

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Monday 6<sup>th</sup> June 2022 at 7.15 pm in the Village Hall

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

1. **Police Report:** incident figures:
  - **March 2022:** 12 violent and sexual; 5 Public Order; 4 Arson and Criminal Damage; 11 all other Crimes
  - **April 2022:** 23 Violent and Sexual; 5 Public Order; 4 Anti-Social; 6 All Other crimes

PC Matt Hill attended and provided an update on recent activity:

- Incidents of anti-social behaviour on the Recreation Ground have been addressed and action is on-going;
- 4-wheel drive vehicles on Mill Lane and Green Lane: complaints have been received of the danger to pedestrians by motorists driving in this area. Action comprises stopping to check insurance details and, if appropriate, to issue It is a Section 59, Dangerous Driving offence
- Speeding on Holt Road: monitoring is on-going, not enforcement. There are two cameras for use throughout Broadland so can only be used infrequently
- Broadland Country Park: incidents of theft have been reported and cars burnt out. Police carry out regular patrols in the area, particularly at night
- Warrant on Holt Road: this was recently issued for cannabis cultivation. An individual has been arrested and charged and is currently on remand
- Carnival on 9<sup>th</sup> July: Police happy to bring a patrol vehicle for this event
- Engagement with the Police Event on 15<sup>th</sup> July: will be held at the Village Hall to enable residents to raise any concerns
- Pyhurn Lane: criminal damage has been reported to the verges and trees by vehicles. However, it is difficult to apportion this activity to specific vehicles but the situation continues to be monitored

2. **County Councillor Report:**
  - Jubilee Church service: it was noted that no parish councillor attended this service. The Chairman apologized, as he had planned to attend but was unable to.
  - Please Drive Carefully: the signs for the north end of the village have yet to be provided. An update to be requested from the Highways Manager.

3. **District Councillor Report:**

Norfolk County wish to create a residents panel, allowing the people of Norfolk to be more involved in the decision-making process. The link below provides more detail and will be made available on the HPC FaceBook page.

<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/have-your-say/norfolk-residents-panel?>

Also, the County Council is seeking the views from residents on the current bus service,, whether they use the buses or not. The link provides more information:  
[norfolk.citizenspace.com](http://norfolk.citizenspace.com)

4. **Planning Committee:**

- a. Allocation of public open space in new developments: comments from HPC
- b. 20220817: Fox Barn, Dog Lane. Construction of Home-Office
- c. 20220643: Poplars Farm, Dog Lane. Outbuilding for garage and storage
- d. 20210239: Firbank, Green Lane. Re-application for one dwelling

Draft Comments for (a) were agreed. Comments relating to the three planning applications were approved for submission.

5. **Apologies**

Were received from District Councillor, Dave 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 3<sup>rd</sup> May**

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

8. **Village Hall Management Committee**

A number of invoices relating to work in and around the Village Hall were questioned as HPC provides a grant to the Village Hall to cover annual expenses. The hourly rate was considered high for the work carried out but following discussion it was agreed that HPC will pay a total of £199 and the Village Hall £283.50 of the outstanding invoices. All further works have now been stopped.

**Section 106:**

- BDC have confirmed that S106 monies can be used for decorating the Village Hall. Quotes to be obtained for consideration.
- The final invoices of the toilet project to be submitted to BDC for payment by S106

9. **BAP update**

- A Project Update report was presented and will be updated each month for the HPC meeting
- A Feasibility Study to be prepared for the Methodist Chapel although pointed out that HPC will make no decision on any HPC involvement with this building until all information is available. It is understood that the owners will be considering the future of the building at their September meeting.

10. **Highway issues within Horsford**

**Traffic Policy event on 14<sup>th</sup> May:** this was attended by 67 people and although this figure was disappointing the quality of queries raised and feedback was very informative to the project. A high percentage of attendees were from Holt Rd, Mill Rd, Angela Rd and Church Street. A meeting with Highways and Planning will be convened to go through the recommendations made by Royal Haskoning. It is possible funding may be available to support the Master Plan by making Horsford a 'Demonstrator' village; the project may also be considered for submission to the *Prince Michael International Road Safety Award*.

**Defect list for Street Lighting columns:** decision on whether to proceed with any works to be postponed until after Finance meeting as currently there is no specific budget for such works. Clerk to check if CIL funds can be used for these works.

11. **Policies and Procedures**

**Ravencroft Woodland Management Plan:** the plan has been received but noted there is little information with regard to a 5-Year Plan of work. Clarification from Ravencroft is required.

**Allotment Management:** following incidents of verbal and written complaints and abuse to and about HPC staff, none of which were upheld, the day-to-day management of the Allotments will be taken on by C Brown and J Keeler. One of the plots to be vacated is proposed to be used for siting a large shed for storage of equipment for the use of HPC only in order to carry out such works as strimming overgrown plots and the pathways within the Allotment area. BDC have already agreed that £13,900 can be allocated to the Allotments project from S106 monies. BAP to draw up specification and costs for consideration.

Demand for allotment plots is growing and it may be possible to create a number of new plots on Church Field but, firstly, rabbit-proof fencing and clearing of the area is required.

12. **Finance: accounts for payment**

SSE Electricity	Street Lighting	£165.64 (DD)
Colour Print	Materials for Traffic event	£627.92
Hiscox Insurance	Annual Insurance Premium	£1,376.58
Andrew Curtis	Bike Track works	£1,800.00
Ashfords	Grounds Maintenance	£393.60
TT Jones	Electrical Testing	£1,442.16
YMCA Norwich	Outpost Costs	3,466.70
Village Hall Mngt Committee	Bi-Annual Grant	17,633.45
Parish Councillor Expenses	Zoom Subscription	£129.50
Wave	Water at Allotments	30.47
	<b>Total</b>	<b>£27,066.02</b>

The above accounts were unanimously agreed for payment.

- a. **AGAR 2021/22:** to receive the Internal Audit Report that raised no issues of concern. To receive and approve the Annual Governance Statement and Accounting Statements. These were both approved unanimously
- b. **Section 137:** to be reconsidered following the Finance meeting as currently there is no budget available
- c. **Grit Bins for Becksides and Coltsfoot:** to be reconsidered following the Finance meeting as currently there is no budget available

13. **Clerk and Councillor Reports**

- **Town & Parish Forum, June:** to be hosted by BDC/SNC via Zoom. AM and KJ to attend. *Subsequently the Forum was cancelled and will now be held in July*
- **Bike Track:** although the Track is within an area that the public have access to there has been horse activity which is damaging the Track. Suggested to place signs stating 'Bikes Only'
- **Barclays:** agreed to move some funds in the Current Account to the Business Premium account, even though interest rates are minimal

14. **Questions from the Public**

**Jubilee photo:** of Chairman and Rev Margaret by the tree donated by HPC in the churchyard

**Churchyard maintenance contribution:** in answer to a query this was discussed under Finance: Section 137. There is currently no specific budget available

**Methodist Chapel:** awaiting further information from the current owners on proposals for future use. This information will unlikely be available until September 2022 at the earliest.

Thanks were extended to AM for her work on the Traffic Project and the event on 14<sup>th</sup> May.

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

Monday 4<sup>th</sup> July

Monday 1<sup>st</sup> August

Monday 5<sup>th</sup> September

The meeting ended at 8.45 pm