

**Minutes of the Annual Meeting of Horsford Parish Council  
held on Tuesday 5<sup>th</sup> May 2026 at 7pm at Horsford Village Hall**

**Attendance:** Cllr Bone, Cllr Brown (Chair), Cllr Clarke, Cllr Johnson, Cllr Keeler, Cllr Makinson, Cllr Overton, Cllr Thorpe, Cllr Tony Adams (County Councillor), Sarah Vergette (Clerk) and three members of the public.

- 1. Election of Chair.** Cllr Makinson proposed Cllr Brown should remain as Chairman, seconded by Cllr Keeler with all in agreement. The Declaration of Office was signed by the Chairman.
- 2. Election of Vice-Chair.** Cllr Clarke proposed Cllr Keeler should remain as Vice-Chair, seconded by Cllr Thorpe with all in agreement.
- 3. Apologies for absence.** Cllr Collins, Cllr Stallard-Mulford, Cllr Lisa Starling & Cllr Nich Starling (District Councillors).
- 4. Declaration of Interests:** Members of VHMC, Cllrs Brown, Keeler and Makinson, declared an interest in village hall matters.
- 5. To approve as accurate minutes of the previous meeting.** The minutes of the previous meeting, having been circulated were **approved** and signed as a true record.
- 6. Co-option of Councillors**  
One application for co-option had been submitted. However, there was no resolution to take this forward.
- 7. Public participation session**
  - 7.1 Public. Traffic on Holt Road was raised; there has been an increase in traffic and HGVs. Holt Road is classified as a service road. The Parish Council has a Transport Masterplan which will go into the Neighbourhood Plan. The Parish Council is aware of the problems and is working with Highways on traffic issues.  
Members of the Social Club raised issues concerning the temporary toilets facilities. Following some discussion, the Parish Council offered the Social Club exclusive access to one of the public toilets. The toilet would be closed to the public, and the Club would be responsible for any damages and for cleaning. This was agreed by the Chairman of the Club and one of the members.
  - 7.2 County Councillor. Cllr Adams stated that the Government had opted to have three unitary councils for Norfolk. Thanks were given to Cllr Adams for his service to the village during his time as a County Councillor.
  - 7.3 District Councillor. No report.
  - 7.4 Police report. A report was circulated and noted.
- 8. Village Hall Committee**
  - 8.1 As stated earlier in the meeting it was agreed that the Social Club could have exclusive access to one of the public toilets. The clerk will write to the Club stating that the Club would be responsible for any damages and for cleaning this was agreed verbally with the Chairman of the Club and one of the members.
  - 8.2 Groundsman – applications had been received for the position. It was agreed that Cllr Keeler and Cllr Johnson together with the clerk would go through the applications and interview any suitable candidates. The successful candidate would need to provide Public Liability Insurance and hold a current DBS.

- 8.3 An updated Fire Risk Assessment had been received from the Social Club; it was agreed to review the outcomes in three months and ensure that anything marked 'red' had been actioned. It was noted that an emergency exit for the Club will be through the newly refurbished toilet corridor.
- 8.4 Solar Panels – Cllr Bone declared an interest in this matter and did not vote. The VHMC had discussed the request from the Social Club for solar panels on the roof and had agreed that it was not a good idea to put solar panels on another part of the roof. There is nothing in the Licence Agreement to cover the installation or removal of any panels. It was noted that twenty-three of the panels belong to the Social Club. It was also noted that the Parish Council and VHMC paid for the new electricity connection and associated re-wiring, the Social Club were not asked to contribute to this work. Cllr Overton proposed that the integrity of the building should be maintained and that the request for solar panels from the Social Club be denied, seconded by Cllr Keeler with all in agreement.
- 8.5 Licence Agreement. It was agreed that, following the discussion at the previous Parish Council meeting when the Social Club expressed concern regarding an increase in floor space thus increasing their rateable value, the Licence Agreement would remain unchanged. Therefore, the Social Club would be responsible for 50% of any damages to the toilets. The clerk will write to the Social Club setting out all of the above.
- 8.6 A quote in the sum of £3440 from Vortex had been received for regeneration of the football pitches. The pitches need to be up to a good standard, and it was noted that usage of the pitches is high. It was resolved to go ahead with this work but more discussion with the Football Club and costings is needed before the budget is prepared for next year.

## **9. Action Points**

The Action Points list had been circulated and was noted. Work to the milestone will be followed up. It was noted that there is a further four-month delay for the Feasibility Study.

## **10. Highways**

- 10.1 A quote for cleaning the white gates had been received in the sum of £198 for nine white gates. It was noted that other contractors had been approached for quotes, but none had been received.
- 10.2 Highways have indicated that it is necessary to sign a Licence to Cultivate Agreement for the maintenance of the roundabout at Brewery Lane. Cllr Makinson proposed this should be signed, seconded by Cllr Thorpe with all in agreement. The Chairman signed the Licence Agreement accordingly.
- 10.3 It was agreed that one Tommy would be sited near to the village sign.
- 10.4 The noticeboards are not fit for purpose, and it was agreed the clerk should seek quotes for six noticeboards. Hopefully, one new board can be installed at the northern end of the village.
- 10.5 Cllr Makinson stated that she had an encounter with an articulated vehicle in Church Street when she was trying to turn into the road. The HGV took up most of the road and was dangerous. It was agreed to ask Highways for a weight restriction on Church Street and to remind them that the Council had requested a 'no right turn' when exiting Church Street onto Holt Road.

## **11. BAP**

A BAP report had been circulated and was noted. An Emergency Plan has been drafted and will be discussed at BAP and then presented to the Council for approval.

## 12. Finance

### 12.1 To approve payments:

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|-----------------------|----------------------|----------|
| Salaries              | Salary & expenses    | £2791.64 |
| M Anderson-Dungar     | Internal Audit       | £150.00  |
| Starboard Systems     | Scribe               | £76.80   |
| Horsford Village Hall | Hire                 | £142.50  |
| Glasdon UK            | Litter bin           | £723.84  |
| Kingfisher Direct     | Dog bin              | £213.00  |
| Baby Bean             | Toilet cleaning      | £400.00  |
| Mark Andrew           | Gardening            | £210.00  |
| L Scales              | repairs to car park  | £875.00  |
| TT Jones              | Street lighting      | £184.50  |
| SSE Energy            | Electricity          | £261.95  |
| A Makinson            | Zoom                 | £16.79   |
| O'Neill Homer         | HNPR                 | £1530.00 |
| HMRC                  | Tax & NI             | £1269.34 |
| Toilets +             | Toilet hire          | £183.60  |
| Toilets +             | Re-siting of toilets | £108.00  |

### Approved.

The first instalment of the precept in the sum of £65,750 had been received. S106 reimbursement in the sum of £21,445 for changing rooms works had been received.

- 12.2 To note the Internal Audit Report – noted and approved.
- 12.3 Approval of the Governance Statement of the Annual Return – **approved** and signed by the Chair and clerk.
- 12.4 Approval of the Accounting Statement of the Annual Return – **approved** and signed by the Chair and RFO.
- 12.4 Two quotes had been received for insurance, it was agreed to stay with Gallagher. It was noted that the cover had been increased for play equipment and public toilets. It was also noted that a further quote had been requested.
- 12.5 The Financial Risk Assessment for the changing room project was approved.
- 12.6 It was noted that the grant application to the FA had been successful and the Parish Council will be awarded £25,000 on completion of the works.
- 12.7 The Next Finance Working Group meeting will be held on Wednesday 3<sup>rd</sup> June at 6.30pm.

## 13. Allotments

- 13.1 Notification from Anglian Water had been received to say there had been an increase in water consumption. This is to be expected due to the warm weather. There will be an allotment inspection at the end of May.

## 14. Planning

- 14.1 TPO 2026 No. BDO803, The Green North of The Oaks 101 Horsbeck Way was noted.

## 15. Clerk and Councillors' Reports

- 15.1 The clerk's report had been circulated and was noted.
- 15.2 Cllr Keeler had been approached by a resident who asked if they could plant daffodil bulbs in the grass verges on Holt Road. The clerk will contact Highways.
- 15.3 Cllr Bones stated that the gate to the builder's workspace had been left open. The clerk will contact them and asked for it to be kept closed.

**16. Correspondence**

- 16.1 A letter of thanks from Horsford PTA for the grant funding was noted.
- 16.2 Information from Caradon Healthcare regarding community gardening was noted and will be shared on the website and Facebook.
- 16.3 An emailed regarding palmate newts was noted.

**17.** The date for the next meeting was set for **Monday 1<sup>st</sup> June** Items for the agenda should be sent to the clerk by Monday 25<sup>th</sup> May.

There being no further business the meeting closed at 8.45pm.

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Chair

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Date