

**Minutes of the Meeting of Horsford Parish Council
held on Monday 7th August 2023 at 7pm at Horsford Village Hall**

Attendance: Cllr Clarke, Cllr Johnson, Cllr Keeler (Chair), Cllr Makinson, Cllr McClure, Cllr Lisa Starling (District Councillor), Cllr Tony Adams (County Councillor, PC Sam Hales, Sarah Vergette (Clerk) and six members of the public.

1. **Apologies:** Cllr Brown.
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. Cllr Keeler declared an interest in item 10.3 and 10.5.
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.** The Church would like to apply for a grant from the Parish Council as they have a two phase project they wish to undertake for improved accessibility at the Church Room. The first phase would be to improve the toilet facilities to improve access for those with mobility issues. The second phase would be to install an improved path from the public footpath to the Church Room and improve the car park. This matter will be put on the September agenda.

The installation of bollards in Meadowsweet was raised. There had been several emails regarding this matter during the course of the last few weeks. Cllr Lisa Starling had taken this up with Broadland District Council. It was noted that no consultation with the Parish Council or District Councillors had taken place. Bloor Housing wish to pass the land to Broadland District Council but before BDC take the land on they insisted on the bollards being put in to prevent parking on the grass area as the trees are in danger of soil infection from the vehicles. This has caused the vehicles to park on the pavements. The police are aware of the issues.

There followed a discussion regarding parking obstructions in the village. PC Hales replied that the police need to observe the offence or obstruction before they can deal with it.

There was also concern regarding the overgrown footways in the parish. The clerk will contact the owners of the properties concerned. Cllr Starling stated that Bloor have not carried out the cutting back. Again BDC will not take over the land concerned until this has been carried out.
 - b. **County Councillor.** Cllr Adams reported that the situation with the road closure had been dealt with. The road will only now be closed for one week. The contractors will work at night and on the weekends. Cllr Keeler thanked Cllr Adams for his work on this matter.
 - c. **District Council.** Cllr Lisa Starling reported the member's grant is now £1,000 per councillor. This can be used for the benefit of the community. BDC have announced a climate emergency.
 - d. **The Police report** had been circulated. PC Hales stated that the police were aware of the fly tipping issues and these should be reported to BDC. PC Hales had also spoken with residents of Meadowsweet regarding parking on the pavements due to the bollards being installed and advice had been given.

6. Village Hall Committee

- 6.1 Cllr Keeler reported there was some damage to the wet pour surface and quotes for a repair are being obtained. This is due to wear and tear rather than vandalism.
- 6.2 To discuss a quote to resecure the sinks in the public toilets. The quote was in the sum of £395. **Agreed.**

7. BAP

- 7.1 Cllr Makinson had circulated an update which was noted. Brendan O'Neill will attend to support the NHP Team at the Call for Sites meeting. This will come out of the daily rate plus £150 for expenses. **Agreed.**
- 7.2 The letter from Horsford Church of England VA School in response to the Parish Council's letter was circulated and noted. This will be put into the Neighbourhood Plan.

8. Finance

8.1 To approve payments:

a.	SSE – Electric	£165.64
b.	Clerk – Salary & expenses	£1132.56
c.	A Makinson - Zoom	£15.59
d.	HMRC	£379.63
e.	Horsford Village Hall – grant	£17798.84
f.	Royal Haskoning DHV	£1171.20
g.	Ashfords Ground Maintenance	£2112.00
h.	Horsford VH – Hire	£180.00
i.	C Brown – weedkiller	£63.47
j.	O'Neill Homer	£3439.20

Agreed.

8.2 To agree the bank reconciliation. **Agreed** and signed by the Cllr McClure.

8.3 To discuss the disposal of the Apple laptop. It was agreed that the laptop should be used by BAP for the Neighbourhood Plan and Transport Policy.

9. Allotments

9.1 Cllr Keeler reported that she had the cup back for the best kept allotment and this will be presented to this year's winner. Letters had gone to all allotment tenants asking for updated contact details. It was noted that there are six or seven people on the waiting list.

10. Planning

Comments regarding all the planning applications had been circulated in advance of the meeting.

- 10.1 Planning application 2023/1990 - 31 Angela Crescent, single-story side extension, erection of porch, side boundary fence to extend garden and new driveway access. No comment.
- 10.2 Planning application 2023/2000 land south of Dog Lane, East of Orchard End – erection of one dwelling. No comment.
- 10.3 Planning application 2023/1950 Land East of Holt Road, variation of Condition 11 to allow the installation of drainage. Cllr Keeler declared an interest in this application. No comment.

- 10.4 Planning application 2023/2082 187 Holt Road – conversion of garage to annex and erection of replacement double garage. No comment.
- 10.5 To discuss the email from Barratt David Wilson Homes relating to S106 monies and asking for a meeting with the Parish Council. Cllr Keeler declared an interest in this matter and left the meeting. The S106 agreement expires in October 2024 and Barratt David Wilson Homes are happy to extend the clawback period but a Deed of Variation would be needed. The Parish Council would be expected to meet the legal costs of the Deed of Variation. Cllr Makinson will obtain a quote for the cost involved. There was some discussion regarding using the S106 monies before the deadline to upgrade the changing rooms at the Village Hall but the work would need to be completed by August 2024. It was **agreed** to extend the clawback date. The representative from Barratt David Wilson Homes also asked for a meeting with the Parish Council to discuss how the monies would be spent if it outside of Horsford to ensure it meets the needs of the resident in the local community. It was agreed to respond and invite the representative to the September meeting. It was noted that the gap between the two developments would be closed for two weeks. Although this would be carrying out work that the council and parishioners want no notice of the intended works had been given. The outcome of the Call for Sites meeting will be discussed at the September meeting.
- 10.6 Planning application 2023/0546 Change of use and extension of dwelling to care centre and installation of a public footpath. HPC were consulted as a neighbouring parish. No Comment.
- 10.7 Planning application 2023/0182 Larkrise, Dog Lane – variation of condition 2 of planning permission 2020/0187. It is not possible to see the differences between the previous application for the variances. BDC have confirmed that a separate application will need to be made for any changes in the future. There is a problem with hedges eventually blocking visibility in Dog Lane which raises traffic concerns. It was agreed to make the same comments as for the previous application and ask what the variances are. The application will not be supported until the answers are received.

11. Clerk and Councillors reports

- 11.1 The clerk's report had been circulated and was noted. There had been an enquiry regarding benches on the recreation grounds. The handyman is going to mend the broken benches and the plaques will be replaced.
- 11.2 Cllr Johnson stated that thought should be given to spending S106 monies. The clerk will request a breakdown of the funds and this will be discussed at the next meeting. Cllr Makinson said that Helen Mellors had hoped that the Parish Council would be in discussion with developers at the beginning of any planning process. Cllr Makinson will raise this at the next Town and Parish Council Forum. Cllr Makinson had a discussion with a parishioner regarding overgrowth in Thistledown which it is feared could be a fire risk on the track of grass in the middle to the pathway. Cllr Lisa Starling is keeping an eye on this and again it may relate to maintenance by Bloor. An email relating to the Western Link had been received. Cllr Makinson will take this up. We have five Highway Engineers engaging with HPC but there is a lack of communication between them and HPC/BAP and this meeting was suggested to try and improve things. Sarah Simpson will be asked to attend this meeting and it was agreed to pay her day rate of £450 plus expenses.

12. Highways

- 12.1 Meadowsweet bollards – dealt with above.
- 12.2 Street name signs, the clerk reported that BDC will not repaint the signs, they need to be replaced and there is a cost involved. If the Parish Council assemble a list BDC will consider it.
- 12.3 To discuss a quote for works to the Horsford roundabout. Ashfords have quoted £245 plus VAT to scarify and reseed the roundabout. It was agreed to accept the quote.
- 12.4 To discuss the email relating to Ash Dieback. The Parish Council have no knowledge who the trees belong to.
- 12.5 An email had been received regarding a Public Spaces Protection Order – noted.
- 12.6 Details of a new dog bin were circulated and it was agreed to purchase a new bin.
- 12.7 Parish Partnership Scheme. Cllr Makinson thought this could be of help to the Church for the work referred to earlier. The village sign is in need of restoration and some funding could come from the Pride of Place award. Cllr Makinson will put together some funding applications.

13. Date of the next meeting. Monday 4th September at 7pm. Items for the agenda should be sent to the clerk by Monday 28th August.

There being no other business the meeting closed at 8.20pm.

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Chair

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Date