

HORSFORD PARISH COUNCIL

Minutes of the meeting held on Monday 6th December 2021 at 7.15 pm in the Village Hall

Present: Chris Brown
Kathy Clarke
Derek Jacks
Joanne Keeler
Angela Makinson
Adrian Scott
Deborah Scott
Virginia Sokalsky

Presentation of Norfolk Community Resilience Memorial Plaque: Lord Dannatt attended the Parish Council meeting and presented the Memorial Plaque to commemorate the continued on-going efforts of so many within the community during the Pandemic. The plaque will be placed on the external wall of the Village Hall.

Flooding on Becksides and Coltsfoot: following the meeting on 18th November (notes have been circulated) it was confirmed that:

- the Environment Agency have cleared some areas of the Beck
- ownership of some areas of land have yet to be confirmed
- Bloor are currently carrying out remedial work to their land prior to adoption by BDC. This has been a long-running issue and BDC will not adopt unless the debris and branches are removed to ensure the Beck runs freely and footpaths are clear
- A local, resident-led action group, to be set up to monitor issues as they arise
- There are up to 40 different agencies that have responsibility or oversight of the water courses within Horsford
- To request that the release of water from the reservoir, which is believed to be one of the causes of 2020 flooding, is carried out more frequently, with lower volumes of water, so such large volumes do not cause a similar incident
- Storage for sandbags, for use by residents, needs to be confirmed. DJ to liaise with residents to agree most suitable and easily accessible location
- Anglian Water have recently jet hosed some pipes, but further work is necessary

1. **Police Report:** 31 incidents reported for October : 22 for violence and sexual incidents; 2 Criminal Damage & Arson and 7 Other.
2. **County Councillor Report:** nothing to report
3. **District Councillor Report**
 - Accommodation relocation remains under internal review with queries if such a move is in the best interests of the organisations involved
 - The proposed footpath from Holt Road to the Country Park was reported in the EDP has being fully funded: this is inaccurate and there are still several issues to be resolved before funding can be confirmed
 - Unfortunately, the District Councillors have no contacts within Anglian Water, other than via social media with regard to the issues around Coltsfoot and Becksides

4. **Planning Committee:**

- 20211811: Oaklands, Sandy Lane. New agricultural dwellings and car port. Nothing contentious, no comments or objections
- 20212031: The Mill, Holt Road. Open fronted store to provide covered storage space for materials and equipment. Nothing contentious, no comments or objections
- 20211959: Broadway Enterprise Park comprising commercial industrial units, prospective filling station, hotel and Park & Ride. This is not within Horsford although the impact of the development is unlikely to be detrimental. It is assumed that the current P&R facility will have to relocate
- 20212069: 266 Holt Road; Outline Application for demolition of existing house and building of 6 new dwellings. There is very little detail on this application but noted that the trend for infilling, in this case, replacing one dwelling with six will cause yet further congestion on Holt Road. Agreed to write to Planning Director requesting details of how HPC can be involved at an earlier stage with developers with regard to agreeing allocation of S106 or CIL funds
- 20212021: 4 Dog Lane: single storey rear extension with flat roof. Nothing contentious, no comments or objections although note that flat roofs require significant insulation

5. **Apologies**

Were received from G Branch, K Johnson and S Lumbard.

6. **Declarations of Interest**

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

JK for Planning Application 20211959: Broadway Enterprise Park for which she left the meeting temporarily.

7. **Minutes of the Meeting held on 1st November**

The Minutes were confirmed as a true record of the meeting and approved unanimously.

8. **Village Hall Management Committee**

Flooring in Main Hall: this is the original flooring and is now worn and may, in time, create 'trip' hazards. Four quotes have been received although more detail is required: an exact specification, length of manufacturers and fitters guarantees, and time taken to complete the work

S106 can be used for the purchase although VAT, if applicable, cannot be claimed back as this is replacement flooring, not new. Agreed to authorise expenditure up to £12,799 subject to a meeting with members of the VHMC and clarification of the issues noted.

Toilets: there remains work outstanding on this project together with agreement on the 'Snagging List'. Payment will be made on satisfactory completion of all outstanding works.

Picnic tables and benches for the Recreation Ground: these have now been received and a number of volunteers will be assembling and placing them in-situ over the Christmas period.

9. **BAP update**

Membership of BAP: two vacancies still remain, and volunteers are being actively sought.

TROD from Holt Road to Country Park: following discussion it was agreed to postpone any decision on how or where to provide this crossing until HPC has met with Royal HaskoningDHV on 8th December.

Outpost: grants are being sought but Outpost does not easily fit within the criteria specified for many of the organisations and charities that provide potential funding. Advice has been received to make an application to Children in Need. £500 is needed to continue with the hire of the Hall and other immediate expenses; it was noted that Outpost now attracts many young people to the weekly event. Agreed to provide £500, allocated to Section 137, for these costs, agreed unanimously.

Professional Fundraiser: it is time consuming to complete numerous applications for what can be, small sums of funding. It has been suggested to engage, for two days, a professional fundraiser who can assist in creating a generic application template and organisational funding brief to be used for all applications. The cost will be £600 for the two days and can be funded from CIL; agreed unanimously.

Public Footpaths: access to the A140/Cromer Road is hazardous with overgrown trees and bushes but it's not clear which organisation is responsible or will take responsibility to mitigate the hazard.

White Gates: Duke of Edinburgh red and gold roses have been planted by the gates and will eventually create a hedge.

10. **Highway issues within Horsford**

Next meeting with Royal HaskoningDHV is on 8th December (*subsequently this meeting was postponed to the new year*).

11. **Finance: accounts for payment**

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|-------------------------|---|-------------------|
| SSE | Footway Lighting | £160.74 (DD) |
| Ashfords | Plant roses at north roundabouts as per Quotation | £204.00 |
| Ashfords | Half Yearly maintenance | £756.00 |
| Village Hall Mngt Cttee | Half Yearly maintenance | £6,137.00 |
| Parish Councillor | Expenses | £309.56 |
| JNR Building | Phase 9 and 10 of Toilet Project | £4,464.00 |
| Home Pro | Repairs and maintenance | £400.00 |
| JDMA | Surfacing on Recreation Ground | £57,600 |
| Outpost | Hall Rental (S137) | £500.00 |
| Outpost | Professional Fundraiser fee (CIL) | £600.00 |
| | Total | £71,131.30 |

The above accounts were unanimously agreed for payment.

Precept meeting: following the Finance Group meeting on 29th November a Precept for 2022/23 for £78,886 was recommended. As the village expands further the pressure on services provided by HPC increases. The proposed Precept is an overall increase of £15,789, (25%) from 2021/22 and was approved unanimously.

Web-based Accounts Package: the spreadsheets used to date are more susceptible to error as they are not inter-connected so a more secure system of account management is now required. Following research three packages were identified and one is recommended. Scribe has been created for the needs of Parish and Town Council, with a range of reports, VAT 126, AGAR and Asset Register. On-going, unlimited support and training is provided as part of the monthly subscription. Cost is a subscription fee of £24

per month and a one-off set up fee of £197. Total of £485 plus VAT. Agreed to purchase this package now, using CIL funds.

HPC Internet Banking Policy: as HPC moves to on-line banking and BACS payments this policy is required. Approved.

VAT claim for 2020/21: submission for VAT charged to HPC has been made to HMRC for £3689.10.

12. **Clerk and Councillor Reports**

- **Tree for Churchyard:** this has now been planted
- **Horsford Helpers:** a request for £210 to purchase 30 chickens for festive Hampers has been received. Agreed, as an appropriate bank account is not available, for HPC to place an order for the chickens and pay the invoice from the butcher in January.
- **Commemorative Plaque:** to be placed on the external wall of the Village Hall
- **County and District Councillor attendance:** it was noted that one District Councillor did not attend this meeting and the County Councillor chose to leave very early to attend another local Parish Council meeting
- **Allotments:** yet more rubbish has been found on one of the allotments and agreed a final skip to be provided for the removal of this. Going forward, tenants must now pay a deposit which is forfeit if their plot is not returned in a suitable condition for the next tenant
- **Litter Bin on junction of Mill Lane/Holt Road:** following a complaint from the nearby resident, BDC propose to relocate this bin. However, the only alternative is to place on the opposite side of the road and it is deemed unlikely those walking from the direction of the school will choose to cross the road to use the bin, thereby increasing litter in the area. Clerk to contact BDC to seek other solutions.

13. **Questions from the Public:**

Thanks were received for the support provided to Outpost to meet its immediate financial commitments.

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

Tuesday 4th January 2022

Monday 7th February

Monday 7th March

The meeting ended at 9.15 pm