

**Minutes of the Meeting of Horsford Parish Council
held on Monday 5th February 2024 at 7pm at Horsford Village Hall**

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

1. **Apologies:** Cllr Tony Adams (County 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 Highways project for the new pedestrian controlled crossing on Holt Road. The Chairman explained that the County Council only permit the Parish Council to do certain things. The project is underway and is the highest priority for the Parish Council, this will be completed in the school summer holidays this year if possible but cannot be guaranteed. There was also discussion relating to the other crossing on Holt Road as this was also considered dangerous. The Parish Council would look at this once the Mill Lane Pelican crossing was in place.

An update was given on the Brickmakers site, the S278 is awaited.

The public participants asked if it would be possible to meet with a Highway representative. The clerk will ask.

Cars are parking in front of the gates to the Corner Lane allotments, there are double yellow lines. The Parish Council will purchase a sign and affix it to the fence rather than the gates.

It was noted that the oldest male resident had recently passed away aged 101.
 - b. County Councillor. Cllr sent a report to say he and Jerome Mayhew MP are still waiting for a meeting with Highways regarding the refuge.
 - c. District Councillors. Cllr Starling reported that BDC are trying to balance the budget, The Government suggests spending assets but this is not a long term solution. BDC have looked at funding for Broadland Country Park, a modular unit will be installed and the Nest will receive funding for further expansion from CIL monies from Greater Norwich Development Fund.
 - d. The police report had been circulated and was noted. Patrols have been conducted around both schools, there has been positive engagement with parent and children. Advice has been given regarding parking. PC Hill and PC Hales are liaising with the school to arrange the walk to school week in early March.
6. **Village Hall Committee**
 - 6.1 The wet pour surface has been replaced free of charge.
 - 6.2 A contract had been drafted and was agreed. The contractor will commence working for the Parish Council on 1st April.
 - 6.3 A contract for cleaning the public toilets had been drafted and was agreed. This contract commenced on 1st February.
7. **Highways**

- 7.1 To discuss and agree costs for the Highway feasibility study relating to the proposed Pedestrian controlled crossing. The feasibility study will cost £5,000. **Agreed.**
- 7.2 To agree to Royal Haskoning DHV project managing the proposed pedestrian controlled crossing project and their associated costs. RHDHV have identified a project manager who will liaise with BAP and Highways. 6 hours per month of Project Manager's time and 1.5 hours per month of Sarah Taylor's time. A total budget of £4951 plus mileage. They will work on a hourly rate basis rather than on a project basis and charge £500 for Sarah Taylor to attend meetings. **Agreed.**
- 7.3 To agree to Royal Haskoning DHV to assist with the tendering process for the proposed pedestrian controlled crossing. The costs from Highways for the project will be in the region of £250,000 to £280,000. **Agreed.**
- 7.4 To agree and sign the S38 Agreement for the Cripps Development. **Agreed.** The documents were signed by the Chairman and Clerk.
- 7.5 To note the notification of bus lane in Memorial Way/Flagcutters Way. There was discussion relating to camera recognition devices. Cllr Starling reported that there is a survey being carried out which will then go to Highways. There was concern that Mill Road may need to be closed for the Pelican crossing works when it goes ahead which would mean traffic using the Butterfly Mill/Kingfisher Meadow estates route and could cause an unacceptable delay in the road works if the camera was in place but residents needed to use the route to access dwellings in and off Mill Lane. It has not been agreed who will monitor the cameras. Cllr Starling will investigate.
- 7.6 Cllr McClure asked what the Parish Council would like to achieve through the meeting between Jerome Mayhew MP, Cllr Adams and Highways. It appears that First Bus were consulted with regard to the refuge but did not consider the small buses. Residents are more relaxed about the new bus timetable. It would possibly be helpful to people in the north of the village if they did not have to sit on the bus whilst the driver has a break. There should be a bus stop on Holt Road, north of Gordon Godfrey Way. The refuge is not well lit and hardly used.

8. BAP

- 8.1 A BAP report had been circulated and was noted. The HNP refresh will receive funding from Groundwork UK. Cllr Makinson is discussing with O'Neill Homer what will happen when the funding runs out.

9. Finance

9.1 To approve payments:

a.	Clerk salary & expenses	£1298.64
b.	A Makinson – Zoom	£15.59
c.	Horsford Village Hall – hire	£70.00
d.	HMRC	£335.44
e.	Ashfords	£705.94
f.	Ashfords - allotments	£360.00
g.	O'Neill Homer	£3468.00
h.	O'Neill Homer	£432.00
i.	Gary's Window Cleaning	£297.00
j.	D. Bracey Playground inspection	£120.00
k.	Church Room	£2298.00
l.	Fuel Allotment	£10.00

Agreed.

- 9.2 To agree the bank reconciliation. **Agreed**
- 9.3 To agree the internal auditor. Mauren Anderson Dungar has agreed to act as internal auditor. **Agreed.**
- 9.4 To discuss a donation to churchyard grass cutting. This will be discussed at the next Finance meeting.
- 9.5 To discuss a grant to Horsford C of E Primary School PTA. This will be discussed at the next Finance meeting.

10. Allotments

- 10.1 All allotments are let and there is now a waiting list of five people.

11. Planning – Cllr Keeler declared an interest in item 11.6

- 11.1 Planning application 2023/3773 - 16 Flag Cutters Way. Extension and connection of garage to main house to create an accessible bedroom and wetroom for disabled child (wheelchair bound).
- 11.2 Planning application 2023/3632 - 1 Greenwood Drive for single storey rear extension. The comments made at the previous meeting still stand. However, full planning permission is now needed as the height of the building exceeds permitted planning.
- 11.3 Planning application 2024/0187 – 2 Mill Lane, Extension & alterations to existing dormer
- 11.4 Planning application 2024/0180 – Moorings, Dog Lane for Single storey front extension & alterations
- 11.5 Amended planning application 2023/3826 Chestnut Farm, Dog Lane – amendment/variation of condition S73/S19. No visible change from the previous application.
- 11.6 Preplanning consultation – proposed base station installation, Sharps Hall Farm. The mast is already in situ. The NHP Refresh will have a policy regarding mobile signals.
- 11.7** There was discussion relating to the application for Solar panels, the company had been invited to attend a meeting with the Parish Council but nothing further has been heard. The Clerk will follow up with BDC Planning.

12. Clerk and Councillors reports

- 12.1 Cllr Johnson stated that although there are now signs in the passing bays on Green Lane, vehicles are still parking in them. No Parking signs are needed, the clerk will follow this up.
- 12.2 Cllr Clarke expressed disappointment that the Airport meeting had once again been cancelled, she wanted to raise the issue of dazzle on the solar panels at the meeting, the clerk will follow this up.

13. Biodiversity Policy

- 13.1 Cllr McClure at looked at the Environment Act 2021. The Act imposes a duty on the Parish Council to have regard for the enhancement of biodiversity and to be compliant. Periodically there should be a review to improve biodiversity across the Council's full range of functions. It was agreed that the policies held within the NHP Refresh would cover biodiversity and nothing more was needed.

14. Correspondence

- 14.1 Nothing to discuss.

15. To discuss the Clerk’s appraisal. This will be carried out at the Finance meeting, all Councillors should provide feedback to Cllr Johnson.

16. Date of the next meeting. Monday 4th March at 7pm. Items for the agenda should be sent to the clerk by Monday 26th February. There being no other business the meeting closed at 8.pm.

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Chair

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Date