

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Monday 4<sup>th</sup> October 2021 at 7.15 pm in the Village Hall

**Present:** Chris Brown  
Joanne Keeler  
Sandra Lumbard  
Angela Makinson  
Adrian Scott  
Deborah Scott  
Virginia Sokalsky

### **Mill Lane: hedge and tree cutting:**

Further comments were raised by neighbours in the area. The Chairman reiterated that the Parish Council has no jurisdiction as Mill Lane is part of the designated Highway in the area and is the responsibility of the County Council. The Highways Manager has visited the area and spoken to those involved and confirmed that no permission was granted to carry out work to any trees in this area

**Community Speed Volunteers:** the Parish Council supports the Community Speed watch programme which is helping to address the problems of speeding in Horsford.

As part of the programme, the local Co-ordinator is seeking volunteers to help, about once a month, to monitor traffic at various locations around the village. Norfolk Constabulary provide training on the use of the equipment as well as the H&S aspects and volunteers are covered by the Constabulary's insurance. Commitment in terms of your time is a few hours per month as you record the registration number of vehicles seen to breaking the speed limit.

**Allotments:** discussion around the availability of skips being provided at Corner Lane; not all allotment holders are in agreement with this suggestion. Allotment holders are responsible for the disposal of the green waste generated on their plots. An Allotment Committee could be created which could liaise with HPC when required. A notice board was suggested, which can be provided. The taps require to be insulated; contractor has been asked to provide a quote for this work.

1. **Police Report:** 24 incidents reported for August: 15 for violence and sexual incidents; 3 anti-social, 2 Public Order and 4 Other.
2. **County Councillor Report**
  - Meetings have been held with the project team regarding traffic mitigation proposals for the Norwich Western Link Road if they are required once the new road is built.
  - Have again contacted the Highways Manager regarding the wording agreed and the road line markings which still haven't happened. Norse are expected to carry out this work but, despite constant chasing, the work is still not completed after several months
  - Road patching outside 125 Holt Road is due to be completed by end of the month

3. **District Councillor Report**

- Flooding report has been made available; Becksideside flooding was result of the water being released from the reservoir – which is permitted at times – but on this occasion the volume of water was excessive. Environment Agency are apparently in discussion with the contractor around the timings of this incident.
- The refuge outside the Cripps development has been restored after many months.
- Place Shaping Committee: will shortly receive the currently Transport Policy which includes the Western Link project.

4. **Planning Committee:**

- 20211718: 173 Holt Road, NR10 3DN. Annex to main dwelling. No further comments or objections

5. **Apologies**

Were received from Cllr T Adams, G Branch, K Clarke and K Johnson

6. **Declarations of Interest**

Members of the Village Hall Mngt Committee for payments to the Committee for upkeep/maintenance.

7. **Minutes of the Meeting held on 6<sup>th</sup> September**

Were confirmed as a true record of the meeting and approved unanimously.

8. **Ratify Decisions made at September meeting:** Due to the September meeting not being advertising for the requisite number of days prior to the meeting the decisions made in September require to be ratified. Agreed unanimously that all decisions so made be confirmed.

9. **Village Hall Management Committee**

**Quote for tree works:**

- Raise all trees overhanging the foot and cycle paths to a minimum height of 3 metres, clear all lamp posts by 1.5 metres. £450.00
- Reduce all trees overhanging the foot and cycle paths back to the park fence, removing all overhanging branches completely. £1,200
- Carry out inspection of tree belts on all three sides of the playing field and carry out any identified works

Agreed to accept quotes (i) and (ii). Quote (iii) to be considered later if required.

**Quote for flooring in toilets:**

- Quote 1: £1,678.50 plus VAT
- Quote 2: £1,780.20 plus VAT

Agreed to accept Quote 1. Quotation is valid until end December 2021.

**Quote for 5-year tree management plan:** bring to November meeting

10. **BAP update**

**Green Infrastructure Plan:** proposed this to be a living document whereby projects are completed and added over time. Requires liaison with BDC who can advise on which projects are valid for CIL and S106 monies; sources of possible grants; seek consultants for specific projects and expertise as required.

Agreed to adopt the current draft of the document as Version 0.1.

**Mountain Bike Track:** Feasibility Study presented with the preferred option being for the end-users to help design the Track. Approximate cost £10K with the project put out to

tender. Additional costs, yet to be considered, are the unsurfaced road area past Pyehurn Farm with two areas that become water-logged. Agreed to allocate £10,000 to this project.

**Swimming Pool at school:** Much of the work on infilling the old swimming pool has been completed but additional costs have arisen. An application for 10% of the costs has been received and BDC confirm that CIL or S106 monies can be used. Agreed to allocate £2,250.

11. **Highway issues within Horsford**

An update report was presented; a meeting has been held with Royal Haskoning (RH) on the next steps to develop a road safety-led Transport Policy. RH are working with a charity, IRAP, who have developed a tool to help design road systems with safety as the key criteria. Work will now commence on confirming timeframes and costs for developing a policy statement followed by a concept Masterplan. A key stakeholder list will also be created. RH should shortly be able to present a draft design to councillors prior to being considered at the following HPC meeting.

12. **Allotments**

**Quarterly Inspection:** three allotments at Corner Lane are overgrown and will be assessed again within three weeks; if no further work has been undertaken the holders will be informed their tenancy is being ended.

Two plots are overgrown at Church Field; Plot 5 could be tidied up and fruit trees planted. Plot 8 is vacant. Plot 3 is very large and overgrown. Suggested it could be loaned to the Scouts and Outpost, rent-free, for a specified period of time. In the first instance the plot requires the undergrowth to be cut back. Quotation required.

**Trees overgrown:** further works are required to the trees at the entrance of Corner Lane and the waste from the most recent works needs to be removed. Quotation required.

**Deposit:** agreed that, from this point, all Allotment Holders will be required to pay a deposit of £100/£50 depending on the size of the plot they rent. If, at the end of the tenancy, the plot is in good condition the deposit is refundable, otherwise the deposit is forfeit.

**Tenancy Agreement:** proposed changes agreed. In addition, for new tenants a clause regarding payment of the Deposit needs to be included.

**Removal of Asbestos:** two quotes received; agreed to accept the lower one from AC Environmental Services for £300 plus VAT.

13. **Correspondence**

Noted that most correspondence has been included within other Agenda items.

14. **Finance: accounts for payment**

SSE	Footway Lighting	£155.69 (DD)
Village Hall Management Committee	Room Hire, play equipment maintenance, annual fire equipment test, CCTV set-up	£1,156.88
Salaries and Expenses	Quarterly	£2,119.33
HMRC	PAYE	£59.80
Laptop	Hardware and Software	£2,175.28
Norfolk Parish Training and Support	Training	£120.00

Fuel Allotment Charity	Annual Rent	£10.00
T T Jones	Quarterly Maintenance: streetlights	£650.65
JNR Buildings	Toilet Project	£4,183.04
Rollerdor	Garage Door	£980.00
Parish Councillor	Expenses	£100.00
Dyke Fencing & Paving	Landscaping on Recreation field	£12,888.00
	<b>GRAND TOTAL</b>	<b>£24,598.67</b>

The above accounts were unanimously agreed for payment.

15. **Clerk and Councillor Reports**

- **Noticeboard on Mill Lane:** appears to have been damaged
- **Current Co-op site:** suggested the site could be considered as an Asset of Community Value (ACV) although no firm proposals for its future use have been put forward
- **Flooding on Beckside:** DJ has obtained the Environment Agency report although it is unclear what action is being proposed or implemented to prevent a repeat from last winter
- **Speedwatch Volunteers:** an article to be placed in the Horsford News and the FB page of HPC
- **Tree for the churchyard:** it has been confirmed that a Goats Willow will be planted; HPC to purchase and arrange for the planting.
- **Remembrance Sunday:** service to be held at Felthorpe on Sunday 14<sup>th</sup> November at 10.45am.
- **Mill Lane:** a separate meeting was suggested but as HPC has no jurisdiction in this area agreed the matter will be left with Highways
- **Scout Hut:** £20K has been ring fenced for this project, but costs have risen considerably over the past 18 months and a request for further funds has been received. Agreed, on receipt of more detailed costing the parish council will consider match-funding arrangements

16. **Questions from the Public**

Nothing further was raised.

17. **Dates of Future Meetings: to be held in the Village Hall Committee Room unless otherwise stated, commencing at 7.15pm**

Monday 1<sup>st</sup> November  
Monday 6<sup>th</sup> December  
Monday 3<sup>rd</sup> January 2022

The meeting ended at 9.20 pm