

**Minutes of the Meeting of Horsford Parish Council  
held on Monday 3<sup>rd</sup> July 2023 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 three members of the public.

1. **Apologies:** Cllr Lisa Starling.
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 the TRO for Holt Road to be discussed at item 13.7.
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. Concern was raised regarding a large overgrown tree, the complainant had spoken to the resident who stated that the tree was safe. There is concern regarding safety, loss of light and the impact on personal welfare. Cllr Brown explained that the Parish Council has no jurisdiction over such matters and advised the complainant to contact Broadland District Council.  
Concern was raised regarding barriers across footpaths and cycle ways, they are not easy to navigate with a mobility scooter, Cllr Starling agreed to take this up with BDC. Further concern was raised regarding overgrowth encroaching footpaths particularly near Horsbeck Way, again Cllr Starling will take this up with BDC.
  - b. County Councillor. Nothing to discuss.
  - c. District Council. Cllr Nich Starling reported that there had been a small financial windfall to BDC and there is a proposal from Cabinet these funds should be put aside for community grants for large projects. The District Councillors' allowances will rise from £500 to £1,000 per councillor.  
Broadland District Council will be monitoring social housing to look at the quality of the housing. The housing providers seem to be interested and hopefully there will be less problems with tenants having issues. BDC will monitor any work carried out to social housing, this initiative had all party support.
  - d. The Police report had been circulated.
6. **Village Hall Committee**
  - 7.1 Cllr Keeler reported that a new toilet door has been ordered and the insurance has paid out for this.
  - 7.2 Quote for new curtains. The quote had increased considerably but thirteen months had lapsed since the original quote. The cost will be covered by S106 or CIL monies. A 50% deposit will need to be paid to secure the order. **Agreed.**
7. **To Discuss Recreation Grounds – Discussion with Brown & Co**

Cllr Makinson explained that it was necessary to agree who would represent the Parish Council at meetings with Brown & Co who will be acting for the Parish Council to find recreation land. It was **agreed** that BAP would meet with Brown & Co and report back to the Council.

## 8. BAP

- 8.1 Cllr Makinson had circulated an update which was noted.
- Work on the concept designs for Church Street would not impact on the progress for the designs for Mill Lane.
  - Changes in legislation do not generally affect design choices. Royal HaskoningDHV confirmed the standard to which they are working (LTN1/20) is the most recent document published and although there would probably be policy changes in the future it is unlikely there would be significant amendments in the coming years. The budget for the Church Street works is £4,225 plus VAT. **Agreed.** It was agreed that funding may become available which would be appropriate for Church Street, if there is a concept design in place, funding could be applied for immediately.
  - It was **agreed** that Cllr Makinson could complete the accreditation reference for Sarah Simpson and Vicky Seaton from Royal HaskoningDHV.
  - The process to handle the call for sites was **agreed.** Approval for spending was **agreed.** This will come out of O'Neill Homer's hourly rate of £650 plus VAT plus £150 + VAT for expenses.
  - With regard to the Transport Masterplan Cllr Makinson proposed a meeting with Richard Pearson, Sarah Simpson and members of BAP and the Parish Council, who want to be present, to discuss Church Street and Mill Lane. The fee for Sarah Simpson (Royal Haskoning DHV) to attend would be charged at an hourly rate, up to a cap of £500 + VAT and including mileage, **agreed.**
- 8.2 The budget for the Neighbourhood Plan Review was discussed at the recent Finance Working Group meeting. At a previous meeting a budget of £26,000 had been agreed but this would cover O'Neill Homer's costs, it does not take into account the costs of any future consultations and a possible referendum. It was agreed that the budget would be revisited once the application for funding from Locality for this year has been made and approved.

## 9. Finance

### 9.1 To approve payments:

SSE	Electricity	155.69
S Vergette	Salary & Expenses	1110.33
A Makinson	Zoom	15.59
HMRC	Tax & NI	386.30
Gary's Window Cleaning	Bus Shelter cleaning	297.00
Horsford PCC	Donation for the Churchyard, agreed at the December meeting	1650.00
Outpost	Agreed in the budget	2498.75
Ecila Lee	Deposit for curtains, agreed above	2416.71
	<b>Total</b>	<b>8530.37</b>

### **Agreed.**

9.2 Finance Working Group. The minutes of the Finance Working Group, having been circulated were agreed and signed by Cllr Johnson, as Chair of the Working Group. The Terms of Reference will be discussed at the next Finance meeting.

9.3 To agree the bank reconciliation. **Agreed** and signed by the Chairman.

9.4 To discuss the disposal of the Apple laptop. Cllr Keeler will get a price from Apple. Cllr Makinson suggested it might be useful for a member of HPC or BAP.

Cllr Makinson stated that BDC are responsible for the play equipment in the village play areas they maintain.

## 10. Allotments

10.1 Cllr Keeler reported that she and Cllr Brown had inspected the allotments. The allotments at Corner Lane are really good and the best they had seen. There are a couple to keep an eye on. There is one allotment which has not been tended, a letter had been sent to the home address and another taped to the shed on the allotment, it appears the tenant has moved out of the village.

Best kept allotments were awarded.

Corner Lane: 1<sup>st</sup> Plot 10, 2<sup>nd</sup> Plot 35B, 3<sup>rd</sup> a tie between plots 17,34a and 28b.

Church Fields: 1<sup>st</sup> Plot 11, 2<sup>nd</sup> Plots 12 and 13, 3<sup>rd</sup> Plot 14.

10.2 To discuss quotes for tree works. A further quote had been received for tree work at Church Fields allotments this was in the sum of £3,500 to remove a row of Leylandii trees, chip the waste and remove the timber. There was an additional quote of £750 for stump grinding. This could be funded from S106 monies. **Agreed.**

Complaints had been received regarding the trees at the Recreation ground, many of them are overhanging neighbouring properties. A quote had been received in the sum of £8,000 to reduce the trees to eight metres on all three sides of the grounds. It was **agreed** that this work should take place as soon as possible. This will be funded by CIL monies.

## 11. Planning

No applications had been received.

## 12. Clerk and Councillors reports

12.1 The clerk's report had been circulated and was noted. With regard to the query raised by the Fuel Allotment last month relating to the gate, a response had been received and will be sent on to them. The landowner had previously asked the Fuel Allotment to contact their solicitor.

12.2 Cllr Keeler expressed concern relating to the email received today regarding the installation of a pedestrian crossing on Holt Road and Olive Crescent. A road closure is proposed for five weeks, this would have a detrimental impact of local businesses, it would be difficult to access some areas of the village as well. It was **agreed** that Cllr Makinson would contact Richard Pearson and David Allfrey. There is insufficient detail in the email.

## 13. Correspondence

13.1 A routine highway inspection will take place after 3<sup>rd</sup> July, the clerk had passed on details of any problems she had received so far.

13.2 There had been a complaint with regard to the overgrown grass on FlagCutters roundabout, this was reported and has now been cut.

13.3 The Countryside Officer had replied to queries raised at the last meeting:  
*Horsford RB7. My initial foray into looking at this showed that the route may be obstructed by the fence of the potato company. I recall having quickly looked at it before, planning permission might have been sought to fence the site but that it didn't take into account the public right of way. At the time I requested for the boundary*

*extent of the restricted byway to be researched which has been done, but I haven't had the time to look into this any further to verify my first thoughts. It is on a (long) list of rights of way issues to be progressed.*

*Horsford FP10. I don't think the roadside gate here is new. I recall it being in place for a good number of years. The landowner is entitled to have a field gate at the roadside as it is shown on the legal record (definitive map). The footpath is dead ended at the north end, with no access into the field beyond the track.*

- 13.4 It was agreed to keep the Parish Partnership Scheme on the agenda this could possibly be used for the Church Street scheme. The deadline is 8<sup>th</sup> December 2023.
  - 13.5 An email had been received complaining that the street signs have faded. The clerk had been in contact with Cllr Lisa Starling who thought it unlikely that BDC would repaint the signs in the colours but the clerk will contact BDC.
  - 13.6 Cllr Clarke will speak with Ashfords regarding the Brewery Lane roundabout, many of the plants have not survived the drought.
  - 13.7 The dog bin opposite the village hall has been removed by someone, the clerk will look at purchasing a replacement.
  - 13.8 TRO for Holt Road, Cllr Keeler declared an interest in this matter. It was **agreed** that Cllr Makinson would speak to Richard Pearson as part of the site visit to investigate what work is needed around the new outlet and to make the junction with Holt Road and Mill Lane safer. A greater pedestrian way is needed on the left going towards the school.
- 14. Clerk's Employment.** Cllr Johnson circulated a statement which set out the probationary review, this was agreed and signed by the Chairman.
- 15. To Discuss a Scheme of Delegation.** This had been circulated and was **agreed**. Cllr Makinson stated that part of the planning process is not being picked up. After the Parish Council makes comments on an application they should go back to BDC to see if their comments have been taken into consideration, these need to be followed up. Cllrs Johnson and Makinson use a form to assess planning applications and then make a report to the whole Council, it was agreed that this should process should continue. If necessary the clerk would ask for an extension of time in which to reply if an application is received between meetings. Copies of correspondence sent by the Clerk to BDC with HPC comments on individual Planning Applications will be sent to Cllrs Johnson and Makinson.
- 16. Date of the next meeting.** Monday 7<sup>th</sup> August at 7pm. Items for the agenda should be sent to the clerk by Monday 31<sup>st</sup> July.
- 17. Any Other Business/Information**  
Cllr Brown asked for the document produced by the clerk, regarding the role and powers of a Parish Council, to be sent to Horsford News and put on the website. Many parishioners do not realise the Parish Council has limited powers.

There being no other business the meeting closed at 8.30pm.

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Chair

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Date