

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Monday 6<sup>th</sup> September 2021 at 7.15 pm in the Village Hall

**Present:** Chris Brown  
Gary Branch  
Kathryn Clarke  
Katrina Johnson  
Joanne Keeler  
Sandra Lumbard  
Angela Makinson  
Adrian Scott  
Virginia Sokalsky

### Action

**Due to the meeting not being advertised for the requisite number of days prior to the meeting being held the decisions made at this meeting, in September, will be carried forward for ratification at the Parish Council meeting on 4<sup>th</sup> October 2021.**

#### **Allotments:**

A number of allotment holders attended with regard to the recent increase in Allotment rents; the increase will see the cost rise to £1 per week for the larger plot, 50p per week for the smaller.

The benefits of having an Allotment tenancy were agreed although the increase coming in one year was noted as being surprising. The Parish Council confirmed that Allotment rents have not increased for almost 15 years, yet costs have continued to rise as detailed in the letter to all Allotment holders in August. The Allotments are not self-supporting and even with the rent increase will continue to be subsidised from the Precept, which is levied on all homes within the village.

It was queried if Allotment holders could carry out work to the surrounding hedge; it is unlikely that the Parish Council insurers would agree to individuals doing this work without correct training and equipment.

The option of paying the annual rent in two instalments will be considered: October and April.

#### **Mill Lane: hedge and tree cutting:**

An incident occurred recently to which the Police attended. Although this road is designated Highways, trees on private land have allegedly been cut and damaged, hedges cut back and the landowner subject to harassment.

It is understood that future development in this area will require access via Mill Lane which is currently not available. It was confirmed that HPC has not received any correspondence regarding future development but will discuss at a formal HPC meeting if required.

1. **Police Report:** 26 incidents reported for July: 15 for violence and sexual incidents; 5 anti-social, 4 Public Order and 2 Other.

3. **District Councillor Report**
- Members Ward budgets have been allocated to Horsford to set up a Brownie Pack
  - The Waste contract at BDC/SNC is to be announced shortly and the food waste bin coverage is likely to be extended over the whole village
  - The consultation on the proposed office move for BDC/SNC has been extended to 26<sup>th</sup> September
  - The full flooding report regarding Beckside/Coltsfoot Way is due to be released by NCC shortly

4. **Planning Committee:**
- 20211502: 5 St. Helena Way: rear single extension. No further comments or objections

5. **Apologies**  
Were received from Cllr T Adams, D Jacks, Cllr L Starling, D Scott and Cllr D Thomas

6. **Declarations of Interest**  
Members of the Village Hall Mngt Committee for payments to the Committee for upkeep/maintenance.

7. **Minutes of the Meeting held on 2<sup>nd</sup> August**  
Were confirmed as a true record of the meeting and approved unanimously.

8. **Village Hall Management Committee**  
Quote for tree works not yet received. Carry forward to October Agenda

**Replacement matting:** 2 quotes have been received: i) £80K and ii) £95,332.50. VAT excluded. Detailed quotes required from both companies for consideration at the next meeting. Another quote had been received but the quality of the product was queried as not being the same as quoted above.

**Picnic Tables:** quote already received of £8,500 but concrete base is required.

**Play Equipment:** an accident occurred recently at which a child broke a leg. The incident is being investigated but agreed the annual inspection be brought forward.

**Toilets:**

- 'wipe clean' surface quotes range from £208 to £292.50 per panel. Agreed to accept the £208 per panel quote.
- Flooring: still awaiting quotes.
- Roller Door: 2 quotes received i) £1,850 and ii) £900.00. VAT excluded. Agreed to accept £900
- Landscaping: 2 quotes received. I) £12,160 and ii) £11,000. Agreed to accept £11K.
- All the above will be funded from Section 106 funds

9. **BAP update**  
**Country Park:** way markers to be installed; new surface provided in some areas for disabled and mobility vehicles; defibrillator may be provided, based on the external

wall of the Bowls Club; Sandy Lane entrance to be levelled and improved; cattle have been introduced into a fenced part of the Park to enhance/improve the biodiversity

**Outpost:** has been rather quiet but additional activities have been provided for four sessions on the Recreation Ground on Friday afternoons during August.

**FP9 Footpath:** agreement with the landowner could not be reached on proposal to Lease a small part of land to provide a safer access

**Skatepark:** this proposal will not be taken forward at this point: Concrete would be required and the cost would be significant and access for emergency vehicles, if required, would be difficult.

**Mountain bike track:** Feasibility Study to be drawn up

**Tree Surveys at the Pits and Recreation Ground:** Surveys, with 5-year Maintenance Plans, will be sought as trees in both areas appear to require 'thinning out', some have self-seeded and no formal maintenance has been undertaken for several years.

**S106 and CIL:** following meeting with BDC an update has been provided.

**Horsford in Bloom:** a resident has kindly offered a significant number of plants and bulbs to be planted around the village and four volunteers will be doing the planting in the coming weeks.

**Swimming Pool at School:** due to the high on-going maintenance costs and associated safety issues it has been agreed to infill the swimming pool. A request for 10% of the costs will be considered at the October HPC meeting on presentation of the Feasibility Study.

#### 10. **Highway issues within Horsford**

**Refuge outside Cripps development:** this was damaged many months ago but repairs are finally underway although not clear if the 'Keep Left' arrows will be incorporated into the repairs. Highways confirmed that the refuge is not clearly visible at night time so the additional direction arrow are required.

**Transport Survey:** a 'virtual' meeting to be held with consultant on the next phase of the project.

#### 11. **Allotments**

**Quarterly Inspection:** these will be conducted every three months, commencing in October. To comprise member of the Allotments committee and an Allotment Tenant.

**Grounds Maintenance:** quote for £2,664, including VAT, was accepted to:

- Cut overhanging branches of the hedge to a height of 3 metres
- Cut pathways and edges of grass (this to be added to the existing contract)
- Strim down the 5 overgrown plots on Corner Lane and spray with weedkiller

**Rent Payments:** agreed that Tenants be given the option of paying the annual rent in one payment, in October, or two (October and April).

12. **Correspondence**

Noted that most correspondence has been included within other Agenda items.

- Memorial Token: all parish councils to receive a Token as a commemoration of the community spirit shown in 2020 during the C19 pandemic
- A resident has suggested that two residents of Horsford – both with international sporting achievements – are commemorated in a street name in a future housing development
- Bloor land: transfer of this land to BDC is underway but the timescale is unknown
- Jubilee tree in churchyard: this should be planted before the end of the year
- Highways have given permission for a noticeboard to be placed by the bus shelter on Holt Road by the Cripps development

13. **Finance: accounts for payment**

SSE	Footway Lighting	£165.64 (DD)
Parish Councillor	Expenses	£28.78
Royal Haskoning DHV	Initial public consultation on Transport Policy	£900.00
	<b>Total</b>	<b>£1,094.42</b>

The above accounts were unanimously agreed for payment.

**Church Field Allotments:** the owner has offered a new 5-Year Lease, with an additional clause that the land cannot be offered as an Asset of Community Value at an increased annual rent of £1,500. Agreed to accept this offer.

**IT equipment for Parish Council:** the costs were presented and agreed as follows:

HP laptop:	£1,699.99
HP Printer (A3 and A4)	£239.00
Software & Accessories	£270.95
<b>Total</b>	<b>£2,209.94</b>

On-going costs

Drop Box (or similar) for Clerk, RFO and Councillors.	£13.99/month
HP Printer Ink (for 300 pages per month).	£9.99

14. **Clerk and Councillor Reports**

- **Noticeboard on Kingfisher Meadow:** a suitable site was suggested by the Sales Office, near the roundabout
- Suggestion of holding annual Fruit & Veg Show; Open Gardens event
- **Flooding on 23/12/2020:** HPC does not have a Flood Plan as it is not responsible for flood control. Only involvement was help given on this date by Parish Councillors. It is now understood that Carter's, who own the land along the Reepham Road where the reservoir is located, opened the valve to release water, along with rainwater, thus causing the flooding. On contacting the Environment Agency it was confirmed the landowner/contractor will be permitted to release small amounts of water at certain times in a bid to reduce build-up of water and any potential future flooding.

15. **Questions from the Public**

CB confirmed that the Parish Council is unable to grant permission for any individual to cut trees/hedges/undergrowth along any road that is designated belonging to the County Council Highways.

16. **Dates of Future Meetings: to be held in the Village Hall Committee Room unless otherwise stated, commencing at 7.15pm**

Monday 4<sup>th</sup> October

Monday 1<sup>st</sup> November

Monday 6<sup>th</sup> December

The meeting ended at 9.30 pm