

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Monday 7<sup>th</sup> March 2022 at 7.15 pm in the Village Hall

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

**Northern Distributor Road:** a query was raised as to any responses HPC would be making in respect of the current consultation on this road. The Parish Council has devised a Transport Policy following consultation with residents of the village and in collaboration with an external consultant; the increasing volumes of traffic are having an impact, most notably Holt Road, on how residents are able to move around the village safely.

**Queens Jubilee:** there are several projects on-going within the village, all managed and run by volunteers. It has not been possible to find any further volunteers that are able to take this project forward.

1. **Police Report:** the Police UK website does not appear to have been updated and the figures for January 2022 are not available.
2. **County Councillor Report:**
  - Confirmed that it is legal to park half on the pavement/half on the road. Police are unlikely to take further action unless buggies and disability vehicles are forced into the road.
  - Green Lane site visit: Highways Manager confirmed that as this is a 'soft' highway any works to repair damage will not be given a high priority. Bollards preventing access are unlikely to be erected. The area around the Pits is badly flooded due to the broken pipe
  - Trod alongside A140: following a site visit confirmed it would be too dangerous to provide a Trod in this area to create a circular walk due to the volume of traffic
  - RB3 Encroachment: no further action appears to have been taken by the PROW (Public Rights of Way) Officer at the County Council. TA to follow up on progress.
  - Horsford: Please Drive Carefully signs have now been ordered for both ends of the village and will be installed shortly
  - Rails at side of path from Kingfisher Meadow onto Green Lane have been ordered and will be installed shortly
3. **District Councillor Report:**
  - Regarding the flooding on Coltsfoot the IDB (Internal Drainage Board) have confirmed works will be done along the west side of the Bec to alleviate any further flooding. These works will comprise:
    - thin out trees on the northern bank to allow access for a mechanical digger
    - remove accumulated silt from the stream bed
    - dig silt traps to retain silt
    - install access steps by the culvert to improve access and safety
  - Works at the east end will be dependent on several agreements with the Bloor developers. The proposed works have no confirmed start date and is dependent on the IDB calendar

4. **Planning Committee:**
- 20212119: 257 Holt Road. Construction of one dwelling
  - 20220085: 5 Green Park: Construction of one dwelling

Comments provided were agreed unanimously. April applications will be reviewed by K. Johnson.

5. **Apologies**

Were received from C Brown, K Clarke and D Thomas. Since the last meeting two parish councillors have resigned, G Branch and S Lumbard. There are now five vacancies on the Parish Council.

6. **Declarations of Interest**

- Members of the Village Hall Mngt Committee for payments to the Committee for upkeep/maintenance
- A Scott for the payment to the Scout Group for the construction of the new Scout hut.

7. **Minutes of the Meeting held on 7<sup>th</sup> February**

The Minutes were confirmed as a true record of the meeting and approved unanimously. Suggested that a new page be created on the HPC website dedicated to the Transport Policy and ongoing proposals

8. **Village Hall Management Committee**

- The toilet block project is nearly completed. A final schedule of payments against budget is required as further invoices have been received for the April agenda
- An official opening of the new toilets, and handover from HPC to the Village Hall Management Committee, will be arranged and the EDP invited to attend
- A new Secretary was appointed and quickly resigned; it is believed the workload was far more than was anticipated.
- Adverts are now seeking a Secretary/Booking Clerk and Janitor for the Village Hall.
- *Scribe* provide a booking programme which will speed up the room booking process; the website is also to be updated

9. **BAP update**

- Three applications are ready to be submitted, once reviewed by a consultant, seeking funds to enable a trip to be provided for the young people. A list of further potential funders will also be accessed to confirm that Outpost fits the criteria for funds.
- Electric charging points: feasibility study to be written; meeting with BDC manager for possible inclusion of Horsford on the current programme of provision. The County Councillor Highways budget will be available for this initiative

10. **Highway issues within Horsford**

- Streetlights on Holt Road between the Dog Inn and Church Street: Agreed a letter be sent to residents along this stretch of Holt Road and those within the Cripps Development to seek comments/views.
- One of the issues is the refuges are almost impossible to see in the dark. Would solar panels help to provide light in these areas? It is believed that enquires were made with Highways some years ago as to the availability of cabling under the pavement but if lights are provided on the Cripps development, then cabling may now be available on the opposite side of the road.
- Green Lane: clarification is required from Highways if the remedial work that was suggested is to be carried out before the end of Summer 2022

11. **Finance: accounts for payment**

SSE Electricity	Street Lighting	£145.96
Ryan Storey	HPC Domain subscription	£13.20
HomePro	Various works in Village Hall	£200.00
Resident	Annual Brown Bin payment	£58.50
Anglian Water/Wave	Water charges for Church Field allotments	£37.61
Horsford Village Hall	Hire of Committee Room	£180.00
Scout Hut	Construction costs	£38,280
KKL Fabrications	Supply and fix soffits to Village Hall	£763.99
Royal Haskoning DHV	Traffic Survey: final invoice	£2,685.00
	<b>Total</b>	<b>£42,364.26</b>

The above accounts were unanimously agreed for payment.

- Agreed that the annual subscription for 2022/23 will be with NALC and not with the Norfolk Parishes Partnership
- VAT update: in order to clarify ownership and responsibility of assets within the village it is proposed that HPC will purchase items for projects, and, on completion of all works, the project/asset will be handed over to the organisation that will become responsible for future maintenance, repairs and insurance.
- The play equipment, safety surfacing, toilet block is now/will be handed over to the Village Hall Mngt Committee
- The toilet project, budget £60,462, is now spend-to-date £66,679.76. Clarification required on reasons for over-spend prior to authorizing further two invoices recently received for this project
- Future projects will be administered as follows:
  - The parish council will agree expenditure following receipt of feasibility study; place orders; receive supplies; pay invoices made out to HPC; hand over the finished project; claim VAT paid on all purchases
- **Asset Register:** agreed as presented, total value £135,860.99
- **Tree Works:** two quotations received and agreed to appoint Arborcare, total cost £2,100

12. **Clerk and Councillor Reports**

- Minutes on the noticeboards: following discussion agreed that if anyone requires a hard copy of the Minutes to contact the Clerk and a set will be posted. It is not possible to put these on the noticeboards due to the volume of other village information.
- Resident query regarding speeding: AM to respond
- Recruitment of Parish Councillors: a letter to be compiled for several letterdrops in different areas of the village seeking/inviting residents to attend an HPC meeting with a view to becoming a parish councillor

13. **Questions from the Public**

Questions raised are answered in the previous item.

14. **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> April: preceded by the Annual Parish Meeting

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

Monday 6<sup>th</sup> June

Meeting ended at 8.55 pm