**Minutes of the Meeting of Horsford Parish Council**

**held on Monday 6th March 2023 at 7pm at Horsford Village Hall**

**Attendance:** Cllr Brown (Chair), Cllr Clarke, Cllr Johnson, Cllr Keeler, Cllr Makinson, Cllr McClure, Cllr Lisa Starling, Cllr Dave Thomas, Cllr Tony Adams, Sarah Vergette (Clerk) and two members of the public.

1. **Apologies for absence:** None
2. **Declarations of Interest:**  Members of VHMC declared an interest in village hall matters.
3. **To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting were **approved.**

Sarah Vergette was introduced as the new clerk. The Contract of Employment had been circulated and was agreed. This was signed by the Chairman and Clerk.

1. **Public participation session** 
   1. Public. Forthcoming plans for the Coronation weekend; on Sunday 7th May there will be a Church service in the morning and a picnic in the afternoon. The VHMC had given permission for the village hall to be used. A £200 grant from Broadland District Council would be applied for.

The Big Help Out will be held on Monday 8th May at the Church. Refreshments will be provided.

Ten extra chairs are needed for the warm space in the Church Rooms, new tables and chairs had already been purchased. The Church had received a grant from Norfolk County Council. Between 7 and 17 people currently used the warm space. The Warm space will finish at the end of March, however, there are several lonely and vulnerable people and it had been decided to hold drop-ins on Thursday afternoons from 1st April.

The Church would like to improve accessibility; the path to the door and the car park and will be applying for grants.

* 1. County Councillor. Cllr Adams thanked Cllr Thomas for his hard work. Cllr Adams went on to report on a recent meeting with First Buses. It was a useful meeting and First Buses were surprised there were still ongoing issues, there is no shortage of drivers. The buses have trackers on them and the management will be looking through the data. There is a lot of work to be done to improve the service. The main issue is with buses not turning up at all.

Cllr Adams stated that it may be possible to use Parish Partnership funding or part of his annual allowance to fund the improvements mentioned for the Church Rooms car park and path.

District Councillor. Cllr Starling reported that there are supposed to be bus stops on the Kingfisher Estate. She will looking at the planning for this, BDC will enforce if necessary. The parking is bad with cars being parked on the pavements.

Cllr Starling went on to say there had been an incident on a public right of way when someone was accosted by a person with a rifle, she will ask Sarah Price (NCC) for signage.

* 1. Police report, circulated. Cllr Makinson stated that with regard to the point regarding walk to school week, there will be a consultation with the schools regarding the Neighbourhood Plan, they will also be looking at parking.

1. **Village Hall Committee**

5.1 Three quotes had been received for re-decoration works. Cllr Johnson declared an interest in this matter. The quotes were discussed and it was agreed to award the contract to Mark Andrews in the sum of £7,385. There was also discussion with regard to whether S106 or CIL monies would be used.

1. **Business Action Plan**

6.1 Cllr Makinson had circulated a report which was noted. Funding from Broadland District Council been approved in the sum of £6,000, 75% percent will be given now and the further 25% at a later date. Cllr Makinson had not heard with regard to Locality funding. Cllr Makinson asked for approval for an invoice to be raised for 75% of the £6,000 grant. **Agreed. Action Clerk.**

There needs to be some thought given as to how to use these funds, they could be used to top up the O’Neill Homer fees. Thought should be given to where these funds will come from. It will be necessary to fund a consultation event.

There are some new policies which will need to be put into the NP, the group would like to embed the Transport Masterplan in the NP. A meeting is being held on 7th March to discuss this. A new Facebook page will be set up to provide information. Horsford News will also have an article covering the consultation.

Cllr Makinson will prepare a report for Locality as they need to know the funds are spent.

There will be Pride of Place funding for the village sign.

A feasibility Study would be a good idea for possible recreation land.

It was **agreed** to contact Brown & Co to ask how much they would charge to look for land for recreational purposes within a ten mile radius of Horford. **Action Clerk.**

1. **Finance**

7.1 To approve payments

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| SSE Electricity | Streetlighting (DD) | TBC |
| Village Hall Man Comm (138/41) | Village Hall Hire | £100.00 |
| Expenses (139) | Zoom Subscription | £71.95 |
| Gary’s Window Cleaning (140) | Bus Shelter Cleaning | £297.00 |
| A Makinson Expenses (142) | Office Supplies | £80.35 |
| Oneill Homer | NPR policy review | £8190.00 |
| A Cook | RFO Salary & Expenses | £4154.08 |
| HMRC | Tax & NI | £574.00 |
| **TOTAL** |  | **£13467.38** |

**Approved**

It was **agreed** that Cllr Keeler could set the payments up and they would be approved by Cllr Makinson. **Action Cllr Keeler.**

Cllr Keeler had been in touch with Barclays for a mandate change, this will take time.

There was some discussion regarding moving over to Unity Bank, the Clerk outline the process. Cllr Keeler proposed to move over to Unity Bank, seconded by Cllr Brown will all in agreement. Signatories will be Cllr Brown, Cllr Keeler and Cllr Makinson, with the Clerk having full access to review the accounts and set up payments but not to authorise them. **Action Clerk.**

1. **Projects.**

It was agreed to alter this item in future to cover allotments.

1. **Planning**

Two planning applications had been received but there had not been time to review them, it was agreed that Cllrs Johnson and Makinson would review the application and circulate their response to councillors for approval. **Action Cllrs Johnson & Makinson.**

Cllrs Johnson and Makinson will continue to review all planning applications together with Cllr McClure.

1. **Clerk and Councillors’ Reports**

10.1 Notes from the Brundall meeting were noted.

10.2 It was agreed that the A3 printer would be put in the village hall office to be used for printing posters etc.

10.3 The clerk had notified BDC of two recent councillor resignations, notices for the vacancies had been placed on the noticeboards.

10.4 Elections. The Nominations Forms had been circulated, it was agreed that Cllr McClure would take all the forms to BDC.

10.5 Cllr McClure reported that he had spoken with the Chairman of Horsford Cricket Club, they wish to play a bigger part in the sporting life of the village, they will be in contact with the school to get youngsters involved.

1. **Correspondence**
   1. Funding for Warm Spaces. An outline to this was given under Public Participation, there as a request for £450 plus VAT for ten new chairs. Following some discussion it was **agreed** could be made from S137 monies in April.
   2. First Bus Meeting feedback. Covered above.
   3. Horsford Woods Access. Cllr Brown had been contacted regarding access as a new gate had been installed to prevent vehicular access, this would also discourage dumping of rubbish etc. Cllr Johnson declared an interest in this matter but explained that there is still pedestrian access. Cllr Brown will investigate further. **Action Cllr Brown.**
   4. Norfolk ALC sent information regarding Electric Vehicle Charging points, this will go in the NP Consultation.
   5. Details regarding the Norfolk County Deal had been circulated. Some councillors will attend the zoom meetings.
   6. Broadland Litter Pick information will be sent on to the Brownies etc.
2. **Dates for future meetings**

Noted.

1. **Date of the next meeting.** The date of the next meeting was set for Monday 3rd April 2023 at 7pm in the village hall.
2. **Any Other Business/Information**

A member of the public asked what the criteria is for pedestrian crossings, these are decided by Highways but will be looked into as part of the transport policy.

There being no other business the meeting closed at 9.10pm.

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Chair Date