

**Minutes of the Meeting of Horsford Parish Council
held on Monday 3rd March 2025 at 7pm at Horsford Village Hall**

Attendance: Cllr Bell, Cllr Clarke, Cllr Johnson, Cllr Keeler (Chair), Cllr Makinson, Cllr Stallard-Mulford, Cllr Tony Adams (County Councillor), Cllr Nich Starling (District Councillor), Sarah Vergette (Clerk) and seven members of the public.

- 1. Apologies for absence** Cllr Brown, Cllr Thorpe, Cllr Lisa Starling (District Councillor).
- 2. Declaration of Interests:** Members of VHMC declared an interest in village hall matters.
- 3. To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting, having been circulated were **approved**.
- 4. Public participation session**
 - 4.1 Public. Members of the public attended the meeting to discuss parking and pothole issues in Pyehurn Lane. The road is unadopted and only vehicles belonging to residents should use the lane. There is a fingerpost which states that the lane is a restricted byway. Signs close to the rear entrance to the doctors' surgery were suggested. The many potholes are caused by vehicles turning in the lane and it was felt that residents should not bear the cost of repairs. The Parish Council will discuss this matter at 6.1 on the agenda. It was also noted that the public footpath near to Kiln Road needs to be made safe.
 - 4.2 County Councillor. Cllr Adams reported that he had reported the pothole near to the roundabout at the northern end of the village, the Highway Engineer had agreed to look into a scheme and funding. Cllr Adams went to say that the camera for Butterfly Mill should be installed at the end of March, Highways have been waiting for the developer to install column on which to mount the camera. There should be funding under the S278 agreement from the developers for this.
 - 4.3 District Councillor. Cllr Nich Starling reported three potholes in Horsbeck Way, Cllr Adams will report these to Highways. BDC will meet to discuss the Local Government Review in the next few weeks. It was noted that BDC have not increased council tax.
 - 4.4 Police report. No report had been received.
- 5. Village Hall Committee**
 - 5.1 The repairs to the play equipment will be carried out on Tuesday 4th March.
 - 5.2 The Village Hall Secretary had been in contact with the insurance company regarding the drains, an inspector was sent to assess the drains and found nothing wrong but suggested they should be looked at by a plumber. However, the Blockbuster invoice sets out the issues and this will be sent to the insurance company.
- 6. Highways**
 - 6.1 BDC confirmed that they had asked the Newsagent to remove the illuminated sign and had given them fourteen days to do so. However, the sign is still in place. The clerk will follow this up.
 - 6.2 To discuss emails relating to Pyehurn Lane. It was agreed that the clerk would contact Highways to ask for signs stating that the lane is a restricted byway, as above under public participation. The clerk will also write to the doctors' surgery asking them to encourage patients to walk to the surgery if they can, suggest lift sharing for staff and ask them to take responsibility for the potholes in Pyehurn Lane.

6.3 An email had been received regarding the dog bin near to Drayton Lane, a new bin has been ordered.

6.4 It was noted that no progress had been made with regard to the white posts in the Highway verges. Cllr Adams had been assured that twenty-eight days' notice would be given to the residents to remove the posts. Cllr Adams will follow this up

7. BAP

7.1 A BAP report had been circulated and was noted. Cllr Makinson reported that the draft NHPR had been sent to BDC.

7.2 Expenditure for WordPress and a domain name had been agreed at the previous meeting. The website is necessary particularly in the run up to Reg.14. A quote had been received from ONH for this work and clarification on the quote had been sought. Alternative options will be looked at but this needs to be completed by the end of April.

7.3 The NHP Steering Group had formally written to the Parish Council to ask for their consent to include the village sign in the NHPR, agreed.

8. Finance

8.1

To approve payments

A Makinson	Zoom	£15.59
Kingfisher Direct	New litter bin & dog bin	£213.00
Blockbuster	Drain blockage	£126.00
Village Hall	Hire	£72.00
HMRC	Tax and NI	£514.15
S Vergette	Salary & MS Office	£1980.83
Baby Bean	Toilet cleaning	£400.00
Wave	Water Corner Lane	£20.45
Wave	Church Fields	£18.51
NPTS	Training	£295.00

Approved.

8.2 To approve the bank reconciliation. Agreed.

8.3 To agree additional bank signatories. Cllr Johnson agreed to become another signatory and suggest that Cllr Thorpe should also be asked. Agreed.

8.4 Whole Council training has been organised for Wednesday 9th April, time to be confirmed.

8.5 It was agreed to engage Maureen Anderson-Dungar as Internal Auditor.

9. Allotments

9.1 The Allotment Committee have reported that there are no current issues.

9.2 It was agreed to hold the next allotment inspection on Sunday 23rd March.

10. Planning

10.1 To note the information relating to Nutrient Neutrality. The clerk will place this information on the noticeboards, website and the Facebook page.

10.2 Planning application 2025/0590 Installation of solar panels at Cherry Tree Barn. No comment.

11. Clerk and Councillors' reports

11.1 The clerk's report had been circulated and was noted.

12. Correspondence

12.1 To note VE Day Community grant, this will be forward to the church.

12.2 To note the Big Broadland Community Litter Pick, this will be forward to the person who usually organises the litter picks.

- 14.** The date for the next meeting was set for Monday 7th April. Items for the agenda should be sent to the clerk by Sunday 30th March.

There being no further business the meeting closed at 7.56pm.

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Chair

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Date