

Horsford Parish Council

Minutes

Meeting of Horsford Parish Council held on Tuesday 7th April 2026 at 7pm in the Conference Room, Village Hall, Horsford

In Attendance: Cllr Brown (Chair), Cllr Bone, Cllr Clarke, Cllr Collins, Cllr Johnson, Cllr Keeler, Cllr Makinson, Cllr Overton, Cllr Thorpe, Cllr Adams (County Councillor), Cllr Lisa Starling (District Councillor), Sarah Vergette (Clerk) and seven members of the public.

- 1. Apologies & Approval of absence.** Cllr Stallard-Mulford, accepted.
- 2. Declarations of interest.** 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**
 - 4.1** Public. Notices have been put up near to the standpipes at the allotment sites reminding tenants about excessive water consumption, a message has also been put on the Facebook group. Cllr Keeler has taken meter readings a week apart which showed little water consumption.
 - 4.2** County Councillor. Cllr Adams reported that the Government had opted for three Unitary Authorities for Norfolk, Horsford would be come part of Greater Norwich. It was noted that councillors who are elected in May will only serve one year. During the month there had been an issue relating to a bus stop which had been moved but the bus drivers had not been advised of this. This has now been rectified.
 - 4.3** District Councillor. Cllr Starling reported that a request had been received for a new bus shelter on Horsbeck Way. There will be new grants available from NCC shortly. The bus shelter outside the care home on Horsbeck Way is leaning and may need replacement. An open fibre cabinet had been reported by a member of the public, the fibre company had been contacted and will investigate this. Cllr Starling stated that she had several back issues of Horsford News, it was agreed to store one copy of each edition in the village hall storage room.
 - 4.4** Police Report. A report had been received and circulated.
- 5. Social Club**
 - 5.1** The Social Club accounts had been circulated and were noted.
 - 5.2** The VHMC's response to the Social Club's Fire Risk Assessment had been circulated and was noted. The Social Club had addressed the issues and replied to the VHMC, a copy will be sent to the Parish Council. It was noted that maximum occupancy of the Club is 240 people, at busy times there is someone on the door to carry out a head count.
 - 5.3** There was much discussion relating to the refurbishment of the toilets. The Social Club were concerned that an increase of floor space would impact on their rateable value. Users of the Conference Room would not use the toilets on the corridor, they would be solely for

the use of the Social Club, they would be responsible for cleaning and repairs above ground. The Social Club will need to consider this. A copy of the plans will be sent to the Club. It was noted that there would be no increase in rent, the VHMC declares the Social Club as a tenant when completing their business rate exemption.

- 5.4** Solar Panels. It is not possible for the VHMC/PC to share the roof space with the Social Club as there are now two power supplies. The Social Club have been obtaining quotes for solar panels. Batteries would be stored externally. More details will be provided to the Parish Council.

6. Village Hall/Recreation Grounds

- 6.1** To receive a report from the Village Hall Management Committee. Nothing to report.
- 6.2** Changing Room Project. The clerk reported that the Football Foundation have asked for more information and changes to be made to the plans for the changing rooms for a second time, they asked for the disabled toilet removed. The clerk met with the architect and agreed some changes to the original request, although the disabled toilet will remain. The clerk will go back to the Football Foundation stating that a disabled toilet is needed, extra costs have been incurred due the Football Foundation's requests. The work will commence on 27th April and needs to fit in with the football season.
- 6.3** To discuss repairs to the football pitches. A quote had been received in the sum of £6,000 for repairs to the pitches. There was no detail to the quote, clerk will ask for more. It was noted that this work had not be budgeted for. If this is to be an ongoing cost the Council will need to know in October to include it in the budget. Three quotes for any work will need to be sought as this is outside of the maintenance contract.
- 6.4** Quotes for playground inspections had been received, it was **agreed** to opt for RoSPA in the sum of £84 for up to five pieces of equipment and £5 for each additional piece of equipment.
- 6.5** Car park repairs. A quote to repair the potholes in the car park had been received in the sum of £875. This was **agreed**.
- 6.6** Quotes had been received to remove the shrubs at the front of the village hall. Vortex would do this work as part of their maintenance contract. It was agreed to ask for a meeting with Vortex to discuss this work and their quotes for the roundabout and football pitches.

7. Action Points

A document had been prepared and circulated to show all actions arising from previous meetings. A Highway update had been received shortly before the meeting; this will be circulated. The clerk had sent the list of street names signs which need to be repaired or replaced to BDC who had asked that the village be consulted as the signs had been painted during Covid and this was a sensitive issue. The clerk put out a Facebook post, comments and emails have been received. These will be reviewed after two weeks.

8.

8.1 To approve payments

a.	A Makinson	Zoom	£16.79
b.	VHMC	Hire	£142.00
c.	HMRC	Tax & NI	£1269.34
d.	Clerk	Salary & Expenses	£2705.74
e.	Baby Bean	Toilet Cleaning	£500.00
f.	SSE	Electricity	£588.10
g.	Vortex	Grounds maintenance	£781.60 February
h.	Vortex	Grounds maintenance	£781.60 March

i.	Mark Andrews	Gardening Services	£175.00
j.	One Planning Solutions	Surveyor fees	£3252.00
k.	3 Harmonies	Deposit	£23886.00
l.	Horsford Primary PTA	Donation	£250.00
m.	E Rounce	Brown Bin	£75.80
n.	Chenery's Load & Go	Install new bin	£342.00
o.	NPTS	Subscription	£690.00
p.	NPTS	Training	£576.80
q.	Scribe	Set up fee	£394.80
r.	Scribe	Monthly subscription	£76.80
s.	Nisbets	Cleaning materials	£75.80

Approved

It was noted that the VAT reclaim had been received in the sum of £16883.35

- 8.2** To approve year-end accounts. **Approved.**
- 8.3** The minutes of the Finance Committee were noted and **agreed**, this included the Clerk's appraisal. The next meeting will be held 3rd or 10th June at 6.30pm.
- 8.4** Quotes had been received for the street lighting maintenance. Cllr Thorpe declared an interest in this matter. It was **agreed** to continue with TT Jones as they have provided good service. The quote was in the sum of £615 plus VAT for a three-year period.

9. Planning Matters

- 9.1** To discuss planning application 2026/0371 – Flat to mono pitched roof to the rear and side. Canopy/porch to front. Bay windows to the front and first floor side (South) windows and internal re-modelling at 81 Angela Road. No objections. Permission had been granted.
- 9.2** Approval for development had been granted for 2025/3834 Drayton Farms.
- 9.3** Changes to the NPPF were noted. Cllr Makinson stated that these changes will be reflected in the Neighbourhood Plan and the O'Neill Homer had been in discussion with BDC.
- 9.4** TPO BD0799 land adjacent to Glebe Farm was noted.

10. BAP

- 10.1** To note BAP report. Noted.

11. Highways

- 11.1** Highways update to queries, a response had been received shortly before this meeting and will be circulated.
- 11.2** A quote for the northern roundabout island had been received in the sum of £7,200. This was more than anticipated and lacked detail. A meeting will be requested with the contractor. The southern roundabout is looking extremely good thanks to Cllrs Johnson and Thorpe, together with their husbands, for the work they put into this last summer.
- 11.3** No quotes for cleaning the white gates had been received.

12. Allotments

- 12.1** An allotment inspection was carried out on 22nd March. Allotments have been marked that need to be attended to. It was noted that the allotments overall are in good order. Another inspection will take place on 31st May. There are currently seventeen on the waiting list.

13. Correspondence

- 13.1** Nothing to discuss.

14. Clerk and Councillors Reports

- 14.1 The Clerk’s report was noted. Regarding the Tommys the clerk will go back to the Highway Engineer, it was agreed that one Tommy could go on the roundabout and the other near to the village sign.
- 14.2 Cllr Makinson reported that she gets regular emails about the Holt Road and asked for the clerk to follow up with Highways regarding the Feasibility Study. The clerk will also ask if the new highway contractors will follow the Area Manager’s way of repairing potholes.
- 14.3 Cllr Thorpe stated that there is an A board in front of the white gates at the entrance to the village, this is unsightly and permission had not been sought to position the A board in front of the white gates. An email will be sent asking for removal.
- 14.4 Cllr Keeler reported that streetlights 5 and 6 on Holt Road are on permanently, the clerk will report these to NCC. Cllr Keeler went on to suggest that a token of the parish’s appreciation should be given to Cllr Adams in recognition of his service to the parish.
- 14.5 Cllr Overton asked if there was a civil disruption plan in place, it was agreed this could be added to the BAP agenda.

15. Date of the next meeting

The date of the next meeting is currently set for **Tuesday 5th May at 7pm** in the Conference Room of the Village Hall. Items for the next agenda to be sent to the clerk by Monday 27th April 2026. This meeting will be the Annual Parish Meeting and Annual Parish Council meeting.

16. Dates for Future meetings: to commence at 7pm in the Conference Room, Village Hall.

- Monday 1st June,
- Monday 6th July,
- Monday 3rd August,
- Monday 7th September,
- Monday 5th October,
- Monday 2nd November,
- Monday 7th December

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Chairman

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Date