

**Minutes of the Meeting of Horsford Parish Council
held on Monday 4th March 2024 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 Matt Hills, PC Jordan, Sarah Vergette (Clerk) and seven members of the public.

One minute's silence was held as a mark of respect to John Starling who had served on the Parish and District Councils.

1. **Apologies:** None.
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. Nothing to discuss.
 - b. County Councillor. Cllr Adams reported that he attended a briefing regarding the Western Link but his information mainly related to Felthorpe. It was noted that since this meeting members of the BAP team also had a meeting regarding the Western Link which provided up-to-date information for Horsford. Norfolk County Council have a Promissory Note from the Treasury for funding the Western Link.
 - c. District Councillors. Cllr Starling reported that with regard to the bus gates, there had been a four week consultation which ended at the end of February, BDC are waiting for this to be written up. Most were in support of the proposals. Norwich Airport had put in objections to the Solar Farm application, they raised glint and glare and it would be down to the applicant to mitigate this or have a solution. The Council Tax has increased by 3.65% but this will allow BDC to retain services and reserves.
 - d. The police report had been circulated and was noted. PC Hill reported that walk to school week was underway, there had been positive engagement. PC Hill reported on the ASB in Pinelands. The Police have had positive interaction with the Youth Clubs. There have been a few reports of drug dealing on the Butterfly estate, they are monitoring this. Speed monitoring on Holt Road has taken place with words of advice given to drivers.
5. **Village Hall Committee**
 - 5.1 Broadland Flooring have agreed to mend the flooring in the public toilets free of charge. The Secretary and Bookings Secretary has given three months' notice, it is hoped to find a replacement and train them in this time.
 - 5.2 To discuss quotes for the village hall car park. Details of the quotations had been circulated. Following some discussion it was agreed to discuss this again at a later date in order for the Finance Group to discuss and allocate funds.
 - 5.3 To discuss refurbishment works for the changing rooms. Windows would also need to be replaced as they are wooden and rotting. Again this will be discussed at a later date.
6. **Highways**
 - 6.1 Cllr Makinson stated that Highways had carried out a very good job on the trod at the top of Church Street. The clerk will write to the Highway Engineer and his senior

officer to thank them for their attention to this project and the speed with which it was carried out.

7. BAP

7.1 A BAP report had been circulated and was noted. Cllr Makinson reported on the meeting for the Western Link, Highways have a plan and the works they would like to carry out have been taken from the Transport Master Plan. There is a pelican crossing shown on the plans, they will be asked if this can go on the crossing near the school. Cllr McClure stated that the Western Link mitigation measures are contingent upon the Western Link going ahead, this decision will lie with the next Government. It is not clear if BDC will support the Western Link.

Highways are doing their utmost to get the pelican crossing at Mill Lane completed to the timescale, possibly by September.

Cllr Makinson circulated a spreadsheet showing the O'Neill Homer invoices, including costs to the end of March and an additional eight days. This still comes in under budget. The Parish Council are paying £72 per day towards the costs. Locality funding ends on 31st March. It was noted that O'Neill Homer would be prepared to represent the Parish Council at Planning Committee meetings if needed. It **agreed** to fund the extra eight days.

8. Finance

8.1 To approve payments:

a.	Clerk salary & expenses	£1522.38
b.	A Makinson – Zoom	£15.59
c.	Horsford Village Hall – hire	£140.00
d.	HMRC	£345.00
e.	O'Neill Homer	£5382.00
f.	O'Neill Homer	£648.00
g.	Nisbets cleaning products	£206.32
h.	Wave	£13.94
i.	Baby Bean – toilet cleaning	£300.00
j.	Blockbuster Drains	£156.00
k.	TT Jones	£519.77
l.	X Adventure	£192.00
m.	C Brown – keys for allotments	£35.50
n.	ICO paid by D/D	£35.00

Agreed.

8.2 To agree the bank reconciliation. **Agreed**

8.3 To agree the minutes from the Finance meeting. **Agreed.** £280,000 will be ring fenced for the pelican crossing project. The Royal Haskoning DHV costs will also be accounted for. The S137 allocation for the year had been exceeded. It was agreed to consider grants once per year in June. There will be a policy in place and a fixed maximum amount for grants.

8.4 To discuss the Deed of Variation for S106 monies. It was **agreed** to proceed with this. The deposit in the sum of £1500 will be paid.

8.5 To discuss a donation to churchyard grass cutting. The Finance group recommended a donation of £500. Following some discussion and a vote this was agreed.

8.5 To discuss a grant to Horsford C of E Primary School PTA. The Finance group recommend this grant should not be given. **Agreed.**

- 8.6 To discuss funding for Horsford C of E School for bike sheds. It was **agreed** not to provide a grant for this.
Cllr Makinson will join the Finance Group.

9. Allotments

- 9.1 An allotment inspection had been carried out, most are looking good. There are a couple of allotments which need to be watched and they will be sent reminders to keep the allotment tidy. There had been two applications to be considered for the Allotment Committee for Church Fields and three from Corner Lane. It was **agreed** that all five applicants would join the committee.
- 9.2 There is now a strong waiting list for the allotments. Anglian Water have installed a water meter.

10. Planning

- 10.1 Planning application 2024/0394 66 Chestnut Drive for proposed rear extension – no objection.
- 10.2 Planning application 2023/3632 Outline planning permission for the demolition of existing workshop block and erection of one new home and associated works at Firbank Green Lane – no objection.
- 10.3 Planning application 2024/0552 Glebe Farm, construction of a brick wall and gates– no objection.

11. Clerk and Councillors reports

- 11.1 The clerk’s report had been circulated and was noted.
- 11.2 Cllr Keeler reported that the village sign had been collected, it needs to dry out for a few months before restoration can commence.

12. Correspondence

- 12.1 Details of Broadland District Council’s Big Litter Pick had been circulated.

13. Co-option of Councillor

- 13.1 It was **agreed** to co-opt Kelly Thorpe to the Parish Council. The Declaration of Acceptance of Office was signed and Cllr Thorpe joined the meeting.

14. Date of the next meeting. Tuesday 2nd April at 7pm. Items for the agenda should be sent to the clerk by Sunday 24th March.

15. To consider excluding the public and press for items 16 & 17.

It was resolved to exclude the public and press for these items.

16. Staffing matters

The Finance Group had carried out the Clerk’s appraisal, everything was satisfactory and their recommendations were agreed.

17. Discussions on the next steps regarding Call for Sites

Cllrs Clarke and Keeler declared interests in the matter and left the meeting.
Discussions continued on the Call for Sites.

There being no further business the meeting closed at 8.30pm.

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Chair

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Date