

# HORSFORD PARISH COUNCIL

## Minutes of the meeting held on Monday 1<sup>st</sup> November 2021 at 7.15 pm in the Village Hall

**Present:** Chris Brown  
Gary Branch  
Kathy Clarke  
Joanne Keeler  
Derek Jacks  
Katrina Johnson  
Adrian Scott  
Deborah Scott  
Virginia Sokalsky

**Flooding on Beckside and Coltsfoot:** residents remain concerned about flooding going into the winter months; the Beck is full of detritus which should be cleared but noted that there are several issues combined which are contributing to the flooding, for example, permitted, though perhaps excessive, release of water from the reservoir. 30 attempts have been made to call the Environment Agency (EA) but calls are not answered. BDC and Anglian Water have, to date, declined to offer any solutions or even visit the site to understand the issue. Sandbags were provided by HPC last year and agreed further bags will be provided. A Residents meeting, chaired by HPC, to be held in the next two weeks and seek to involve other agencies in finding solutions.

**Traffic on Holt Road:** the high number of HGVs on this road, particularly at school times was raised and confirmed that HPC have engaged a traffic consultant to create a sustainable and safe Traffic Policy for Horsford. Next meeting with the consultant is on 10<sup>th</sup> November.

1. **Police Report:** 21 incidents reported for August: 11 for violence and sexual incidents; 6 Public Order and 4 Other.
2. **County Councillor Report**
  - Highways have requested that the pipes in the Coltsfoot area are cleared out by Anglian Water but there appears to be lack of agreement between NCC, Anglian Water and Environment Agency with none of them willing to accept responsibility
  - Lord Dannatt is aware of the flooding issues within Norfolk and TA will request he attend the residents meeting, by Zoom if that is more convenient.
  - White Gates: signage is still not in place. It was hoped to have 'Please drive slowly' but this will have to be 'Please drive carefully'. 30mph roundels on the road are now in place
3. **District Councillor Report**
  - Accommodation review is under internal consultation with several issues still to resolve
  - Pothole in Mill Lane is being dealt with by Anglian Water
  - Regarding flooding BDC are speaking with Bloor to adopt their section of the Beck and noted that some residents have asked about safety barriers between the play area on Coltsfoot and the Beck itself and which organization would be responsible for installing such, if required

4. **Planning Committee:**  
- 20211901: Willow Barn, Dog Lane, NR10 3DH. Single storey extension with re-positioning of a private drive. No further comments or objections

5. **Apologies**  
Were received from S Lumbard, A Makinson and Cllrs L Starling and D 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 4<sup>th</sup> October**  
K Johnson had sent apologies  
Scout Hut: agreed to consider additional funding to this project on receipt of detailed costings.

With the above amendments the Minutes were confirmed as a true record of the meeting and approved unanimously.

8. **Village Hall Management Committee**  
**Play Area Inspection Report:** works have commenced on replacing the matting under the play equipment and should be completed within two weeks.

**Recycled Plastic Benches for the Recreation Ground:** two quotes have been received; £4,516.80 and £5,000, both including VAT. Agreed to accept the lower quote from NBB Recycled Furniture and S106 funds to be used for payment.

9. **BAP update**  
**LoRoWan:** for information, the mast on the Village Hall can be used for several applications such as monitoring water levels, traffic levels and size of vehicles, adjusting street lighting levels, footfall in Broadland Country Park etc.

**Membership of BAP:** two vacancies have arisen, and volunteers are being sought.

**Footpath RB3:** the PROW officer has inspected this and confirmed that encroachment has taken place thereby restricting public access. There should be no more than two gates; currently there are four. The adjoining landowner to be asked to return the footpath to its designated boundary.

10. **Highway issues within Horsford**  
Next meeting with consultant is on 10<sup>th</sup> November. Nothing further to report this month

11. **Allotments**  
**Overgrown hedge into garden on Thistledown:** although work has been undertaken on the hedge surrounding the Allotments growth is still affecting the wooden fence on one property. Agreed to fix the fence and to pay the annual Brown Bin charge for the resident to remove the overgrown hedge for the period they remain at this address.

**Ashfords Quote:** The Scouts are currently unable to commit to the large plot on Church Field. Agreed to accept quotes for other works, totalling £540. Require a quote for work to clear out the area of the 'Plantation' at Corner Lane.

**Other works:** a Contactor has been engaged to repair/replace the boxes and insulation on the water pipes and will provide a skip to take away hedge cuttings etc.

12. **Correspondence**

Noted that most correspondence has been included within other Agenda items.

13. **Finance: accounts for payment**

SSE	Footway Lighting	£155.69 (DD)
Ashfords	Work on Allotments as per Quotation	£2,664.00
Public Pits Charity	Annual Rent	£130.27
PKF Littlejohn	Annual External Audit	£960.00
JDMA	Surfacing of play area (Chair's Action)	£52,800.00
Ashfords	Planting at Village Hall	£750.00
Parish Councillor	Skip at Allotments	£252.00
	<b>Total</b>	<b>£57,711.96</b>

The above accounts were unanimously agreed for payment.

**1<sup>st</sup> Draft Precept meeting:** Monday 29<sup>th</sup> November at 7.00pm in Committee Room

**AGAR for approval:** The external auditor has completed the Audit and issued the Certificate for the 2020/21 Accounts.

**VAT advice:** to be sought on the VAT element that the parish council can claim back on projects being undertaken

**Ravenscroft Contract:** Agreed to accept the quotes, totalling £1,956 including VAT, for work on the woodland:

- Survey and Risk Assessment for 4 Pits and Village Hall Area: £890.00 plus VAT
- Woodland Management Plan: £740.00 plus VAT

**Process for S106 payments:** BDC require the following information once a project has been identified and release of funds is made on completion of the project

- A brief outline of the project
- Confirmation that future/on-going maintenance needs have been considered and will be budgeted, if necessary
- For significant projects, evidence of consultation and influence on the project
- For projects that involve the purchase of equipment and/or building works two quotations are required where costs are greater than £3,000. It is not a requirement to accept the lowest quotation.

**Scout Hut:** HPC has ring-fenced £20K to contribute to this project but due to rising costs the project requires additional funding. The price of the building has been confirmed by placing the order; economies will be made by using the skillset within the parent community to complete some of the works and the project will be VAT exempt although that element must first be paid before it is claimed back following sign-off by Building Regs. Agreed unanimously to provide a further £20K to ensure completion on receipt of invoices. S106 or CIL funds can be used.

14. **Clerk and Councillor Reports**

- **Airport Meeting:** new technology ensures that pilots can remotely switch runway lights on and off as required.
- **Fuel Allotment Charity Land:** clarification is to be sought as to the boundary of this land as a query has been raised that public access is been restricted

15. **Questions from the Public:**

Nothing further was raised

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

Monday 6<sup>th</sup> December

Monday 3<sup>rd</sup> January 2022

Monday 7<sup>th</sup> February

The meeting ended at 8.45 pm