the School Governors to get consolidation on the school sites, **agreed**. Cllr Brown stated that there was no paperwork relating to handing over the toilets to the Village Hall Management Committee, he therefore thought they should be retained by the Parish Council, **agreed**. All future projects will be retained by the parish Council.

**14. Correspondence**

- 14.1 Blocked Rights of Way – reported to the Footpath’s Officer at Norfolk County Council.
- 14.2 Damage to the sign for Wheat Acre Close – reported.
- 14.3 Various reports of overgrown highway verges - reported
- 14.4 Concerns for tree removal, discussed above.
- 14.5 Dog bins in Kingfisher Meadows, the development has not been adopted therefore the Parish Council cannot install bins.
- 14.6 Outpost have asked if the Parish Council could fund the renewal with YMCA. There are funds allocated in the budget. **Agreed**.

**15. Clerk’s Employment.** This will be discussed at the Finance meeting.

**16. Date of the next meeting.** Monday 3<sup>rd</sup> July at 7pm. Items for the agenda should be sent to the clerk by Monday 26<sup>th</sup> June

**17. Any Other Business/Information**

None.

There being no other business the meeting closed at 9.15pm.

.....  
Chair

.....  
Date