

**Minutes of the Meeting of Horsford Parish Council  
held on Monday 5<sup>th</sup> August 2024 at 7pm at Horsford Village Hall**

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

- 1. Apologies for absence.** Cllr Lisa Starling.
- 2. Declaration of Interests:** 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, having been circulated were **approved**.
- 4. Public participation session**
  - a. Public. A member of public stated that there is no way of keeping the gate to one of the allotments open, Cllr Brown will look at this. There was a complaint regarding the new very bright sign at the newsagents. The clerk will contact BDC. There were also complaints regarding the proliferation of signs on the highway along Holt Road, the clerk will contact Highways.  
A member of the public informed the Council of a Yellow Pedal way consultation which is taking place. He felt that this Pedal way should be a planning condition in the upcoming planning meeting relating to a solar farm adjacent to it. Details of this have been put on Facebook and will go on the Parish Council website. The cycleway should provide a safe cycleway from the village into the city.
  - b. County Councillor. Cllr Adams stated that there had been a water leak at Olive Crescent and there would be a road closure whilst this was rectified. Highways will monitor for yellow lines around Mill Lane and Holt Road.
  - c. District Councillors. No reports had been received from the District Councillors. Parish Councillors are disappointed that District Councillors are not attending meetings, and the clerk will write to them both.
  - d. The Police report had been circulated and was noted.
- 5. Village Hall Committee**
  - 5.1 Cllr Keeler reported the cost of rectifying the drains would be £3400. Cllr Keeler will contact the insurance company to see if the Parish Council could make a claim for this work. This sum will be put into the budget for the future.
  - 5.2 Update on the Licence with the Social Club. The Social Club has submitted their CIC applications to Companies House, but it will take 3 – 5 days before they hear back. Some minor amendments had been agreed for the Licence. The VHMC had agreed an extension of the current Licence until 12<sup>th</sup> August as a gesture of goodwill.
  - 5.3 Baby Bean have asked if the public toilets could be locked at 5pm when they close the coffee shop, it is hoped this will prevent vandalism. This was agreed.
- 6. Highways**
  - 6.1 To discuss Highway Maintenance. An email had been received asking if the Parish Council would consider taking on the grass cutting in the parish, a list of areas was provided. It was agreed that the clerk would try to obtain three quotes for grass cutting and this will then be discussed again. NCC would pay the Parish Council to have the grass cutting carried out. It was agreed that the Parish Council might have more control over the frequency and quality of cutting.

- 6.2 To discuss quote for works around the village sign. A quote for work had been received, however the trees need to be cut back before this work takes place. The clerk will contact the Highway Engineer, and the works will be discussed again at a future meeting.
- 6.3 The Prohibition of Waiting Order for Holt Road and Mill Lane was noted.
- 6.4 The Agreement for the S38, Cripps development had been received.
- 6.5 The Parish Partnership Scheme information was noted. It is not possible to apply to use this for the new crossing as work has already started. This will remain on the agenda.
- 6.6 Complaints had been received regarding the pathways in Angela Road following works by Virgin Media, the clerk has reported this to Highways.

## 7. BAP.

- 7.1 A report had been circulated and was noted. An email had been received to say that NCC Highways will be installing street lighting around the new crossing. This will mean that the Parish Council does not have to pay for the lights, maintenance or electricity. There will be a grassed area in front of the doctors' surgery wall where maintenance vans can be parked. Cllr Makinson has written to Ben Burgess at BDC, Mr Burgess is happy to meet with BAP. The increase in costs for the Neighbourhood Plan Refresh in the sum of £10,800 was agreed. It will be important for parishioners to attend the public consultation in due course.

## 8. Finance

### 8.1 To approve payments:

a.	A Makinson – Zoom	£15.59
b.	Village Hall	£96.00
c.	HMRC	£526.65
d.	Clerk salary & expenses	£1725.31
e.	NGF Play	£78.00
f.	Baby Bean – toilets	£500.00
g.	Gary's window cleaning	£312.00
h.	Ashfords	£624.00
i.	Norfolk Doors	£2310.60
j.	Grosvenor Grass	£1560.00

**Agreed.**

- 8.2 To agree bank reconciliation. Agreed.
- 8.3 To discuss costs for a safe in the village hall. The Parish Council now has possession of Deeds. There are also other legal documents which need to be kept safely and securely. Prices had been obtained for a fireproof safe which can be bolted to the floor in the village hall. It was agreed to opt for the electronic safe.

## 9. Allotments

- 9.1 There was some discussion regarding a notice board for Corner Lane Allotments, a price will be obtained. Another inspection will take place on 11<sup>th</sup> August and a committee meeting will take place before the allotment rents are set.
- 9.2 Cllr Brown reported that regarding the person who complained about a hedge encroaching their property, it has emerged that the hedge actually belongs to the person, and they have had it cut back.
- 9.3 Following an inspection of the allotments, letters have been sent to some tenants as their plots are not being kept to an acceptable standard. Their agreement will be

terminated if this is not rectified within twenty-eight days. It is possible that one plot is being sub-let, if this is the case the Tenancy Agreement is being breached. It was agreed that a meeting of the Allotment Committee would be arranged prior to the rents being set this year.

**10. Planning**

- 10.1 Planning application 2023/2395 Land North East of Reepham Road – Solar Farm. Cllr McClure has drafted a letter to the Planning Department, this was agreed and will be sent immediately. Cllr Johnson stated that a Councillor should attend the meeting to speak on behalf of the Parish Council and she was prepared to do this.
- 10.2 Broadland and South Norfolk Design Code. Cllr Makinson stated that the NHP Refresh has a design code. She had spoken to BDC to ensure this was not overridden by their design codes in the HNP Refresh document.
- 10.3 There were no issues with any of the planning applications received other than with 10.1

**11. Clerk and Councillors reports**

- 11.1 The clerk’s report had been circulated and was noted.
- 11.2 Cllr Keeler stated that the Parish Council should make a formal complaint regarding the way the Solar Farm planning application has been handled by BDC. An apology is not good enough. The application had been allocated to the wrong parish although it had been handled by the same planning officer. BDC need to get their procedures in order and check applications are allocated to the correct parish. The clerk will draft a letter.  
Cllr Keeler stated that the application to register land with the Land Registry is underway.  
Cllr Thorpe reported that the post box outside Poppyfields had been vandalised and had been removed by Royal Mail and it needed to be replaced.

**12. Correspondence**

- 12.1 Correspondence. A complaint had been received regarding helicopters flying over Drayton Lane. Cllr Clarke stressed that the complainant should contact the Airport.

- 13. **Date of the next meeting. Monday 2<sup>nd</sup> September** at 7pm. Items for the agenda should be sent to the clerk by Monday 26<sup>th</sup> August.

There being no further business the meeting closed at 8.25pm.

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Chair

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Date