

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

Attendance: Cllr Bone, Cllr Brown (Chair), Cllr Clarke, Cllr Collins, Cllr Johnson, Cllr Keeler, Cllr Makinson, Cllr Overton, Cllr Stallard-Mulford, Cllr Thorpe, Cllr Lisa Starling (District Councillor Cllr Adams (County Councillor), Sarah Vergette (Clerk) and one member of the public.

- 1. Apologies for absence.** Cllr Bell and Cllr Nich Starling (District Councillor), PC Matt Hill.
- 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. Co-option of Councillor**
 - 4.1 It was resolved to co-opt Chris Overton to the Parish Council. The Declaration of Acceptance of Office was duly completed and signed and Cllr Overton joined the meeting.
- 5. Public participation session**
 - 5.1 Public. None.
 - 5.2 County Councillor. Cllr Adams had nothing to report.
 - 5.3 District Councillor. Cllr Starling reported that she and Cllr Adams had been dealing with a grit bin issue in Butterfly Mill.
 - 5.4 Police report. A report had been circulated as follows:

We have conducted numerous targeted patrols in the Horsford area, targeting the use of e-bikes and e-scooters over the last six weeks. This has seen visits to several home addresses, with those involved, seizure of e-bikes and e-scooters. Education to parents and children about what constitutes a legal e-bike. Issuing of a section 59 warning of the Police Reform Act 2002, following police witnessing a Moped being ridden anti socially.

On Friday 7th of November Sam and I took part in an operation targeting speeding during the day and anti-social behaviour during the evening, in the Taverham, Hellesdon and Horsford area.

On Sunday 9th November police attended the Remembrance Day service at Horsford All Saints Church. Sam and I were honoured to be able to lay a wreath at the service on behalf of the constabulary.

On Monday 17th of November police attended Horsford Infant school, showing children a police vehicle and police equipment. Talking to children about what police officers do and how to contact police.

Attended briefly the youth club, at Horsford Village Hall.

Continued work on the suicidal prevention problem solving plan on the A1270 bridges. You may have seen small road signs appear at the carriageway approach to all bridges along the stretch of the A1270 as well as on the bridges themselves. This has been implemented following meetings with highways and seek to number bridges, to improve accuracy in reporting incident on a particular bridge.

Councillors agreed that both PC's covering Horsford are very helpful and proactive and thanked them for their work.

6. Village Hall Committee/Recreation Grounds

- 6.1 The bumble bee has been replaced. The police caught the culprits who caused that damaged and their families have each paid £100 towards replacement of the play equipment.
- 6.2 Changing Rooms. One Planning Solutions attended prior to the meeting to go through the tenders for work. It was **agreed** to use Vantage Building Control. It was **agreed** to go for option one for the toilets and for the option to have cubicles in the changing room showers. Four tenders for the work had been received and were discussed, it may be possible to use existing items to keep costs down; PIR sensors, hand dryers etc. Cllr Keeler proposed to go with the lower quote in the sum of £132,700 from 3Harmonies Limited, seconded by Cllr Thorpe with all in agreement. S106 monies will be used. The clerk will apply for a grant from the FA. There are other S106 which could be used. One Planning Solutions will prepare contracts and arrange a meeting with the builders to go through the details. The contract will then be sent to BDC.
- 6.3 A quote for playground repairs had been received in the sum of 1162.12 from NGF Play. This was agreed. The cost could be met by S106 monies and it was agreed to obtain a breakdown of remaining S106 and discuss this at the January meeting.
- 6.4 At the previous meeting there had been a discussion regarding mud being stamped on the car park from the football pitches. The Football Club had suggested a boot brush/scrapper in the sum of £300. It was agreed to monitor the situation for the time being.

7. Highways

- 7.1 Some street nameplate signs are badly faded. BDC will not repaint them, they would need to be replaced. BDC need photographs and locations for the signs. This information will be compiled.
- 7.2 Norfolk County Council (Horsford B1149 Holt Road and B177 Mill Lane) (Prohibition of Waiting) Order 2025 was noted.
- 7.3 The northern roundabout has not been cut but the gardener is reluctant to work on the roundabout, it is extremely busy and dangerous. The clerk will contact Highways to see if they can flatten out the area and the Council will then discuss what they would like to do.

8. BAP

Cllr Makinson reported that Regulation 14 had concluded on 27th November after a six week consultation period. Twelve responses from Statutory Stakeholders had been received. 79 online responses had been received from the community. The responses will now be processed and a meeting will take place with O'Neill Homer in the New Year to determine if any changes to the Neighbourhood Plan are needed. It was noted that there is £3800 remaining in the budget for the current year for this project. Face-to-face meetings will be needed in the New Year with the Land Agent and Land Owner.

9. Payments

9.1 To approve payments:

a.	A Makinson	Zoom	£16.79
b.	Village Hall	Hire	£273.00
c.	HMRC	Tax & NI	£1270.94
d.	Salaries		£2731.34
e.	Baby Bean	Toilet cleaning	£400.00

f.	K Thorpe	reimbursement	£17.00
g.	Vortex	Grounds maintenance	£1563.20
h.	Anglian Water	Allotments Crown Hill	£14.39
i.	Anglian Water	Allotments Corner Lane	£11.87
j.	NPTS	Training	£62.40
k.	Edgefield Nurseries	Plants	£327.50
l.	NBB Recycled furniture	Bumble bee	£816.00
m.	SSE	Electricity	£282.27
n.	Chenery's Load & Go	Hedge Cutting	£360.00
o.	Chenery's Load & Go	Installation of bumble bee, plaque and cleaning of Amber's Army bench	£405.60
p.	Society of Local Council Clerks	Subs and training	£162.00
q.	Mark Andrews Gardening Services		£820.00
p.	One Planning Solutions	Professional services	£4980.00
r.	K Johnson	Reimbursement	£19.99

Payments Approved.

- 9.2 The bank reconciliation was **approved**.
- 9.3 To discuss quotation for Scribe Accounts. It was **agreed** to use Scribe Accounts for Council accounts but not for the allotments.
- 9.4 A £50 donation from the Chairman's allowance had been given to the Scouts for their Santa Run.
- 9.5 The minutes from the Finance Working Group were noted and **agreed**.
- 9.6 The IT Policy was **agreed**. An IT Policy is needed to meet the new Assertion 10 requirements of the AGR next year.
- 9.7 It was **agreed** to invest surplus funds with CCLA.
- 9.8 The budget was discussed at length by the Finance Working Group and recommended to the Council, **agreed**.
- 9.9 Following the budget discussion Cllr Johnson proposed the Precept be set at £131,500, seconded by Cllr Brown with all in agreement. This equates to a 3.35 percent increase on last year.

10. Allotments

- 10.1 The excessive water consumption was discussed, there does not appear to be a leak and it is thought the high invoice is a result of taps being left on. It was suggested that a ballcock could be fitted to the tubs. Costs will be obtained and some notices will be putting up reminding tenants to turn taps off.
There was also discussion regarding the lease for Church Fields, it is only fair to the tenants that they know if the lease will be terminated. The clerk will write to the Land Agent in the New Year to start a discussion.
- 10.2 The Church had received a quote for new saplings in the sum of £164.40, this will be funded by the Parish Council from S137 monies.

11. Planning

- 11.1 To discuss planning application 2025/3574 9 Lawn Close - Single and 2-storey side extension and associated alterations
- 11.2 To discuss planning application 2025/3372 The Old Saw Shop – erection of annexe for ancillary use to the main dwellinghouse
- 11.3 To note consultation on two Supplementary Planning Documents (SPDs) relating to policies in the Greater Norwich Local Plan – noted.

- 11.4 To discuss planning application 2025/3433 St Helena Way – rear single-story extension to bungalow.
There were no issues with any of the applications.

12. Correspondence

- 12.1 It was agreed that Cllrs Johnson and Thorpe would attend the Christmas Tree Festival. They had decorated the Council’s tree earlier in the day.
- 12.2 The Local Government Review consultation was noted.

13. Clerk and Councillors’ Reports

- 13.1 The clerk’s report had been circulated and was noted.
- 13.2 Cllr Makinson expressed surprise and disappointment that the District and County Councillors had shown no interest in the item on the Agenda related to the Neighbourhood Plan Refresh process which affected their area of representation. They left as soon as the item was about to be discussed.

- 14. The date for the next meeting was set for **Monday 5th January 2026** Items for the agenda should be sent to the clerk by Monday 29th December.

There being no further business the meeting closed at 8.08pm.

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Chair

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Date