

# HORSFORD PARISH COUNCIL MINUTES

Date of Meeting: May 8<sup>th</sup>.2018

Present: Brian Blythe (Chairman) Chris Brown Virginia Sokalsky  
Alan Wright Mark Smith Melanie Smith  
Neil Medler Joanne Keeler Kathryn Clarke  
Adrian Scott Gary Branch

Apologies: Malcolm Makins

- a) **Chairman** Brian Blythe was re-elected chairman for 2018/19
- b) **Police Report** Nine crimes had been recorded in March
- c) **County Council Report** None
- d) **District Council Report** None
- e) **Planning** No objection was raised to an extension at 4 Mill Lane and to an outline application for 19 dwellings adjacent to Pronto Joinery in Dog Lane but the planning authority should ensure they consider any highway issues relating to the Dog Lane/Holt Road junction.
- f) **Allotments** The Clerk was authorised to have some fencing erected in a gap on the Church Field boundary.
- g) **Full Council**
  1. **Apologies** were noted as above
  2. **Declarations of Interest** Adrian Scott had declared an interest prior to discussion of item e) on the agenda. Chris Brown and Joanne Keeler recorded membership of the HVHMC.
  3. **Minutes** of the April meeting were confirmed and signed.
  4. **Reports** The Clerk reported that he now had two potential handymen available and that he had checked their insurance and this also applied to Sparkle Window Cleaning who had cleaned all the bus shelters at a cost of £80. The Clerk was authorised to have this done once a quarter. The school in Mill Lane had confirmed that the playground was off limits for car parking during youth football matches. The Clerk had circulated Broadland DC reply to queries on the DW homes development. Highways had confirmed that the crossing point in Mill Lane at the junction with Holt Road was in their opinion the safest location. No further action was to be taken.
  5. **Vice Chairman and advisory committees** Chris Brown was re-elected as vice-chairman. The advisory committees would be – Planning (all except Joanne Keeler as a BDC member) Allotments (Chair, Vice-Chair plus Malcolm Makins, Virginia Sokalsky, Kathryn Clarke) Finance (Chair, Vice-Chair plus Alan Wright, Malcolm Makins, Mark Smith, Joanne Keeler, Virginia Sokalsky and Adrian Scott).
  6. **High-viz jackets** The Council accepted a recommendation from the Action Plan advisory group that high-viz jackets should be provided at a cost of £1,080 to all pupils at the two Horsford schools and this would encourage more to walk to school particularly in the winter months.
  7. **Yellow Lines** NCC would be requested to extend the yellow lines on the north side of Horsbeck Way to avoid excessive parking from those using the Church Room and causing unsafe entry/egress at the Holt Road junction.

8. **Roundabout adoption** The Clerk had obtained criteria relating to the planting on highway land which he would pass to the Action Plan group for consideration.
9. **Surgery** The Council agreed in principle the idea to hold regular surgeries where residents could have informal discussions with councillors on any matters of concern. This would be referred back to the Action Plan group for consideration.
10. **Bus Shelters** DW Homes had asked whether the Council would require bus shelters at the two stops in the new development with the initial cost being borne by them. The Council accepted this proposal.
11. **General Data Protection Policy** The Council adopted the policy drawn up by the Clerk.
12. **Street Lighting Electricity** Southern Electric had quoted for the renewal of the contract. The Clerk was finding difficulty in locating another supplier who would take on the un-metered supply. He would continue to investigate, but if un-successful he was authorised to renew with Southern.
13. **Annual Accounts**
  - a) The report from the internal auditor was noted which said that all matters were in order.
  - b) The Council considered the annual governance statement and the Chairman was authorised to sign it.
  - c) The Annual accounts had been circulated to members and they were formally adopted and the Chairman was authorised to sign the annual return to the external auditor.
14. **SLCC Conference** The Council agreed to part fund the attendance of the Clerk (£28), the cost being shared with two other Councils.
15. **Bulb Planting** The W.I. had been in contact asking to plant bulbs to mark their 90<sup>th</sup>. anniversary. Their suggestion to plant around village gateway signs could not be progressed as NCC were not replacing them. The matter would be referred to the Action Plan group.
16. **Correspondence** DW Homes had asked for a further informal meeting with members in June. Dates would be suggested and members informed once agreement had been reached. Broadland were reviewing their gambling policy and this would be circulated for comment. Code development planners had been in contact for an informal discussion on possible retail development on the south side of the village. They would be invited to the next Action Plan group on June 19<sup>th</sup>. NCC proposal for a 20 mph limit through Butterfly Mill asked for comment and the Council would like this to include the whole length of Memorial Way. NCC also consulted on speed limits adjacent to the new roundabout at Green Lane. The Council felt that the limit approaching from the north should be reduced to 30mph. and if possible highlighted by a flashing sign. Green Lane should be 30mph along its whole length. Drayton Farms had written to highlight the abuse of permissive paths around fields off Reepham Road. Members felt that although technically in Horsford it was unlikely to involve local residents.

17. **Accounts passed for payment**

|             |                                |         |
|-------------|--------------------------------|---------|
| SSE         | Footway Lighting (inc.VAT)     | £343.76 |
| Norfolk ALC | Annual Subscription            | £672.01 |
| T.T.Jones   | Lighting Maintenance (inc.VAT) | £546.62 |
| SLCC        | Conference Fee (part)          | £28.00  |
| P.Carrick   | Internal Audit Fee             | £125.00 |

|                |                            |         |
|----------------|----------------------------|---------|
| Sparkle Window | Bus Shelter Cleaning       | £80.00  |
| SSE            | Footway Lighting (inc.VAT) | £292.58 |

- 18. Clerk's and Councillors Reports** Kathryn Clarke gave a resume of the Airport Committee proceedings including the fact that helicopter flights had reduced by 11% and that terminal catering and shopping facilities were being taken back in house. Adrian Scott reported that the neighbourhood plan referendum was likely to be held in July. Chris Brown reported that peak traffic through Horsford since the NDR opened had increased by 30%. The Clerk confirmed that bollards in the grass verge were not permitted as they were on highways dept. land. Chris Brown asked for a report from the Action Plan group to be a permanent agenda item, feasibility studies into CCTV and toilets at the village hall were ongoing. DW Homes should be asked what sound proofing and protective screening would be provided to the first house on Holt Road adjacent to the new roundabout now that the Flagcutters had been demolished. Also, there was evidence of unauthorised parking again in the Forestry car park. Speeding in Mill Lane was still of concern and any regular transgressor should be reported to the police.
- 19. Questions from the Public** Concern was expressed about communications with DW Homes who had opted for informal meetings with councillors but it was agreed that residents should feed any concerns via their elected representatives who could bring them up on their behalf. Residents asked that the no through road sign location in Green Lane should be confirmed with the highways dept.
- 20. Next Meeting** Monday June 4<sup>th</sup>. 7.15 p.m.