

# HORSFORD PARISH COUNCIL

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

**Present:** Chris Brown  
Gary Branch  
Katrina Johnson  
Joanne Keeler  
Angela Makinson  
Deborah Scott  
Virginia Sokalsky

**Flooding on Beckside and Coltsfoot:** sand and bags have been purchased; local residents will be informed of their availability; long-term, easy-access, storage has site yet to be confirmed; all the organisations identified as having an element of responsibility for the area have been contacted with regard to their longer-term actions. The area alongside the Beck was almost impassable during November and December due to heavy rainfall. Anglian Water have surveyed and cleared out some pipes, but further work is required to mitigate any further possible flooding. Suggested to contact District Councillor to ascertain if BDC can assist with these works in any way.

**Traffic Management:** query raised as to why HPC has yet to apply for Highway's funding, such as Parish Partnerships, for projects within the village. Confirmed that the consultants have conducted the traffic survey, which received over 600 responses and a Workshop with the Parish Council is scheduled for 10<sup>th</sup> January where the modelling will be presented with proposed options. It was confirmed that as HPC has significant funds in both Community Infrastructure Levy (CIL) and Section 106 it is unlikely that any further funds would be available from the County Council. However, it is expected that some funds can be made available from the County Councillor Member Ward budget.

1. **Police Report:** 31 incidents reported for November: 15 for violence and sexual incidents; 5 Criminal Damage & Arson, 6 Other and 5 All Other Crimes.
2. **County Councillor Report:** no report was provided.
3. **District Councillor Report:** no report was provided.
4. **Planning Committee:**  
No applications have been received this month
5. **Apologies**  
Were received from K Clarke, D Jacks, A Scott and S Lumbard.  
The County Councillor and both District Councillors did not attend.
6. **Declarations of Interest**  
Members of the Village Hall Mngt Committee for payments to the Committee for upkeep/maintenance and Jo Keeler for payment made to Keeler Butchers.
7. **Minutes of the Meeting held on 6<sup>th</sup> December**  
The Minutes were confirmed as a true record of the meeting and approved unanimously.

8. **Village Hall Management Committee  
Flooring in Main Hall:**

- the flooring has now been laid and the final invoice received which will be submitted to BDC for payment with S106 monies.
- The toilets are nearing completion and hand-over will take place within four weeks
- Recreation Ground surfacing: the surface is excellent, but queries raised over the finish at the edges that has resulted in a small 'lip' which is a trip hazard. Currently there are Warning Signs advising of this hazard. A number of options have been considered to reduce/remove this and agreed to add topsoil and grass seed around all edges at a cost of up to £1,500. A Scott to contact the contractor, JDMA, in the first instance to seek advice on the proposed remedy.
- Agreed that for all future projects a minimum of two Parish Councillors will be required to 'sign off' any works prior to formal handover and submission of final invoices

9. **BAP update**

A Summary of activity in 2021 will be provided to the February meeting, and will also be presented to the Annual Parish meeting in April.

10. **Highway issues within Horsford**

Royal Haskoning DHV are holding a workshop in the Village Hall on 10<sup>th</sup> January to present their findings from the surveys carried out on traffic movements. All parish councillors are requested to attend to fully understand the recommendations being proposed and the likely further expenditure that will be required to be considered.

11. **Finance: accounts for payment**

Broadland DC	Annual Doggy and Litter Bin emptying	£569.40
Quarterly Staff Payments	Salaries and Expenses	£3,671.22
HMRC	Quarterly PAYE	£370.60
The Countryside Charity	Annual Subscription	£36.00
Royal Haskoning DHV	Transport Survey	£2,400
Keelers Butchers	Horsford Helpers: Christmas boxes	£210.00
Home Pro	Repairs to Recreation Ground	Up to £1,500
Parish Councillor	Sand and bags for flooded area	£76.13
Scribe	Annual Subscription	£582.00
	<b>Total</b>	<b>£9,415.35</b>

The above accounts were unanimously agreed for payment.

**Scribe:**

- the new accounts package is being populated for the current financial year and once complete the AGAR will be quick and easy to complete. Finance Officer will attend training on this subject
- all bank accounts are balanced.
- Some Parish Councillors requested Read-Only access which will be arranged.
- Clarification is being sought on which purchases the parish council and reclaim VAT
- The Asset Register is complete and will be included within the documents and presented for review each year
- Currently there are two parish councillors who authorize payments on the bank account but a further one/two are required to ensure cover is available for absences
- Agreed, in order to ensure the efficient administration of the finance system, that a cut-off date of 21<sup>st</sup> of the month be implemented for receipt of any invoices; if received later invoices will be carried over to the following month.

**Ravenscroft Tree Survey:** agreed to request formal quotations from several fully qualified arboriculture contractors to be considered at the March HPC meeting.

12. **Clerk and Councillor Reports**

- HMRC cashed in both PAYE cheques so have now cancelled the £100 fine: HPC should now be £59.80 in credit
- Quarterly Inspection of Allotments scheduled for 14<sup>th</sup> January
- There are two vacancies on the Parish Council; advertise in the Horsford News and make aware by word-of-mouth to invite nominations
- Drain covers are becoming loose on Holt Road; Clerk to inform Highways
- Alleyways are becoming very hazardous as fallen leaves are no longer cleared by BDC. Previously HPC has arranged clearance and if this is to become an annual project it must be included in future Precept. In the meantime a detailed plan of the alleyways would be welcome in order to indicate to BDC where clearing is required
- Hedges around Coltsfoot play area are too high and have received no maintenance for many months. Clerk to inform BDC/SNC

13. **Questions from the Public:**

**Coltsfoot Play Area:** A barrier is needed as a matter of urgency between the playarea and the Beck as the ground between the two has become very soft, together with the hazard of the Beck itself. The District Council is responsible for all maintenance of the play area and they will be informed.

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

Monday 7<sup>th</sup> February

Monday 7<sup>th</sup> March

Monday 4<sup>th</sup> April: preceded by the Annual Parish Meeting

The meeting ended at 8.45 pm