

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Monday 5<sup>th</sup> September 2022 at 7.15 pm in the Village Hall

**Present:**  
Chris Brown  
Andrew McClure  
Kathy Clarke  
Katrina Johnson  
Joanne Keeler.  
Angela Makinson  
Virginia Sokalsky

1. **Police Report:** incident figures:
  - **June 2022:** 7 violent and sexual; 4 Other Theft, 2 Other Crime, 6 All Other Crimes
2. **County Councillor Report:** has sent apologies so report available
3. **District Councillor Report:**
  - Rubbish thrown onto Gordon Godfrey Way: rubbish continues to be deposited here but in smaller quantities than previously. Cameras are being considered but the process can take a while to set them up
  - Water leak on Mill Lane: Anglia Water have attended yet again and have assured residents that a permanent solution will be implemented shortly
4. **Planning Committee:**  
20221107: Paddock View, Dog Lane: Installation of Orangery: comments agreed
5. **Apologies**  
Were received from A Adams, R Marsden and D Thomas
6. **Declarations of Interest**  
Members of the Village Hall Mngt Committee for payments from the Parish Council to the Committee for upkeep/maintenance
7. **Minutes of the Meeting held on 1<sup>st</sup> August**  
One amendment: Williams of Hevingham (not Houghton). The Minutes were confirmed as a true record of the meeting and approved unanimously with the above amendment.
8. **Village Hall Management Committee**  
Little to report other than the emerging trip hazards around play equipment due to the drought will be monitored
9. **Policies and Procedures**  
**Asset Register:** agreed as presented: current value of assets £136,763.28  
**Financial Regulations:** to be reviewed further and presented to a future meeting  
**Risk Register:** agreed with one amendment: if a Parish Councillor were to act, in an emergency, in the role of Clerk or RFO this would be for a period of no more than 6 weeks and would be unpaid.
10. **BAP update and Highways issues**  
**Horsford Transport Policy (HTP):** a meeting was held earlier today between HPC, BDC and Royal Haskoning. BDC Planning Department have agreed to assist in bringing the

Master Plan forward with a view to making it part of the policy around Planning. Next steps would be to liaise with Highways with the evidence from the HTP and the iRAP software for possible inclusion within future proposals. BDC suggested the evidence would assist in any future Community Infrastructure Levy (CIL) Bid from local funding and would provide information for the beneficial use of CIL money. In addition, vital information can be provided in relation to the Western Link policy position and mitigation measures.

BDC will seek to set up an informal meeting with Highways and HPC to discuss the Transport Policy and seek advice from highways on how it can relate to future policy. Lobbying of MPs will probably be required in order for the HTP to be eventually adopted.

**Refresh of Neighbourhood Plan (NP):** at the above meeting BDC made reference to the National Model Design Code that should be considered within the refreshed Neighbourhood Plan, which talks about the importance of aesthetics of place. It is proposed to appoint a consultant to advise on the relevant information to include in the NP; how transport initiatives may impact on future planning; will overall changes be minimal or significant; what should be included in a review of the NP, in order to remain relevant until at least 2030, that was not required in the earlier version. Quotes to be obtained for consideration

11. **Finance: accounts for payment**

SSE Electricity	Streetlighting (DD)	£160.74
Horsford Scouts	Equipment for Scout Hut	£1,720.00
Wave	Water: Church Field Corner Lane	£225.76 £169.00
Parish Clerk Expenses	Grit Bins (CIL)	£556.98
Colliers	Annual Rent for Church Field	£1,500.00
Village Hall Mngt	Hire of Committee Room	£70.00
Parish Councillor	Expenses: Zoom subscription	£14.39
Window Cleaner	Noticeboards and Bus Shelters	£360.00
	<b>TOTAL</b>	<b>£4,776.87</b>

The above accounts were unanimously agreed for payment.

- a. **Defect list of lighting columns:** as HPC self-insures for these assets it was agreed to proceed with the six repairs/replacements as noted, total £4,195 plus VAT
- b. **Market Appraisal of Recreation Land:** agreed to accept the hourly rate for the scope of work required, estimated to be £900 plus VAT. Funded from S106 funds
- c. **Scout Hut Project: to close and hand-over to Scout Group:** final monies ring fenced for this project have now been paid against invoices and the project closed
- d. **Electronic Storage Options:** a new DropBox facility to be opened
- e. **Landscaping around Village Sign:** one quote has been received, £980 plus VAT. Further quotes are required for comparison. Will be funded by the Green Infrastructure budget

11. **Clerk and Councillor Reports**

**Allotments at Church Field:** agreed that Ashfords will strim the very large plot behind the church in return for using the plot for storage of equipment. They will also set up a range of composting bins. The YMCA will move to the current vacant No. 5 plot,

**Credit Card for HPC:** there are a number of expenditures throughout the year, DropBox, website domain, Zoom subscriptions that are currently paid by personal credit card. Barclays have indicated that HPC would be eligible for a credit card and an application will be submitted.

**HMRC correspondence:** HPC have been fined £100 for late payment of PAYE. However, records show this is likely not correct, so a query has been raised with HMRC.

**Forestry Commission:** query to be raised, following the very dry summer, what precaution is the Commission taking to prevent fire in their land north of Horsford, such as, beaters, fire breaks etc

**Lights on the MUGA at the Playing Field:** these come on from beginning of October for a period of two hours per day, 7.00-9.00pm. Due to rising electricity costs, expenditure on this facility will be reviewed in two/three months.

12. **Questions from the Public**

No members of the public attended

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

Monday 3<sup>rd</sup> October

Monday 7<sup>th</sup> November

Monday 5<sup>th</sup> December

The meeting ended at 9.00 pm