

HORSFORD PARISH COUNCIL MINUTES

Meeting held via Zoom on July 6th.2019

Present: Chris Brown (Chairman) Adrian Scott Joanne Keeler
 Kathryn Clarke Gary Branch Angela Makinson
 Katrina Johnson Sandra Lumbard Deborah Scott
 Virginia Sokalsky

Apologies: Derek Jacks Cllr.Lisa Starling (BDC)

There were no matters brought forward by the public

- a) **Police Report** The website indicated 29 recorded incidents in March, 28 in April and 25 in May. This was a slight increase from previous months.
- b) **NCC Report** Cllr.Adams said that he was trying to get a firm date for the installation of the “Gateway” signs at each end of the village. He had also discussed with NCC Highways the recent parking of advertising vehicles in Brewery Lane.
- c) **BDC Report** Cllr.Thomas reported that a project manager to oversee the country park development at Houghen Plantation had yet to be appointed and BDC had not yet made a decision on the longer working hours requested by DW Homes at Kingfisher Meadow.
- d) **Planning** There were no applications to consider. A lengthy discussion took place on the proposal for 280 holiday units at Haveringland Hall. It was agreed to express the Councils opposition to this and Katrina Johnson and Angela Makinson were delegated to look at Haveringland Parish Meeting’s objections in depth and to summarise before the Clerk made a formal submission to BDC.
- e) **Allotments** One had recently been vacated at Corner Lane and the Clerk would be offering this to those on the waiting list.
- f) **Full Council**
 1. **Apologies** were noted as above.
 2. **Declarations of Interest** were recorded from Chris Brown, Joanne Keeler and Angela Makinson as members of the Village Hall Management Committee.
 3. **Minutes** of the March meeting were confirmed
 4. **Reports** The Clerk reported that the Annual Parish Meeting had been cancelled and would not be required this year.
 5. **Accounts**
 - a) The Internal Audit report was received and no matters required the attention of the Council.
 - b) The Annual Governance Statement was approved for signature
 - c) The Annual Accounts for 2019/20 were adopted and the Annual Accounting Statement was approved for signature and submission to the auditor.
 6. **Vacancy for Clerk to the Council** The Clerk reported that 14 applications had been received for the position. The Chairman and Vice-Chairman had examined them all and prepared a shortlist of six. It was agreed that, COVID regulations permitting, interviews would be held in August by a sub-committee of Chris Brown, Adrian Scott and Angela Makinson with the Clerk in attendance and a recommendation for an appointment would be made to the September Council meeting. The sub-committee would be given a copy of the job description, the

current contract of employment and an up to date model contract. All those on the short list would be contacted by the Clerk with an update of the situation.

7. **Toilet Project** The Clerk had invited eight firms to quote and had received two sealed quotations. He was instructed to open them and the lowest one was from JNR Building and Maintenance Ltd. of Buxton. They would be advised accordingly. The Parish Council resolved that following earlier quotations for a modular building solution the way forward would be for a permanent structure as per the JNR quotation. The Council agreed to fund the project from accrued CIL funds. The matter would now be referred back to the VHMC who may wish to make some amendments to the design and specification in the light of COVID19 regulations and advice.

8. **S.137 Donations** Following a short presentation by the Rev.McPhee to substantiate the application for a burial ground maintenance grant the following grants were awarded:

East Anglian Childrens Hospice (Nook Appeal)	£300.00
Marie Curie Nurses	£300.00
Priscilla Bacon Hospice Appeal	£300.00
Royal British Legion	£300.00
Norwich Fringe Project	£350.00
Horsford PCC Burial Ground Maintenance	£2,250.00

9. **Street Light Inspection Report** The annual report had highlighted several minor problems which the Clerk would check in due course but one column in Angela Crescent had suffered two vehicle strikes and it was agreed that this should be replaced.

10. **Play Areas** Following the success of the joint venture with BDC in installing new play equipment at Park View it was agreed that two further joint ventures at Coltsfoot Road and Becksides should proceed. Further discussions would take place with BDC to see if s.106 funds could be used if not the cost (c.20k) would be taken from accrued Community Infrastructure Levy.

11. **Action Plan Working Group** The group were continuing to monitor the situation with regard to the Dog PH for which the agent said a sale looked likely. If appropriate they would seek to renew it as an asset of community value later in the year. The Council agreed that they should continue to look at ways of strengthening the community in particular with regard to elderly and vulnerable residents. A community meeting to discuss this would be convened when the current situation allowed. The VHMC were looking at safeguarding measures that needed to be put in place before the hall re-opened.

12. **Correspondence** None

13. **Accounts** To note for record purposes the following payments made during lockdown

HVHMC	Litter clearance (4 th . qtr.)	£1,200.00
SSE	Footway lighting rebate	£80.18
NPTS	Annual Subscription	£500.00
WIX	Website hosting (inc. VAT)	£86.40
HVHMC	Room hire and floodlights	£109.40
T.T.Jones	Lighting maintenance (inc.VAT)	£830.74
J.Graves	Salary & Exp. (4th.qtr. inc. PAYE)	£2,569.69
Horsford Helpers	Donation for COVID relief	£400.00
Sparkle	Shelter Cleaning	£80.00
Horsford Pits	Annual Rent	£130.27
SSE	Lighting electricity (inc. VAT)	£112.55
Replacement Keys	Allotment keys (inc.VAT)	£17.75

D.Futter	Architect Fees (inc.VAT)	£735.60
Came and Co.	Council Insurance	£1,116.63
SSE	Lighting electricity (inc.VAT)	£112.55
SSE	Lighting electricity (inc.VAT)	£116.19
Wave	Corner Lane water	£20.67
Ashfords	Roundabout maintenance (inc.VAT)	£1,044.00
Zoom	Fees	£14.39
P.Carrick	Internal Audit	£125.00
HVHMC	Grant (1 st .instalment)	£3,901.00
HVHMC	Litter clearance (1 st .qtr.)	£800.00
	Accounts authorised for payment	
T.T.Jones	Lighting maintenance (inc.VAT)	£572.47
Zoom	Fees for Action Plan meetings	£28.78
T.T.Jones	Annual lighting tests (inc.VAT)	£455.92
O.Newman	Repair waste bin	£34.00
J.Graves	Salary & Exp. (1 st .qtr. inc. PAYE)	£2,659.19
Zoom	Fees	£14.39
SSE	Lighting electricity (inc.VAT)	£138.09

- 14. Clerk's and Councillor's Reports** Angela Makinson outlined the "Join the dots" project being spearheaded by Norfolk ALC and it was agreed that this should be a topic for future discussion. The Clerk was asked to obtain a quotation for re-joining Norfolk ALC. Draft plans for emergency planning were being put forward by Norfolk ALC and this would also be a future agenda item. Concern was expressed at the state of the detached paths through the western estate. The Clerk would report this to NCC Highways.
- 15. Questions from the Public** Rev.McPhee asked whether the Council would consider contributing to the cost of re-opening the pool at the Middle School. The Chairman said that it could not be discussed until a costed project was available.
- 16. Next Meeting (via Zoom)** Monday August 3rd. 7.15 p.m.