

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Monday 4<sup>th</sup> April 2022 at 7.15 pm in the Village Hall

**Present:** Katrina Johnson  
Kathy Clarke  
Joanne Keeler  
Angela Makinson  
Adrian Scott  
Deborah Scott  
Virginia Sokalsky

**Resident complaint:** the resident was advised to put the range of queries in writing to the parish council.

**Traffic Survey:** a question was raised from pupils at the school about the inclusion of cycle lanes in the proposed Traffic Policy. An open event, to which all residents are invited, will be held on 14<sup>th</sup> May where these queries can be raised.

**Adoption of Bloor land:** this was supposed to have been concluded April 2022, but no update has been provided. Further works are required to clear much of the area to an acceptable standard before BDC will adopt. Clerk will seek update from BDC.

**Coltsfoot Play Area:** the fencing provided is totally inadequate to prevent a child from accessing the Bec but BDC state that this is the level of fencing meets the criteria for the facilities and, to date, have not offered a higher level of safety between the play area and the water.

**Zoom meetings:** clarification was provided that local authority meetings, which includes parish councils have, since May 2021, not been permitted to hold meetings via Zoom/Teams or other remote programmes. All Councillors must be in the same room at the same time, and members of the public able to attend the meeting, in order for the meeting to be declared legal and decisions valid.

1. **Police Report:** incident figures for January 2022 are:
  - 22 violent and sexual; 3 drugs related; 1 anti-social behaviour; 4 all other crimes.
2. **County Councillor Report:**
  - Green Lane site visit: a further complaint from a resident has been received but reiterated that as this is a 'soft' highway any works to repair damage will not be given a high priority.
  - Please Drive Carefully signs: have yet to be installed at the north end of the Village. TA to check with Highways Manager when these will be provided.
  - Public Right of Way (PRoW), Dog Lane: the PRoW officer does not appear to have taken this matter forward. TA to follow up on progress.
3. **District Councillor Report:**
  - Reminder of Easter Activities at Broadland Country Park
  - The Thorpe Lodge accommodation review has been passed back to cabinet, still no decision on whether the council will move location or not
  - District Council tax has been frozen, but County Council and Police Precept is increasing

- traffic report from Equinor is due shortly
- BDC has been sending out information and invitations to Zoom meetings for those offering help /homes to Ukraine refugees, although sometimes with very short notice
- The Community lottery has been running for a year and is performing well in terms of money being raised; individuals and organisations can join up at any time
- A community hardship fund and Fuel Poverty grants are available from BDC, details on the BDC website

4. **Planning Committee:**

**20211901: Willow Barn, Dog Lane**

Comments provided were agreed unanimously. May applications will be reviewed by J. Keeler.

5. **Apologies**

Were received from C Brown, L Starling and 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 7<sup>th</sup> March**

The Minutes were confirmed as a true record of the meeting and approved unanimously.

8. **Village Hall Management Committee**

- A new support team is now in place, janitor, cleaner and Booking Clerk.
- The website is being redesigned and the Booking System has been upgraded to enable bookings to be made on-line along with automatic invoice production and online payments.
- Booking levels have returned to pre-pandemic levels and offering the Village Hall as a wedding venue is being considered.
- The Trustees are obtaining quotes for renovating the changing room and will apply to the parish council for CIL or S106 funds for this project.
- The toilet project is now complete, and an official opening event is being organized

9. **BAP update**

- The litter-picking initiative is being organized by a former Parish Council Chairman
- Work on the bike track as commenced and two dead trees have been removed. In addition, an Oak tree fell over in the recent bad weather but has now been made safe but will incur additional costs
- Horsford in Bloom: work is being undertaken in the area by the Village Sign and the white gates whilst the Life Skills section of the YMCA has taken over the large vacant plot at Church Field and will be introducing young people to pleasures of flower and vegetable growing.
- The footpath off Horsbeck Way, part of the Bloor land, is very over-grown. BDC to confirm when this land is being adopted and who will be responsible for the current maintenance
- Three funding applications have been made for OutPost, although it may be some weeks before confirmation is received if these have been successful
- Electricity Charging Points: discussions are on-going with NCC but noted that parish councils do not yet have the Power to provide these facilities although NALC is seeking clarification

10. **Highway issues within Horsford**

- Streetlights on Holt Road between the Dog Inn and Church Street: a letter was hand-delivered to over 40 houses in the area but only received three replies: 2 in favour, 1 against. There appears very little interest in pursuing this initiative
- An Open Session will be held on 14<sup>th</sup> May between 11.00 am and 4.00pm in the Village Hall with the Royal Haskoning (RH) consultant to share the Draft Master Plan and hear comments/concerns from residents
- A further budget of £50,000 was requested to cover Concept and Master Plan; visualisations; landscaping; opportunity and constraints plan; utility searches (due to proximity to the airport this could be quite complex); meetings with Highways and RH. This was unanimously agreed.

11. **Finance: accounts for payment**

SSE Electricity	Street Lighting	£145.96 (DD)
JNR Building (2 invoices)	Toilet Project	£6,135.60
Staff	Salaries and Expenses	£4,193.27
Norfolk Association of Local Councils	Annual Subscription	£677.17
	<b>Total</b>	<b>£11,152.00</b>

The above accounts were unanimously agreed for payment.

- VAT update: the four quarterly claims for 2021/22 have been submitted: two have been paid; the remaining two, totaling approximately £30K, are currently with HMRC for processing
- The toilet project, budget £60,462, came in £12,400 over-budget due to a number of issues but is still a lower cost than the other quotes received
- Quarterly Budget and Reserve Reviews to be provided: March, June, September and December
- Additional CCTV at Village Hall: the current set-up no longer works efficiently now the toilet block has been built. There are 17 cameras, one more is required, with additional cabling, equipment and installation. Cost £1,240 plus VAT and includes 12 months full maintenance. In addition, a full service of the existing system will be £85 plus VAT. Total. £1,590, Agreed.
- Clarification required if VHMC is required to register with the Information Commissioners Office (ICO)
- Quote for provision of compost and fertilizer on the roundabouts, £393.80. Agreed

12. **Clerk and Councillor Reports**

- Noticeboards: agreed a policy is required that states that HPC will present posters on its six noticeboards from village organisations such as the church, WI and Outpost as the demand is far greater than the available space.
- A Community noticeboard is to be provided at the Village Hall, providing the opportunity for local groups to advertise their events. The advertisement of events does not confirm that the Village Hall Mngt Committee is endorsing or promoting such events, but just providing a means of bringing them to the attention of residents.
- Jubilee celebrations: the church will be planting a tree (species to be confirmed) and plaque in the churchyard. Confirmed, as previously, that the Carnival committee and the Parish Council has insufficient capacity to take on extra work for the Jubilee although noted there are many activities within the village during the summer
- Allotment Inspection: agreed as Sunday 24<sup>th</sup> April, 10.00 am to meet at Corner Lane.

- Thanks were extended to both A Scott and D Scott, this is their last meeting, for their commitment and contribution to the Parish Council and residents of Horsford during their period as Councillors.

13. **Questions from the Public**

Questions raised are incorporated into the first section of the Minutes.

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

Tuesday 3<sup>rd</sup> May, to include the Annual Parish Council meeting

Monday 6<sup>th</sup> June

Monday 4<sup>th</sup> July

The meeting ended at 8.45 pm