

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Tuesday 6<sup>th</sup> April 2021 at 7.15 pm, via ZOOM

**Present:** Chris Brown, Chairman  
Gary Branch  
Kathryn Clarke  
Katrina Johnson  
Joanne Keeler  
Sandra Lumbard  
Angela Makinson  
Adrian Scott  
Deborah Scott  
Virginia Sokalsky

Tony Adams, County Councillor

### Action

#### Public Discussion

No issues were raised.

#### 1. Police Report

16 crimes have been reported for January, the latest information available.

#### 2. County Council Report

TA will seek confirmation when the work to remedy the refuge by the Cripps development will be undertaken: it is now almost six months since the damage was sustained. The MP has written to those who accompanied him on the tour of Horsford highlighting the traffic issues

A meeting is required with Highways with regard to the siting of future crossings on the Holt Road such as outside 'Brickmakers', by the junction with Helena Road. TA to arrange to include, if possible, three Parish Councillors and the agent for the 'Brickmakers' site. **TA**

Planning have sought clarification that a cycle facility could be made available at the Brickmakers site in line with sustainable travel options.

#### 3. District Council Report

- Fly-tipping on Holly Lane, Haveringland Road and Green Lane all reported to BDC
- Corner Lane surface is crumbling in places and three potholes have been reported
- Residents have queried construction traffic access down Becksde for bungalow construction on Dog Lane. No restrictions are currently in place, but the construction traffic is causing congestion
- Full Council has been cancelled due to lack of business
- Broadland County Park is now being advertised with a video and webpage  
Concerns have been raised about the impact of high volume of parked cars in the car park and surrounding roads

#### 4. **Planning**

Completed HPC Planning Forms have been circulated to all parish councillors prior to the meeting; no further issues were raised and agreed comments to be submitted with approval for the following

- 20210300: 103 Horsbeck Way: storm porch to side of dwelling and installation of garden room within the grounds
- 20210465: The Dog Public House: rear extension to form conservatory
- 20210473: 10 Mill Gardens: rear extension with new pitched roof
  
- **Appeal ref: Land east of Oakdene for 6 bungalows:** additional comments from HPC were submitted. The Appeal will be held on 20<sup>th</sup> April; attendance by representatives from HPC is permitted although not able to speak at the hearing.

#### 5. **Apologies**

Were received from Derek Jacks and the District Councillors Lisa Starling and Dave Thomas

#### 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 1<sup>st</sup> March**

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

#### 8. **Reports on matters not covered by the Agenda**

Following a further 'hacking' incident it was agreed that all parish councillors will have a separate HPC email address - [name.surname@horsfordpc.co.uk](mailto:name.surname@horsfordpc.co.uk) – which will be advertised on the website and within Horsford News.

#### 9. **Village Hall Management Committee**

Goalposts: the covers for the goalpost holes have been removed: the Football Club did not purchase replacements so the VHMC has done so. However, if the covers continue to be removed the holes will be filled in and goalposts with wheels will have to be purchased by the Club. The litter collector will check the holes regularly and report on the monthly Inspection list.

#### 10. **BAP Update**

Refurbishment of Church Room: An application has been received from the Church seeking funds to refurbish the Church Room. BDC have confirmed that CIL funds can be used for such a project; at this stage no costs for work to be undertaken are available. Agreed, in principle, to consider contributing to the overall costs of the project on receipt of a Feasibility study and costs.

Restricted Byway No. 3: Norfolk County Council are unable to carry out repairs on this footpath due to staff shortages and budgets but will cover the cost of the 'close notice' at £1,200 to enable HPC to carry out the works. The Feasibility Study was circulated and seven companies have been identified that are interested in provided a quote: quotes to be requested for consideration at May meeting to enable the works to be completed before the summer school holidays. Suggested a guarantee on workmanship and materials also be requested. **VS**

Allotments: Questionnaire to be sent to all Allotment tenants in near future.

Horsford in Bloom: costs for this are required together with proposals for maintenance and watering of plants. Proposals to May or June meeting of HPC.

KC

Outpost: it is anticipated this will resume in May.

Emergency Plan: any documents should clearly indicate link with District and County Council Plans.

Benches on Mill Lane: a Street Furniture license has been applied for. Recommendations for design and size of bench to be presented to May meeting.

AS

Volunteers for litter picking and other projects: any work carried out by volunteers will be covered by the HPC Public Liability insurance. A co-ordinator would be required but suggested this could be a Parish Councillor, or some other person who lives in the village.

Dangerous Trees on Pyehurn Lane: tree surgeon has been appointed to carry out safety work.

Benches on playareas: these were requested at the initial stage of the project but were not provided. There were some funds remaining and clarification required from BDC if these can now be provided.

#### 11. Highway Issues within Horsford

The draft leaflet has now been revised, will be A4. As a result, the printing and delivery costs will be reviewed.

Royal Haskoning will assist in the compilation of a Survey Monkey questionnaire that will be placed on the websites of HPC and VHMC as well as Horsford Life page. For those that prefer to complete a hard copy a 'post box' will be provided at No. 1B Gordon Godfrey Way. Total cost £1,000 plus VAT.

It was reiterated that, as agreed at the March HPC meeting, the current budget is £10,000 and will include the resident questionnaire and Level 1 (of 3) of the Travel Policy. Expenditure beyond this sum will require costings to be presented to HPC for discussion and approval.

BDC have already confirmed that CIL funds can be used for the current works, up to £10,000; further expenditure will require confirmation from BDC to continue to access CIL funds for the traffic project within Horsford.

#### 12. Correspondence

- **Doctor surgery in Horsford:** NHS England is unable to comment on the letter from HPC but advised that residents can contact them direct if they have any concerns.
- **Lease on Church Field:** the owner has confirmed that an extension to the existing Lease will be considered and negotiations can commence from June.
- **New Play Equipment:** the contractor has requested to bring forward the start date for this project. Discuss with toilet contractor to clarify any issues with regard to ensuring Covid security and numbers of people on the same site.
- **Tommy profile:** permission has been requested from the Diocese to place this facing the war memorial in the churchyard.
- **Finger Post in Dog Public House grounds:** the post directing walkers to the PRoW is to be moved/realigned with the new access to the footpath

### 13. Finance: Accounts for Payment

SSE	Footway Lighting	£129.41(DD)
Wave	Water at Corner Lane Allotments	£194.69
Norfolk Parish Training and Support	Annual Subscription	£500.00
JNR Building Ltd (2 invoices)	Phase 2 of Toilet Project	£20,136.00
Parish Councillor	Expenses	£182.69
Clerk	Salary and Expenses	£3,385.93
HMRC	NI & Tax Payment	£101.52
Norfolk Assoc of Local Councils	Annual Subscription	£657.45
CPRE (Campaign for Preservation of Rural England)	Annual Subscription	£36.00
JNR Building	Phase 3 of Toilet Project	£4,299.43
Sparkle	Bus Shelter cleaning	£100.00
	<b>TOTAL</b>	<b>£29,723.12</b>

**Agreed:** the above payments are approved

### 14. Clerk and Councillor Reports

- **HPC meetings held in the Village Hall:** from 7<sup>th</sup> May the legislation is no longer in place to permit meetings to be held via Zoom. However, guidance states that on-line meetings can continue, if required, until 21 June provided that members of the public are being prevented from attending such meetings.
- **Vacancy on Parish Council.** There is one vacancy and a resident has expressed interest in being considered.
- **Roundabout at Kingfisher Meadow: the following were noted:**
  - i. the white gates on Holt Road are now covered in algae and no longer white; request DWH to have these cleaned
  - ii. the footpath towards Haveringland Lane is hazardous during the dark for pedestrians

### 15. Questions from the Public

No questions were raised.

### 16. Dates of future meetings: to commence at 7.15 pm

- Tuesday 4<sup>th</sup> May via Zoom (to include Annual Parish Council meeting)
- Monday 7<sup>th</sup> June
- Monday 5<sup>th</sup> July

The meeting ended at 8.45pm