

**Minutes of the Meeting of Horsford Parish Council
held on Monday 1st July 2024 at 7pm at Horsford Village Hall**

Attendance: Cllr Clarke, Cllr Johnson, Cllr Keeler (Chair), 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 Brown. In the absence of Cllr Brown, Cllr Keeler took the chair.
- 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. None.
 - b. County Councillor. Cllr Adams has taken up many problems regarding grass cutting in the parish, he asked if the Parish Council had considered taking on responsibility for the grass cutting. This would need discussion. Cllr Johnson thought an up to date list of areas and schedules is needed. Cllr Adams has been dealing with the problems in Meadowsweet regarding access and parking, it is not a Highways matter. The Police have visited and advised residents regarding parking on the footpaths. Cllr Adams has also looked into the overgrown vegetation at Coltsfoot, he thought this is the responsibility of the developer, Bloor. Cllr Starling will investigate this at BDC. Cllr Adams had signed off regarding the CCTV and bus lanes for Memorial Road/Flagcutters.
 - c. District Councillors. Cllr Nich Starling has also been dealing with potholes, paths and weeds. There have been no meetings at BDC due to the forthcoming election.
 - d. The Police report had been circulated and was noted.
- 5. Village Hall Committee**
 - 5.1 Cllr Keeler reported that hopefully UK Power Networks should install the new supply in August, it is hoped to do this in conjunction with an electrician and the fire alarm installation.
 - 5.2 Update on the Licence with the Social Club. Following repairs to the toilets for the Social Club for which the village hall had to bear the costs, it was suggested to amend the Licence to include internal repairs are the responsibility of the Social Club. An email had been received on 7th June to say the Club had taken advice and was in the process of putting together a CIC and registering with Company's House as an incorporated business. The current Licence expires on 3rd August, the Club cannot trade illegally without a Licence and they need to sign the new Licence before that date. The Parish Council do not want to see the Club close. It was agreed that a statement should be prepared in advance setting out the Parish Council's position. A letter will be sent to the Social Club stating that they must sign the new Licence or they will need to cease trading as from 3rd August.
 - 5.3 To discuss the CCTV report on the drains. The report has not been received.
 - 5.4 To discuss quotes for the fire doors. The risk assessment had identified that the existing fire doors do not meet current regulations, therefore the number of people permitted in the hall has been reduced from 250 to 120 until new doors can be fitted. Three quotes were obtained, however, one was not valid. It was agreed to instruct Norfolk Doors to carry out the works.

- 5.5 To discuss quotes for gate buffers. The playground inspection had identified an issue with the gates, new magnetic buffers are needed. They will cost £313.20 plus £150. Agreed.

6. Highways

- 6.1 To discuss Meadowsweet. Various correspondence had been received regarding problems with parking, overgrown footways and bollards. These have been passed to Highways and the police to deal with. It is believed that BDC put the bollards in to stop vehicles being parked on the grass area. The Parish Council were not consulted or informed of this. A resident thought there should be a play area, this will be checked with BDC by Cllr Starling.
- 6.2 To discuss email regarding Coltsfoot. This has been dealt with by Cllr Adams.

7. BAP.

- 7.1 A reported had been circulated and was noted. It was agreed that Royal HaskoningDHV's proposed budget for works in the sum of £4951.25 plus VAT was acceptable.
- 7.2 Update on Barrows. Cllr Clarke had been in contact with Norwich Archaeological Society for advice. The Long Barrow is scheduled as an Ancient Monument. This will be discussed at BAP in the future.

8. Finance

8.1 To approve payments:

a.	A Makinson – Zoom	£15.59
b.	Village Hall	£72.00
c.	HMRC	£517.89
d.	Clerk salary & expenses	£1554.15
e.	Baby Bean – toilets	£400.00
f.	Nisbets – cleaning materials	£201.26
g.	TT Jones	£542.11
h.	Ashfords – church field allotments	£3880.80
i.	Metrorod- drains CCTV	£279.00
j.	ActiveWashrooms	£564.96
k.	D Bracey	£120.00
l.	M Andrews - drains	£90
m.	X Active – Brownies	£96.00
n.	NGF Play	£568.80

Agreed.

- 8.2 To agree bank reconciliation. Agreed.
- 8.3 To discuss a debit card with Unity Bank. Agreed.

9. Allotments

- 9.1 To discuss a quote to erect a fence at Church Field Allotments. Cllr Keeler explained that an area of the allotments had been used as a dumping ground by the tenants, by fencing it off two new allotments could be created. There is a waiting list of nine people at present. A quote had been received in the sum of £520 plus VAT, S106 monies could be used for this. Agreed.
- 9.2 A recent inspection identified a couple of plots in need of attention, letters had been sent to the tenants.

9.3 The Lease for Church Fields does not expire until September 2026.

10. Planning

- 10.1 Planning application 2024/1784 4 Holt Road, proposed rear single storey pitch roof extension. No objections.
- 10.2 Cllr McClure will try to attend the Broadland and South Norfolk Design Code workshop on 22nd July. Cllr Makinson had written to BDC to ask how Design Codes put in Neighbourhood Plans would be treated by BDC.

11. Clerk and Councillors reports

- 11.1 The clerk’s report had been circulated and was noted. The Deeds for the village hall have now been sent to the clerk. The clerk suggested they should be stored securely in a fireproof safe and she will investigate costs.
- 11.2 Cllr Clarke remarked that the village sign is back in place and a letter of thanks should be sent to Fiona Davies, the clerk has done this. Ashfords will provide a quote to improve the surrounding area, remove the hedging and slabs and brick weave the area. Cllr Clarke went on to see that the trees are overgrown around the sign, the clerk will contact Highways.

12. Correspondence

- 12.1 Nothing further to discuss.

13. Co-Option of Councillor.

Nigel Stallard-Mulford had expressed an interest in joining the Parish Council. Cllr Keeler proposed that Mr Stallard-Mulford should be co-opted, seconded by Cllr Makinson. **Agreed.**

14. Date of the next meeting. Monday 5th August at 7pm. Items for the agenda should be sent to the clerk by Monday 29th July.

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

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Chair

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Date