

**Minutes of the Annual Meeting of Horsford Parish Council
held on Tuesday 7th May 2024 at 7pm at Horsford Village Hall**

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

- 1. Election of Chairman:** Cllr Keeler proposed Cllr Brown for Chairman, seconded by Cllr Makinson. **Agreed.** Cllr McClure stated that he would have liked to challenge this and become Chair but failed to receive a nomination.
Election of Vice Chair. Cllr Makinson proposed Cllr Keeler for Vice-Chair, seconded by Cllr Clarke. **Agreed.**
- 2. Apologies for absence.** Cllr Lisa Starling.
- 3. Co-option of Councillors.** None.
- 4. Declaration of Interests:** Members of VHMC declared an interest in village hall matters.
- 5. To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting, having been circulated were **approved.**
- 6. Public participation session**
 - a. Public. There had been an incident at Corner Lane allotments, a female tenant had been approached by three men, the police will be informed. Cllr Brown suggested that if anyone felt intimidated they should lock the gates to the allotments, perhaps even go in pairs for the time being. There is a suspicion of drug use at the Church Fields allotments, again this will be reported and in the meantime evidence will be gathered. The Allotment inspections will take place on 2nd June.
 - b. County Councillor. Nothing to report.
 - c. District Councillors. None.
 - d. None.
- 7. Village Hall Committee**
 - 7.1 The playground inspection had identified works that need to be carried out to the playground equipment on health and safety grounds. Quotes had been received. The clerk will check with BDC to see if S106 monies can be used for the repairs and maintenance. It was agreed that the inspection report would be circulated to all councillors and going forward the VHMC minutes would also be circulated. The VHMC Trustees carry out monthly inspections on the playground equipment. A maintenance plan will be discussed at the forthcoming Finance Committee.
 - 7.2 Update on the Licence with the Social Club. Nothing has been heard from the Social Club despite emails being sent asking for the accounts and legal personality. The Termination Letter is ready to be sent by the VHMC and the Licence has been agreed by the Parish Council. It was agreed that a letter from the Parish Council would accompany the Termination Letter from the VHMC stating that the Social Club would have to cease trading in the village hall if the new Licence is not signed and the current Licence has expired. A draft will be circulated before it is sent.
 - 7.3 Update from Solicitors regarding Village Hall Deeds. Neither Mills and Reeve nor Hansells say they hold the Deeds, the clerk will contact the former clerk.
 - 7.4 To discuss update from Outpost. Outpost requested £8,000 to enable them to continue the youth provision. They have applied for grants but been unsuccessful. If

the Parish Council agree to the funding two further grants have been promised. Outpost are also in the process of applying for charity status. It was agreed this is a community benefit, the change in age groups that use the service demonstrates there is a need in the village. The increase in development in the village has brought more young people to the village therefore CIL or S106 monies could be used to fund this. Entry to Outpost for the youngsters is free which makes it accessible to all. It was **agreed** to donate £8,000 to Outpost. A sum will also be added to the annual budget to cover this in future years.

- 7.5 To discuss the quote for the car park re-surfacing – this will be discussed at the Finance Committee meeting.
- 7.6 To discuss quote for the flat roof - this will be discussed at the Finance Committee meeting.
- 7.7 To discuss replacement of zip wire set and chains - this will be discussed at the Finance Committee meeting.
- 7.8 To discuss quote for Tuff Grass. Cllr Brown suggested that he could do the work to the under five's area in the autumn. The area around the trampoline needs to be done professionally and will be discussed by the Finance Committee.

8. BAP

- 8.1 The BAP reported had been circulated and was noted. Going forward the report will be published on the Parish Council website. If the Neighbourhood Plan goes to Referendum this should be done later in the year. There is still funding to come from BDC to cover the Referendum. Cllr McClure thought that the Referendum could take place at the same time as County Council elections in May 2025.

9. Finance

9.1 To approve payments:

a.	Clerk salary & expenses	£1685.92
b.	A Makinson – Zoom	£15.59
c.	Horsford Village Hall – hire	£168.00
d.	HMRC	£570.23
e.	SSE	£109.39 Direct Debit
f.	SSE	£321.26 Direct Debit
g.	Baby Bean – toilet cleaning	£500.00
h.	Ashfords – playing field an pitches	£7011.60
i.	Ashfords – Allotment at Church Fields	£504.00
j.	Blockbuster	£126.00
k.	Blockbuster	£156.00
l.	Zak Branch – allotments	£5100.00
m.	M Anderson-Dungar	£150.00
n.	Gary's Window Cleaning	£312.00
o.	Gallagher Insurance	£1450.17
p.	TT Jones	£297.00

Agreed.

Receipts

a.	Broadland District Council – Precept	£39203.50
b.	Broadland District Council – CIL	£1855.33

- 9.2 To note the Internal Audit Report. Noted
- 9.3 Approval of the Annual Governance Statement of the Annual Return. Agreed and signed.
- 9.4 Approval of the Annual Statements of the Annual Return. Agreed and signed.

- 9.5 To discuss insurance renewal. All documentation had been circulated. Insurance agreed.

10. Allotments

- 10.1 To receive update on the allotments. It is necessary to dispose of the polytunnel and greenhouse at Church Fields, quotes had been received from Ashfords to do this work. To dispose of the polytunnel £640, to remove and dispose of the greenhouse £1574. There is also an area of compost which needs to be removed, quotes have been requested. Clearing this land will create another allotment plot. It was agreed that S106 monies could be used for dismantling and ongoing maintenance.
- 10.2 An email had been received regarding the hedges at Church Fields which have gaps in them. Clerk will refer the land agent to the Church.

11. Planning

- 11.1 To discuss the Deed of Variation relating to S106 monies. The new Deed will be valid for ten years.
- 11.2 Planning application 2024/0581 raise rear garden fence from 2m to 2.45m at 167 Holt Road. No objections.
- 11.3 Planning application 2023/2000 Erection of one dwelling, Land south of Orchard End, Dog Lane. There is a change in design, the bedrooms have skylights but the application had been passed previously. The short form will be sent to BDC.
- 11.4 Planning application 2024/1156 Construction of patio to the front of the main clubhouse. No objections.

12. Clerk and Councillors reports

- 12.1 The clerk’s report had been circulated and was noted.
- 12.2 Cllr Keeler reported that parking around the doctor’s surgery, Pyehurn Lane and near to the junction in Mill Lane was becoming dangerous. The parking limits access and visibility. The clerk will contact the Police and write to the Doctor’s surgery
Cllr Brown mentioned the Neighbourhood Watch Scheme, the clerk will investigate this.

13. Correspondence

Nothing further to discuss.

14. To review and update policies.

- 14.1 Standing Orders – agreed.
- 14.2 Financial Regulations. New Financial Regulations had been published today and will be reviewed at the Finance Committee meeting.
- 14.3 General Risk Assessment – agreed.
- 14.4 Internal Control Policy – agreed.

15. Date of the next meeting. Monday 3rd June at 7pm. Items for the agenda should be sent to the clerk by Monday 27th May

There being no further business the meeting closed at 8.27pm.

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Chair

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Date