

Minutes of the Meeting of Horsford Parish Council
held on Tuesday 9th May 2023 at 7pm at Horsford Village Hall

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

1. **Election of Chairman:** It was **resolved** to elect Cllr Brown as Chairman.
2. **Apologies:** None.
3. **Co-option of Councillors:** It was **resolved** to co-opt Cllr Johnson. All councillors had signed Declaration of Acceptance of Office forms prior to participating in the meeting.
4. **Declaration of Interests:** Members of VHMC declared an interest in village hall matters.
5. **To approve as accurate minutes of the previous meeting.** Approved.
6. **Public participation session**
 - a. Public. The screening around the Brickmakers site was queried as it was considered unsightly. This is private land and the Parish Council has no jurisdiction over the colour it is painted. A S278 agreement with Norfolk County Council is awaited and nothing can be done until this has been approved. Cllr Adams will take this up with NCC.
There was a query regarding access around Kingfisher Meadows, particularly with regard to disabled and pedestrian access. There is also an ongoing issue with the bus services. Cllr Lisa Starling will take this up.
The street lights outside 233 Holt Road are not working, the clerk will report this. The roads throughout the village are in a bad state. Cllr Adams will discuss with Highways.
 - b. County Councillor. Cllr Adams reported that he had discussions regarding the Western Link, at present it is not known if it will go ahead but Horsford Parish Council will be consulted if it does.
Sandy Lane is in a bad state, part of the road is unadopted. Highways have indicated that they may be able to carry out some works to the road. The Highway Engineer has done a survey on Holt Road, the report is awaited. It was agreed that all the roads are in a bad state.
There was some discussion as to whether Parish Gateways could be installed in Church Street from Cllr Adams' budget.
 - c. District Council. Cllr Brown congratulated the District Councillors on being elected. page. .
 - d. The Police report had been circulated.
7. **Village Hall Committee**
 - 7.1 Cllr Keeler reported that with regard to the vandalism to the toilets, the CCTV footage had been given to the police. They had identified the culprit who will be sending a handwritten apology to VHMC. Quotes are being obtained for new doors.
8. **Business Action Plan**
 - 8.1 Neighbourhood Plan Refresh. Cllr Makinson had circulated a report which was noted. Cllr Makinson reported that there will be an invoice from O'Neill Homer at the beginning of June for six days work which amounts to £3,900, it was agreed this can

be taken from the BDC funding. O'Neill Homer quoted for forty days work originally but it is looking likely this may be extended to forty-five days.

With regard to the public consultation on 20th May, BAP will be asking parishioners to sign up to join the focus group mailing list for updates. It was agreed that the Clerk would hold all the contact details for GDPR purposes and all correspondence should go through the clerk.

With regard to the call for sites, land agents would like to meet, it was agreed that the working group would meet with them initially and report back to the Parish Council, no decisions will be made by the working group.

Brown & Co would like to meet with the Parish Council to go through what is required with regard to looking for suitable land.

Clr Makinson had circulated a draft of a leaflet which will be handed out on the consultation day. This was agreed.

8.2 Transport Masterplan. Covered in the report circulated. The Council needs to see that they would be getting something for their money. This plan needs to go through Highways. Sarah Simpson has agreed to attend a meeting relating to the Western Link.

8.3 Woodland Management Plan. No further action for the time being..

9. Finance

9.1 To approve payments

a.	SSE – Electric	£170.69
b.	Clerk salary & expenses	£1064.08
c.	A Makinson – Zoom	£15.59
d.	HMRC	£365.88
e.	Colour Print	£247.14
f.	J R Graves	£150.00
g.	TT Jones Electrical	£633.36
h.	Horsford Village Hall	£110.00
i.	Horsford Parochial Church Council	£43.14 (Bunting)
j.	Outpost	£30 it was agreed to hold this payment for

now.

Approved

Receipts

a.	Broadland District Council	£36,203.50 Precept
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Noted

9.2 To note the Internal Auditor's report. This had been circulated to all Councillors. The Barclaycards will be cancelled. The clerk has cancelled one of the Zoom accounts. Clr Makinson stated that Zoom is important for the BAP meetings. This will be discussed at the June meeting. It was suggested that going forward it would be a good idea to meet with the Internal Auditor six monthly.

There was some discussion relating to the VAT position and Parish Council assets. The clerk will investigate what items are owned by the Council. Again, this will be discussed in June. It was agreed that the Parish Council should retain the assets they pay for and not hand them over to other groups.

9.3 Approval of the Governance Statement of the Annual Return. This was **Approved** and signed by the Chairman and Clerk.

- 9.4 Approval of the accounting Statements of the Annual Return. This was **approved** and signed by the Chairman and RFO.
- 9.5 To discuss assets. This will be looked into and report back in June.
- 9.6 To discuss and agree a transfer of funds to Unity Bank. £40,000 will be transferred to the current account.
- 9.7 To discuss the insurance renewal. This was **agreed**.

10. Allotments

Cllr Keeler stated that there are eight people on the waiting list for an allotment. Cllr Keeler and Cllr Brown recently inspected the allotments and they are keeping an eye on a couple of tenants to make sure their plots are kept properly. Contact details will be updated for all tenants. Quotes have been sought for clearing up the Church Fields site. The perimeter is overgrown and there is a lot of glass from an old greenhouse. It was agreed to accept quotes from Ashfords in the sum of £340 plus VAT to clear the overgrown perimeter and £640 plus VAT to clear away the broken glass and greenhouse.

It was agreed to obtain three quotes for removing the conifers. S106 monies can be used for this work.

11. Planning

11.1 Planning application 2023/08544 Glebe Farm. There was much discussion relating to this application, it was agreed to ask for an extension of time. It was noted that this is a retrospective application. Cllrs Johnson and McClure will put together a response. Concern was expressed relating to the screening the site, height of the rubble etc.

11.2 Planning application 2023/0754 Fox Barn, Dog Lane. Installation of solar panels. No objections.

12. Clerk and Councillors' Reports

12.1 Clerk's report. The clerk stated that she had spent a lot of time dealing with the accounts this month.

12.2 Cllr Makinson stated that she had asked Helen Mellors to look into the reclassification of S106 monies which need to be used next year. The Parish Council was not consulted on this. Cllrs Starling will take this matter up.

Cllr McClure suggested that a formal Finance Committee should be formed and meet regularly this was agreed in principle and will be an agenda item in June.

Cllr Clarke reported that she had attended an Airport meeting. Drones over the Country Park had been discussed. Drones should not be used near the Airport of Felthorpe airstrip. This had been reported to BDC who had advised the rangers and volunteers at the Country Park accordingly. Notices will be put up at the Airport.

13. Correspondence

13.1 An email had been received regarding dog bins in Flag Cutters Park. The normal rubbish is being used for dog bags but BDC are not emptying the bin regularly. The resident has taken the matter up with the management company but asks the Parish Council if it is possible to instal a dog bin. The clerk will investigate.

13.2 There is a rotten post on the dog bin in Oak Grove has snapped. The clerk will ask the handyman to take a look and give a quote to replace it.

14. To review and update policies

- 14.1 Standing Orders. Agreed
- 14.2 Financial Regulations. Agreed
- 14.3 General Risk Assessment. Agreed.

14.4 Internal Control Policy. Agreed

15. Date of the next meeting. Monday 5th June at 7pm. Items for the agenda should be sent to the clerk by Monday 29th May.

16. Any Other Business/Information
None.

There being no other business the meeting closed at 9pm.

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Chair

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Date