

**Minutes of the Meeting of Horsford Parish Council
held on Monday 1st September 2025 at 7pm at Horsford Village Hall**

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

- 1. Apologies for absence.** Cllr Bell, Cllr Lisa Starling (District Councillor).
- 2. Declaration of Interests:** Members of VHMC, Cllrs Brown, Keeler and Makinson, 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** and signed as a true record.
- 4. Public participation session**
 - 4.1 Public. An update was provided regarding access to the graveyard. Various options to resolve the problem have been explored. New hawthorn hedging will be planted in October/November. The gravedigger will access the churchyard through the pedestrian gate for the time being, offering a short-term solution although this is not sustainable. The church wall is Grade II listed and a retaining wall. There is an ongoing tender process for the grass cutting contract.
 - 4.2 County Councillor. Cllr Adams had sent a report which was circulated appended to these minutes.
 - 4.3 District Councillor. A report had been received and was circulated, appended to these minutes.
 - 4.4 Police report. A report had been circulated and was noted.
- 5. Village Hall Committee/Recreation Grounds**
 - 5.1 Representatives from the Social Club attended a recent VHMC meeting to discuss the situation regarding the Business Rates. They need more investigation.
 - 5.2 The zip wire seat has been padlocked to prevent use as the cable has been stretched, this will be attended to shortly.
 - 5.3 Changing Rooms refit. The architect will attend the village hall on 5th September to conduct a survey. One Planning Solutions will handle the project, creating a tender package which will factor in the Parish Council's timeline for meeting S106 requirements and the football close season in 2026.
- 6. Highways**
 - 6.1 An email has been sent to the Highway Engineer stating that once the northern roundabout has been cleared the Parish Council would be willing to take on the maintenance. The clerk will follow this up.
 - 6.2 A quote for plants for the southern roundabout had been received in the sum of £327, this was agreed. Cllrs Johnson and Thorpe will collect the plants.
 - 6.3 The making of 20mph speed limit for Cricketers was noted.
- 7. BAP**
 - 7.1 A BAP report had been circulated and was noted, appended to these minutes.
 - 7.2 Cllr Makinson explained that extra funding for the Neighbourhood Plan may be needed, an extra five days has been suggested. Funds have been allocated in the budget.

- 7.3 The final version of the Neighbourhood Plan will be received by 19th September and will immediately be circulated to Councillors for their consideration. An extra Parish Council meeting will be held on 22nd September to discuss and adopt the Document and move to Reg 14 which will commence when Statutory Stakeholders have been contacted with a copy of the Plan. They will be able to access the new website and complete a response form as well as using return email. There will be two drop in sessions in the Conference room 9 October 17:00-19:00 and 11 October 10:00-13:00.

8. Finance

8.1 To approve payments

A Makinson	Zoom	£16.79
Village Hall	Hire	£112.00
HMRC	Tax and NI	£1270.94
S Vergette	Salary & expenses	£2740.14
Baby Bean	Toilet cleaning	£400.00
Village Hall	Half of the grant	£,8250
Vortex	Grounds maintenance	£781.60
Chenery's Load and Go	Install baby changing units and bench	£115.00
Horsford Fuel Allotment		£10.00
Colliers	Allotment rent	£1500.00
Westcotec	Bus shelter	£5532.00
Eastern Heat	New immersion heater in toilets	£222.59
Mark Andrew	Maintenance allotments & Roundabout	£160.00

Payments Approved.

A reclaim for S106 monies had been received in the sum of £18,666.23

8.2 The bank reconciliation was **approved**.

8.3 Minutes of the Finance Working Group meeting were noted.

9. Allotments

9.1 Update on access from the allotments to the new graveyard. As above. It was agreed not to change the locks to the allotments, the clerk will contact the tenants. New 'No Access' signs will be put up and the land agent will be informed.

9.2 A report had been received from the Allotment Committee which had been circulated and was noted.

10. Planning

10.1 Broadland Country Park. An email had been received regarding next steps, they will be going ahead with the changes to the car park but the Stopping Up application will not go ahead.

10.2 Planning application 2025/2591, 14 Meadow Way. No objection.

11. Clerk and Councillors' Reports

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

11.2 Cllr Keeler stated that the metal milestone on Holt Road is in a bad state of repair, the clerk will ask Highways if it can be repaired or replaced with a stone. Cllr Keeler also asked if it would be possible to have a litter bin at the bus stop on Holt Road, the clerk will investigate.

Pentaco have left a notice board on the Old Brickmakers site. It was agreed that Cllr Keeler would ask if the Parish Council could use this for their notices.

Cllr Thorpe stated that now the S278 works have been completed Highways should remove the posts in Mill Lane, the clerk will follow this up. It was however noted that tactile paving is yet to be installed.

Slimming World will be asked to replace their poster that is hanging off the gate to the village hall car park.

12. Co-option of Councillor

Dawn Collins had expressed interest in becoming a Councillor. It was unanimously agreed to Co-opt Mrs Collins to the Council.

13. The date for the next meeting was set for Monday 6th October Items for the agenda should be sent to the clerk by Monday 29th September

There being no further business the meeting closing at 7.40pm.

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Chair

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Date

4. Police report:

1. We have had a further report of anti-social behaviour at the CO-OP, a child has been identified and intervention through the polices operational partnership team is being considered.
2. Patrols have been conducting patrols on Green Lane, Horsford in relation to complaints of inconsiderate parking.
3. As part of the problem solving plan I have previously mentioned in relation to the bridges on the A1270 regarding suicide, additional signs have been added to the A1270 and A140 bridge, reading 'Bridge 3', this is to improve accuracy in reporting to police and also improve response time.

7. BAP UPDATE FOR HPC MEETING ON 1 SEPTEMBER 2025

1. Progress of the HNPR

We will receive the final version of the HNPR document from ONH on 19 September. It will require an Extraordinary HPC meeting the following week to confirm approval of the document. A copy will be sent to HPC as soon as it is received on 19 September to give everyone an opportunity to read the document over that weekend with the Extraordinary HPC meeting on Monday 23 September.

It is hoped to start the six-week Reg:14 consultation process on 24 September. There will be two drop-in sessions during this period - Thursday 9 October 17:00-19:00 and Saturday 11 October 10:00-13:00 – held in the Conference Room at the VH. These drop-in sessions will enable parishioners to come and view and comment on the final draft of the HNPR. They will be publicised on FB and on the BAP and HPC Websites. We will also provide copies to other key places within the village as well as online .

Contacting Statutory Stakeholders starts off the Reg:14 process. The draft HNPR will be put on our website – futurehorsford.co.uk – and the Statutory Stakeholders will be able to respond on the website using a form provided by ONH, or they can email the BAP email address - horsfordbap@gmail.com – or they can return by regular mail which is unlikely.

Once the six-week period is over, all the responses/comments will be reviewed by ONH who will advise us if any changes need to be made to the HNPR document.

We have been urging ONH to get confirmation from Endurance that the land for the Sports Hub is viable. Steven Peat from Broadland had laid out a list of issues to be checked to ensure the land is viable but we are advised that these will be dealt with in the Planning Application which will not happen until the HNPR is made. The Planning Application will be made by Endurance and BDC can raise Steven Peet's issues with Endurance at that stage.

We are also asking ONH to follow up on the Leases for the land in terms of duration and cost. There had been mention of a peppercorn rent at the beginning of discussions with Endurance but since then they have not responded to our questions regarding the Leases.

We have also talked to ONH about changing the readability, style, maps and photographs which they are doing with photos that members of the team have taken or photographers in the village.

2. Urban Grass Cutting

This is a BAP project being undertaken by Kathy. HPC are happy for us to take over the grass cutting in the village from Highways, but the list of areas to be maintained was so out of date, we have taken on this project to update the list so that Sarah can write back to Highways with the new list and obtain a costing from them which she can use to get quotes for the work to be done.