

**Minutes of the Meeting of Horsford Parish Council
held on Monday 6th November 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), Cllr Lisa Starling (District Councillor), Sarah Vergette (Clerk,) and nine members of the public.

1. **Apologies:** Cllr Nich Starling (District Councillor).
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. Thanks were given for the Parish Council's support for the toilet refurbishment project at the Church Room. Food parcel hampers will be provided for the vulnerable of the parish, the Parish Council agreed to support this by paying for twenty-five chickens.
Several allotments tenants attended the meeting to discuss the changes to the Tenancy Agreement. There was much discussion which resulted in the agreement to form an allotment committee with tenants from both sites and the Parish Council being involved. The surface to the entrance to Church Lane allotments is in bad repair.
 - b. County Councillor. Cllr Adams reported that had been trying to address the problems with First Bus. Cllr Adams was disappointed that DWH had not put in the cameras. There should be a bus stop in Mill Lane. Cllr Adams referred to an email received regarding the proposed Solar Farm but Cllr Brown stated that Horsford Parish Council had made a decision on this.
 - c. Cllr Lisa Starling congratulated the BAP team on an amazing consultation event. DWH had agreed to send letters to every household regarding the bus service. At present it is not possible to have a bus stop in Mill Lane as there is no footpath and the buses are not permitted to stop on a grass verge.
 - d. There was no police report.
6. **Village Hall Committee**
 - 6.1 Cllr Keeler reported that VHMC had received a quote for the changing rooms works, this matter will be discussed by VHMC.
 - 6.2 Cllr Keeler reported that the cleaners for the public toilets have given notice to terminate their contract. The job will be put out to tender
The contract for the litter picker is also due to be renegotiated, again this will be put out to tender.
7. **BAP**
 - 7.1 Cllr Brown congratulated the BAP team on their consultation event and thanked them for the extraordinary effort that was put into the presentations. The BAP report was noted.
 - 7.2 Proposals had been forward by Royal HaskoningDHV for concept designs to provide a short section of footway adjacent to the northern side of Mill Lane to facilitate a pedestrian access to the new retail site, extend the Northern pathway and put in a pedestrian controlled crossing on Holt Road.

It was agreed that the Parish Council's priority for highway proposals is for the pedestrian controlled crossing at the junction of Mill Lane and Holt Road. The fee for the concept designs for this would be £2145 plus VAT. Cllr Keeler stated that she was happy to share her survey plans for this and would discuss it with Royal HaskoningDHV. Cllr Makinson will review the cost proposal since the only concept designs required are for the pedestrian controlled crossing.

It was agreed that the Parish Council had not got sufficient time left nor information available to submit a bid for the Parish Partnership Scheme to extend the Northern pathway on Mill Lane and this may not be feasible following Highways' review of the area.

8. Finance

8.1 To approve payments:

a.	SSE – Electric	£160.74
b.	Clerk salary & expenses	£1261.99
c.	A Makinson – Zoom	£15.59
d.	Horsford Village Hall – hire	£313.00
e.	Zak Branch	£9600.00
f.	Eastern Heat – toilet damage	£95.57
g.	Gary's Window Cleaning	£297.00
h.	Ashfords – Roundabout	£294.00
i.	Ecila Lee – curtains	£2704.71
j.	J & A Higgs	£60.00
k.	HMRC	£287.43
l.	Colour Print	£139.21
m.	Colour Print	£390.39
n.	Broadland DC Dog bins empty	£530.40
o.	Broadland DC litter bin empty	£265.20

Agreed.

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

8.3 It was noted that S106 in respect of the redecorating in the village hall had been received.

8.4 To discuss a Grant Awarding Policy. Cllr Makinson suggested that measures should be put in place to make buildings more accessible to all. **Agreed.**

9. Allotments

9.1 As previously discussed an allotment committee will be formed with representatives from the tenants and Parish Council. Cllr Brown stated that the current Tenancy Agreement needs to be signed in the meantime. The Parish Council is willing to listen to the tenants and if they can come to an agreement to restrict the growing of wildflowers the Tenancy Agreement could be amended in the future.

Cllr Keeler reported that there are now only four people on the waiting list as some tenants had decided to take on half an allotment.

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.

It was agreed that Cllr Brown should contact Ashford to discuss the path to Church Fields.

10. Planning

- 10.1 To discuss the S38 Agreement relating to street lighting for the development off Holt Road. An agreement had been given by the Parish Council in 2019 to take on the responsibility for the street lighting. The current Parish Council will need to honour that agreement.
- 10.2 Solar Farm. An email had been received relating to the proposed solar farm asking eh Parish Council to meet to discuss this further. Cllr Brown stated that the Parish Council had made a decision at a previous meeting, this had been submitted. It was however agreed to invite this person to meet with the Council prior to the December meeting.

11. Clerk and Councillors reports

- 11.1 The clerk’s report had been circulated and was noted. NALC had issued the pay award for clerks, this will be added to the clerk’s salary next month. Councillors reports. The minutes from the Finance working group will be circulated.

12. Highways

- 12.1 Parish Partnership Scheme. Previously discussed.
- 12.2 To discuss the quote to refurbish the village sign. It has been established that the WI passed ownership of the sign to the Parish Council, written evidence of this will be obtained. A quote had been given for restoration and repainting of the sign in the sum of £3360, this quote will be honoured until January. This is an historic sign and the work is specialised. Alternative quotes had been sought but nothing had been forthcoming. It was agreed to pay a 50% deposit for the work. A sum for maintenance will be allocated in the budget.
- 12.3 Bus shelter proposal from DWH. It was agreed that the bus shelter was acceptable but it need to be green in colour, it also needed to face the correct way round away from the road.
- 12.4 To discuss bus stops, Cllr Makinson suggested that a letter be sent with a copy to Jerome Mayhew MP and Cllr Adams regarding the changes to the bus routes caused because the new refuge is too large for the single decker buses to turn into Holt Road from Olive Crescent. This was agreed.

13. Correspondence

- 13.1 A email relating to changes in polling districts was noted.
- 13.2 Cllr Makinson stated that the GNLP is being examined, it is relevant to Horsford as it is now described as a cluster village. It was agreed that Cllrs Makinson and Johnson would respond to the consultation.
- 13.3 An email had been received regarding litter in Horsford Woods. There is a litter bin in this area. The clerk will contact the person to thank them for cleaning up the litter.
- 13.4 Cllr Brown had received an email regarding the gate across Green Lane asking for assistance with legal fees. It was agreed that no parishioners had complained about this and it is publicly accessible.

- 14. Date of the next meeting.** Monday 4th December at 7pm. Items for the agenda should be sent to the clerk by Monday 27th November. There being no other business the meeting closed at 8.27pm.

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Chair

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Date