

**Minutes of the Meeting of Horsford Parish Council
held on Monday 4th December 2023 at 7pm at Horsford Village Hall**

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

1. **Apologies:** Cllr Keeler, Cllr Lisa 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. There was some discussion relating to the new Tenancy Agreement for the allotments. Cllr Brown stated that a decision had been made by the Parish Council and Standing Orders state that once a decision has been made it cannot be discussed again for six months. An allotment committee is in the process of being formed.
 - b. County Councillor. Cllr Adams reported and referred to the condition relating to the installation of cameras at the bus gate on Flagcutters to Butterfly Mill, the planning condition has been badly worded.

There had been enquiries regarding gritting through Flagcutters Way and Memorial Road. The Highway Engineer was not aware of the commencement of the bus service and part of Flagcutters is still unadopted. The Engineer will add these roads to his 'wish list' for 2024/25 gritting routes. In the meantime, he suggested that the Parish Council could have grit bins installed. The clerk will investigate the cost.

With regard to request for double yellow lines in Mill Lane, the sign off on the S278 is still pending.

Highways are happy to provide and install a bus stop in Mill Lane on both sides of the road.

The buses going through Flagcutters are travelling 30mph in one direction and 20mph in another direction, this has also been taken up with Highways who were not aware of this. There had been no consultation between the Developer and Highways. Highways have only adopted part of the development. The speed limit should be 20mph throughout the estate. The 20 mph signs have been in place for some time agreed between the Developer and BDC in the original planning application.

Cllr Adams was asked to report worn road markings on Mill Lane/Memorial Way, Highways have issued a works order. The zebra crossing also needs refreshing.

Cllr Adams will chase up the village gateways for Church Street and the passing places signs in Green Lane.
 - c. Cllr Nich Starling reported that Broadland DC are looking at trimming costs but maintaining a good level of service. They have been existing on their reserves. The Government will not pay out on the food recycling scheme until 2024/25.

A Public Space Protection Order is in place for the whole of Broadland. Roads are being used as racetracks, the Order gives the Police the power to confiscate.

Cllr Starling agreed that the wording in the Planning Application decision for the bus control gates was badly worded.
 - d. There was no police report.

6. Village Hall Committee

- 6.1 Nothing to discuss.
- 6.2 The vacancy for groundsman had been advertised. The current groundsman would like to continue. The clerk will draft a contract.
- 6.3 The vacancy for cleaners for the public toilets had been advertised. The person who runs the coffee shop is willing to clean and lock/unlock the public toilets. This was ~~is~~ agreed and the clerk will draft a contract.
- 6.4 The VH Committee had agreed not to carry out a full refurbishment to the changing rooms but will obtain quotes for works on a smaller scale.

7. BAP

- 7.1 The BAP report had been circulated and was noted. Cllr Makinson stated that it is hoped that the S278 plans for the retail outlet development on Holt Road can be used to show what services are under the road relating to the provision of a pedestrian controlled crossing.

8. Finance

8.1 To approve payments:

a.	Clerk salary & expenses	£1779.65
b.	A Makinson – Zoom	£15.59
c.	Horsford Village Hall – hire	£80.00
d.	HMRC	£661.79
e.	Ashfords (allotments)	£624.00
f.	Wave	£31.77
g.	O’Neill Homer	£172.80
h.	Royal Haskoning DHV	£4734.00
i.	O’Neill Homer	£1387.20
j.	Outpost (See below)	£3007.44

Agreed.

- 8.2 To agree the bank reconciliation. **Agreed**
- 8.3 To discuss a grant to the Brownies. It was agreed to seek more information and make a decision on this in January.
- 8.4 To discuss the 2024 – 2025 budget. The clerk presented a budget which was **agreed**.
- 8.5 To discuss a donation to Outpost. There are earmarked funds relating to Outpost. The request was for £3007.44. Cllr Johnson proposed the funds should be transferred, seconded by Cllr Makinson. All were in agreement. Outpost have been awarded a grant from Norfolk Community Foundation in the sum of £2000 and will be applying for another grant from the Co-op. They would also like to apply for funding under the Pride of Place Scheme but this needs support from the Parish Council. **Agreed**. Outpost will produce the papers and this will be discussed in January.
- 8.6 To discuss a donation to Horsford Cricket Club. It had previously been agreed not to give a donation.

9. Allotments

- 9.1 98% of the Tenancy Agreements and payments have been received for the allotments. There is one allotment tenant who has not replied to correspondence, phone calls or

a visit to their property. The allotment is overgrown. The tenancy ran out on 11th October. It was **agreed** to terminate the tenancy. Action Clerk.

10. Planning

Nothing to discuss.

11. Clerk and Councillors reports

11.1 The clerk's report had been circulated and was noted. There had been a request for a contribution to churchyard maintenance. Following some discussion it was agreed that the clerk would ask for more information, a breakdown of the work involved and the invoices. This will be discussed in January.

11.2 The Solar Farm representatives would like to attend the February meeting.

11.3 Cllr Clarke stated that the road signs for Hornsea 3 traffic were obstructing the visions of motorists at the roundabout to the NDR. The clerk will contact Highways.

12. Highways

12.1 Parish Partnership Scheme. Nothing further.

12.2 To discuss the quote to refurbish the village sign. The sign needs to be removed before work can be done. The post is cemented in but the top part is bolted on. Cllr Keeler will look into this.

12.3 RAL colour 6032 was agreed for the new bus shelter.

12.4 To discuss an email to Jerome Mayhew MP regarding the refuge in Holt Road. Cllr Makinson had drafted an email which was circulated and agreed. The clerk will send this to Mr Mayhew.

13. Correspondence

13.1 To note the Pride in Place Scheme, information had been circulated.

13.2 The Broadland DC Community Tree Planting scheme was noted. There was some discussion relating to possible sites. It would be good to improve the entrances to the village but there would need to be clarification from Highways to see if the trees could be planted on the roadside and who would maintain them.

13.3 Biodiversity Policy. Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity. A NALC Model Policy had been circulated. Cllr McClure will look at the policy and make changes for consideration.

Cllr Makinson reported that Nigel Boldero had been in correspondence regarding the 4H project, information had been circulated. He asked if Horsford Parish Council would give an expression of interest to the project and eventually participate in a feasibility study, this was agreed. Cllr Makinson had found a Biodiversity group at NCC and will ask them to be a statutory stakeholder in the Neighbourhood Plan Refresh.

14. Date of the next meeting. Tuesday 2nd January 2024 at 7pm. Items for the agenda should be sent to the clerk by Monday 23rd December. There being no other business the meeting closed at 8.30pm.

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Chair

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Date