

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Monday 7<sup>th</sup> June 2021 at 8.00 pm in the Village Hall

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

### Action

**Public Discussion:** Allotment holders from the Church Field site attended requesting an update on the Lease. It was confirmed that the owner has indicated they will commence negotiations on the terms of the Lease in June/July. However, it is unlikely the Parish Council can influence the length of the Lease, ie: one or five years. It was also confirmed that HPC continues to try to find another piece of land to purchase or rent for allotments.

A request was made for HPC to consider the purchase of a new lawnmower to be used on both Allotments. Agenda item for July meeting.

1. **Police Report:** 17 incidents reported for April: the majority were for violence, public order and criminal damage
- 2/3. **County Councillor and District Councillor reports:** as none of the councillors were able to attend the meeting there nothing to report other than BDC/SNC is no longer holding meetings via Zoom/Teams.
4. **Planning Committee:** Completed HPC Planning Forms have been circulated to all parish councillors prior to the meeting:
  - i. 20210803: 5 Lilac Close: single storey front extension
  - ii. 20210822: 20 St. Pauls Close: first floor extension over existing single storey ground floor
  - iii. 20210826: Nature Farm, Reepham Road: provision of an Autism Sensory Room
  - iv. 20191426: Land at Haverginland Hall Park: amended plans for the provision of 98 units of holiday accommodation and associated infrastructure works

Agreed that the comments for i. ii. and iii. be submitted; no issues were raised

For iv: additional comments, with regard to Highway safety, were noted, in particular Policy TS3. Agreed these objections, together with those made in 2019 be submitted.

5. **Apologies**  
Were received from J Keeler, D Jacks, A Adams, D Thomas and L Starling

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 4<sup>th</sup> May**  
Were confirmed as a true record of the meeting and approved unanimously.
8. **Reports on matters not covered by the Agenda**  
A request has been made, via PCSO, to re-start the regular Community Speed monitoring. Currently being undertaken in Frettenham the exercise would be undertaken once a month in Horsford. There are up to 11 sites that have been approved; fines cannot be issued to those exceeding the speed limit, but Norfolk Constabulary keeps a note of offenders and if three offences are recorded within a period of time, then penalty points, fines and on-line training are offered. Noted that this request has been made before but was not taken forward but agreement to the request is unanimous.
9. **Village Hall Management Committee**  
Changing Rooms: meetings to be held with contractors shortly  
Disabled access: need to check all areas of the building are compliant  
Agenda items for August: Replacement surface matting and additional seating on recreation ground:
10. **BAP update**  
**CIL and S106**: agreed a small group of councillors (AS, KJ and VS) to be formed to support the Finance Committee in monitoring payments, dates of receipt and from which development the payments are awarded. The working relationship between BAP, Finance Committee and this new group requires clarification.
11. **Highway issues within Horsford**
  - 200 responses, to date, have been received of the Traffic Survey
  - The first 'cut' of responses will be available from 13<sup>th</sup> June
  - Data will then be broken down, by the consultants, into greater detail: speed, HGV, cycling issues etc
12. **Correspondence**
  - The 'Tommy' profile will be in place in the churchyard by 13<sup>th</sup> June
  - The School is requesting if littler picking equipment can be donated/borrowed which the VHMC may hold
  - Highways have given permission for HPC to replace the post for the doggy bin on Mill Lane
  - A resident contacted MP's office regarding the barriers behind the Village Hall: Highways inspected and confirmed they will replace the barriers as they are damaged, but regulations state the width of the barriers must remain at 1.2 metres
  - Notes from the meeting with Highways on 18<sup>th</sup> May were forwarded to all parish councillors, for information
13. **Annual Accounts**
  - a) Internal Audit: the report from the auditor said that there were no matters to be brought to the attention of the Council

b) Annual Governance Statement: the statement was approved and signed by the Chairman

c) Annual Accounting Statement: the Annual Accounts for 2020/21 were adopted and the Annual Accounting Statement was approved for signature by the Chairman and submission to the auditor.

14. **Finance: accounts for payment**

SSE	Footway Lighting	£151.41 (DD)
Anglian Water	Churchfield Allotments	£50.34
	Corner Lane Allotments	£193.94
T.T. Jones Electrical	Repairs	£239.87
JNR Buildings	Public Toilets: £6,699.43	£16,137.90
	£9,438.47	
Paul Carrick	Internal Audit	£125.00
Colourprint	Printing of Traffic leaflet	£234.88
Village Hall Mngt Cttee	Half yearly maintenance	£6,137.00
Playdale	Play Equipment	£34,175.64
Forethought Marketing	Delivery of Traffic Leaflet	£91.48
Anglia Flow Screeds	Flooring in toilets	£2,400
Ashfords	Treatment by roundabouts	£300.00
	<b>Total</b>	<b>£60,237.46</b>

**Section 137:** the following awards, totaling £3,881.80, were agreed:

PCC maintenance of churchyard: £2,681.80  
 Horsford Methodist Church: £300.00  
 The Norwich Fringe: £300.00  
 Broadland Tree Warden N'work: £300.00  
 Norfolk Accident Rescue Service. £300.00

**Receive RB3 footpath improvement quotations:** three quotations were received and agreed to award contract to Andrew Curtis (Building & Landscaping) for sum of £18,247.42

**Finance Officer:** as the workload increases discussion as to the need for an additional post. Draft Advert to be created and Agenda item for July

15. **Clerk and Councillor Reports**

- Bank reconciliation to be included either with other papers or on the Agenda
- Roses by the white gates will be planted later in the year

16. **Questions from the Public**

None were raised.

17. **Dates of Future Meetings: to be held in the Village Hall unless otherwise stated, commencing at 8.15pm**

Monday 5<sup>th</sup> July  
 Monday 2<sup>nd</sup> August  
 Monday 6<sup>th</sup> September

The meeting ended at 9.30 pm