

**Minutes of the Meeting of Horsford Parish Council
held on Monday 3rd June 2024 at 7pm at Horsford Village Hall**

Attendance: Cllr Brown (Chair), Cllr Clarke, Cllr Johnson, Cllr Keeler, Cllr McClure, Cllr Thorpe, Cllr Nich Starling (District Councillor), Cllr Tony Adams (County Councillor), Sarah Vergette (Clerk) and two members of the public.

- 1. Apologies for absence.** Cllr Makinson.
- 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. A member of public asked if it would be possible to have a raised bed crossing to make a hump in the road and further slow down the traffic. The Parish Council have not seen any specifications for the crossing yet but this can be raised. It is thought that the crossing would be a Toucan Crossing which has provision for cycles to cross alongside pedestrians.
 - b. County Councillor. Cllr Adams shared information relating to the Memorial Road/Flagcutters bus lane which he had signed off. There had been complaints relating to parking on Meadowsweet, Cllr Adams has raised this with Highways, the police are also keeping an eye on the situation and have spoken to the owners of vehicles that block the pavement.
 - c. District Councillors. Cllr Starling stated that all matters raised at BDC have received all party support. Cabinet members have been elected. BDC have let out some of their old office space which should bring in revenue.
 - d. The Police report had been circulated and was noted.
- 5. Village Hall Committee**
 - 5.1 Cllr Keeler reported that the drains at the public toilets had been blocked again, comments from Blockbuster Drains suggested that the drains are not deep enough. It was agreed to have a survey carried out to look at the whole system and if necessary go back to the company that did the work to the public toilets a couple of years ago.
 - 5.2 Update on the Licence with the Social Club. Copies of the AGM minutes for 2022 and 2023 have been received together with accounts for those years. The accounts for 2023/24 will not be available until the AGM in October. The Social Club have queried the need for a legal personality and the clerk explained it is needed as the Parish Council cannot enter into an agreement with an individual, they have a responsibility to parishioners as they spend public monies. An individual would be held responsible personally for any financial liabilities. The Termination Letter and a letter from the Parish Council had been sent following the May meeting but these remain unacknowledged. The current Licence expires at the beginning of August and the Social Club would have to cease trading from the Village Hall if the new Licence is not signed in time.
 - 5.3 To discuss quotes for the fire alarm system. Four quotes have been received, two are very similar in specification and cost. One of these has a personal recommendation. It was agreed that Cllr Keeler will go back to the company to reconfirm the details of the quote and accept the quote.

6. Highways

- 6.1 A report had been circulated and was noted. All complaints had been actioned by the clerk.

7. BAP.

- 7.1 A reported had been circulated and was noted.

8. Finance

8.1 To approve payments:

a.	A Makinson – Zoom	£15.59
b.	Village Hall	£222.00
c.	HMRC	£517.89
d.	Clerk salary & expenses	£1579.52
e.	Norfolk County Council – Outpost	£30.00
f.	Fiona Davies – sign	£1680.00
g.	Anglian Water	£21.19
h.	Baby Bean – toilets	£400.00
i.	Ashfords – roundabout	£756.00
j.	Howes Percival – Deed of variation	£1203.60
k.	Blockbuster	£192.00

Agreed.

- 8.2 To agree bank reconciliation. Agreed.

- 8.3 To discuss CIL monies being used for repairs and renewals at the village hall. This matter was discussed at the recent Finance group meeting. It had been agreed that a survey of the village hall should be carried out to identify maintenance which will be needed through the year, this could be allocated in the budget and Precept.

- 8.4 Financial Regulations had been discussed and agreed at the Finance Group meeting. These will be ratified at the next meeting. Assets had also been discussed, the village hall, public toilets will be added at a nominal value.

9. Allotments

- 9.1 To discuss 6i of the Tenancy Agreement. A compromise has been reached, to allow 5% of the allotment growing flowers. A recent inspection of the allotments showed that this was being upheld. Two plots on Corner Lane need cleaning up, letters will be sent to the tenants.

- 9.2 Cllr Brown reported that some of the work to the YMCA plot at Church Field had not been completed, he has chased Ashfords on this. The work will be completed. The compost heap will be removed, the area will have weedkiller applied and two trees need to be removed. It is hoped that this plot can be split up and let as there is a waiting list.

- 9.3 An email had been received from a neighbouring property of the Corner Lane allotments, complaining that the hedge was encroaching their property. Cllr Brown visited and inspected the area, the hedge belongs to the complainant and Cllr Brown agreed to lend them a key to the allotments to enable them to cut back or remove the hedge.

- 9.4 It was agreed to obtain a quote for a noticeboard at the allotments.

- 9.5 The clerk will contact the agents for the Church Fields allotment to find out what the future holds as the lease will expire next year.

10. Planning

- 10.1 Planning application 2024/1297 Beech Row, Holt Road erection of outbuilding. No objections.
- 10.3 Planning application 2024/1325 257 Holt Road, two-storey rear extension and loft conversion. No objections.

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 bene returned, it looks very good and will be put back on Sunday. There was some discussion relating to the surroundings of the sign. Quotes will be obtained to put in some slabs.
Cllr Johnson stated that there are two Saxon Barrows in Horsford Woods, people are walking over them and she felt they probably did not know of their significance. Perhaps some signs would be put up to explain the this is a heritage asset, if they are not marked the Barrows will end up trampled. This will be discussed with BAP.

12. Correspondence

- 12.1 Correspondence had been received regarding parking and waiting times at the doctor’s surgery. It was suggested that the surgery should put up a sign to indicate there is an overflow car park at the rear of the surgery. Vehicles are being parked in Pyehurn Lane, Mill Lane etc. The police have visited and found no problems. It was also discussed that the Chemist could be asked to put up a no parking sign on the fence. It was agreed that the problems are being caused by the works being carried out at Drayton Surgery and would settle down once this has been completed.

- 13. **Date of the next meeting. Monday 1st July** at 7pm. Items for the agenda should be sent to the clerk by Monday 24th June.

There will be a D Day event on 6th June at 2pm at the Church, Cllrs Brown, McClure and Clarke will attend.

There being no further business the meeting closed at 8.02pm.

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Chair

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Date