

**Minutes of the Meeting of Horsford Parish Council
held on Monday 2nd October 2023 at 7pm at Horsford Village Hall**

Attendance: Cllr Brown (Chair), Cllr Clarke, Cllr Johnson, Cllr Keeler, Cllr Makinson, Cllr McClure, Cllr Tony Adams (County Councillor), Sarah Vergette (Clerk,) and three members of the public.

1. **Apologies:** , Cllr Nich Starling, Cllr Lisa Starling(District Councillors).
2. **Co-option of Councillors:** This item will be kept on the agenda for the time being.
3. **Declaration of Interests:** Members of VHMC declared an interest in village hall matters.
4. **To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting, having been circulated were **approved**.
5. **Public participation session**
 - a. Public. A request was made to lower the height of the notices in the notice boards, the clerk will action this. There was some discussion relating to the coffee shop at the village hall and whether there could be some sort of protection from the weather. This will be mentioned to the owners.
 - b. County Councillor. Cllr Adams reported that he has the quote for the Gateways but not for the trod to go around the corner of Church Street from where the footpath finishes from the roundabout to connect to Church Street. He will chase Highways. There had been some correspondence relating to the area around the village sign. The grass area is owned and maintained by Norfolk County Council. The Highway Engineer will programme, some works to have the branches cut away from the village sign and ask the arboriculture team to inspect the other trees.
Cllr Adams stated with regard to the S278 Agreement, the TRO for Memorial Way could take nine months before it can be made and enforced. It is clear the developer would like to be able to use the bus gate. ANPR cameras are part of the planning conditions and should be enforced. The District Councillors will be dealing with this matter.
There followed some discussion relating to double yellow lines into Mill Lane but this may not be feasible. The clerk will contact the District Councillors for an update. In the meantime Cllr Adams will try to get a meeting with Highways and DWH.
 - c. Police report. *Not too many issues this month, mainly issues around parking on Mill Lane and also Oak Grove, Horsford. We have attended both locations given words of advice and handed out leaflets around inconsiderate parking. We also attended the Wednesday social club bringing along police uniform and also a police car for the children to look in. Speed checks completed two times on Holt Road this month, with words of advice issued.*
6. **Village Hall Committee**
 - 6.1 Cllr Keeler reported the decoration of the hall had been completed. Cllrs McClure and Clarke had signed off the works. Cllrs McClure and Clarke will inspect the new curtains when they are in place.
 - 6.2 To discuss playground inspections. Remedial works are needed to the wet pour surface around the climbing frame. The village hall secretary will be contacting the company who supplied and installed the wet pour as it is not fit for purpose.
The VHMC volunteers are not qualified to carry out playground inspections and it was **agreed** to asked David Bracey to carry out inspections on a quarterly basis. The cost would be £100 plus VAT per quarter. The playground is well used and very successful.

7. BAP

7.1 Cllr Makinson had circulated an update which was noted. O'Neill Homer originally quoted for forty days' work, they now suggest this needs to be increased by ten days at a cost of £650 per day plus 5 visits at £150 per visit. The call for sites will rely on O'Neill Homer's technical knowledge, BAP is a small group and this would be outside of their experience. It is hoped that the Locality funding will be approved in the next couple of weeks. The further 8,000 cannot be applied for until the £4,081 has been spent. Cllr Makinson presented figures for the NHPR. It was **agreed** to proceed with ten extra days but make it clear to O'Neill Homer that work must be capped at ten days. The project needs to be done as quickly as possible but to a high standard. The next consultation will be held on 28th October. A leaflet will be put through all residents' letterboxes.

Royal Haskoning DHV are conscious of the Parish Council's budget and have suggested drawing a line under their involvement but they are willing to attend Highways and other meetings if they are needed.

It was **agreed** that funds for the NHPR and Transport Plan should be kept separate. There was discussion relating to the installation of a Toucan Crossing on Holt Road/Mill Lane. The installation of a simple Zebra and associated surfacing are £150,000 to £180,000 and a new Toucan in the region of £190,000 to £225,000. An upgrade of the existing zebra to a Toucan would be in the region of £100,000 - £125,000 assuming the electrics and surfacing is ok and there is no need to adjust kerbs etc. It was **agreed** that this would be a good project to proceed with. The Parish Partnership could be considered for this scheme. The clerk will investigate the criteria for submitting a bid. Two other options for the Parish Partnership funding were discussed. Extending pathways on the north of both Mill Lane or Church Street. There had been a very useful meeting with Highways and Royal Haskoning DHV on 20th September.

7.2 To discuss the Deed of Variation relating to DWH/S106. Cllr Makinson reported that BWH's costs would be in the region of £750, it could be assumed that the Parish Council's cost would be similar, the Parish Council would be expected to pay both sets of costs. This would then extend the period of time in which to use the S106 monies. It was **agreed** that this was acceptable and the clerk will contact Greg Beaumont accordingly.

8. Finance

8.1 To approve payments:

a.	SSE – Electric	£160.74
b.	Clerk – Salary & expenses	£1183.11
c.	A Makinson - Zoom	£15.59
d.	Horsford VH – Hire	£100.00
e.	HMRC	£287.43
f.	TT Jones Electrical	£519.77
g.	David Bracey – playground inspection	£192.00
h.	Mark Andrew Property Services – decorating	£7385.00
i.	O'Neill Homer	£7770.00
j.	Norfolk ALC – AGM	£25.00

Agreed.

8.2 To agree the bank reconciliation. **Agreed**

8.3 It was noted that the second instalment of the Precept had been received.

9. Allotments

9.1 Cllr Keeler explained that there are currently nine people on the waiting list for an allotment. Two tenants have recently given up and Cllr Brown will contact the next people on the waiting list. Letters had been sent to the tenants who had untidy allotments which resulted in work being carried out, one tenancy had been terminated.

9.2 To discuss a new Tenancy Agreement. A draft Tenancy Agreement had been circulated, there was an amendment made at 6i which states that there should be no flowers grown that produce seeds. A letter will accompany the Tenancy Agreement for the rent renewals pointing out the changes to the Agreement. The letter will also say that if a tenant is finding a whole plot too much to manage they could consider having half a plot. This was **agreed**.

One plot in Church Fields is a mess it was agreed to offer it to a new tenant at a reduced rent.

An email had been received enquiring about land at Church Fields that the Parish Council currently rents, the person concerned would like to establish a flower farm. There are greenhouses on the site and it is clean and tidy. However, there is only two years left on the lease to the Parish Council. Cllr Brown will make contact for a discussion.

10. Planning

10.1 To discuss the S38 Agreement relating to street lighting for the development off Holt Road. The clerk had been through past minutes and could find no indication that the Parish Council had agreed to take on this responsibility. It was **agreed** that the Parish Council were not prepared to take on responsibility for the street lighting on this development. The clerk will respond.

11. Clerk and Councillors reports

11.1 The clerk's report had been circulated and was noted.

11.2 Cllr Brown stated that there had been an email regarding the grant request for the Church Room, £2,500 has been raised and a request for £2,385 from the Parish Council had been made. It was agreed that no funds would be released until the works had been completed and signed off by the Parish Council. It was further agreed that no further grants would be made to the church in this financial year.

There followed discussion regarding a grants policy. The clerk will circulate a draft policy for discussion.

12. Highways

12.1 Parish Partnership Scheme. Cllr Makinson stated that this could be used for the Church Street trod scheme or the pathway extension in Mill Lane.

13. Correspondence

13.1 Councillors are invited to attend the Remembrance Day service on 12th November.

14. To discuss proposals from the Cricket Club.

Details of various projects had been received from the Cricket Club. There followed much discussion around this subject. Cllr McClure thought that a project for new nets could be supported through CIL funding, S106 monies could also be used as it would be recreational

use. It was agreed that they should make a formal application for a grant for a specific project.

15. Date of the next meeting. Monday 6th November at 7pm. Items for the agenda should be sent to the clerk by Monday 30th October.

There being no other business the meeting closed at 9.03pm.

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Chair

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Date