

Horsford Parish Council

Minutes

Meeting of Horsford Parish Council held on Monday 5th January 2026 at 7pm in the Conference Room, Village Hall, Horsford

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

1. Apologies & Approval of absence. Cllr Clarke, Cllr Adams (County Councillor).

2. Declarations of interest

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. Concern was raised over drug related issues in the village.

4.2 County Councillor. Nothing to report.

4.3 District Councillor. Cllr Starling stated that the remit of District Councillors is to report on District Council matters and represent parishioners who have problems.

4.4 Police Report. PC Hales reported that Horsford is not immune from drug issues. Two electric bikes had been seized in recent days. The Police have been monitoring an unused building in the village. PC Hales was asked to drive through the Flagcutters estate from time to time as damage had been done to saplings on the play areas.

5. Village Hall/Recreation Ground

5.1 To receive a report from the Village Hall Management Committee. Cllr Keeler reported that there had been exchanges of email with the Social Club relating to an invoice for drain work to the toilets. The toilets are mainly used by members of the Social Club and occasionally by people using the Conference Room. The Licence provides for 50/50 split on maintenance invoices. The issue of emergency lighting in the toilet and testing of emergency lighting had been raised by the Social Club. The emergency lighting for the Social Club is on a separate circuit from the main hall. Weekly testing of the main village hall emergency lighting is carried out and logged by the VHMC. The emergency lighting will be altered when the toilet refurbishment is carried out, it was agreed that the VHMC should purchase glowing signs as a temporary measure. Cllr Keeler suggested that when the toilet refurbishment is carried out one toilet could be allocated for users of the Conference Room and the VHMC would be responsible for the cleaning and maintenance of this. The disabled toilet would be shared use and the remaining toilet and urinals would be for members of the Social Club and therefore their responsibility for maintenance and cleaning. The Licence will be reviewed once the refurbishment has been completed. The clerk will write to the Social Club.

5.2 To discuss the changing room project. The contract between the Parish Council and the contractor has been received, this is a lengthy document. Cllr Brown asked Councillors to

read through the contract and make any points to the clerk within seven days. This matter needs to be dealt with expeditiously. There was a query over the level of public liability mentioned in the contract.

Funds available under S106 for this project are £103712.27. The clerk has applied to Sport England for a grant of £15,000. There is problem with the clerk being approved to apply to the FA but it is hoped that the Football Club will help with this.

6. Finance

6.1 To approve payments .

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| a. | A Makinson | Zoom | £16.79 |
| b. | VHMC | Hire | £56.00 |
| c. | HMRC | Tax & NI | £1270.94 |
| d. | Clerk | Salary & Expenses | £2695.34 |
| e. | Baby Bean | Toilet Cleaning | £500.00 |
| f. | Vantage Building Control | | £570.00 |
| g. | SSE | Electricity | £301.90 |
| h. | Public Pits Charity | Lease | £169.53 |
| i. | TT Jones | St Lighting | £562.16 |
| j. | M Andrews Gardening services | | £80.00 |
| k. | K Johnson | Refreshments | £12.53 |
| l. | O'Neill Homer | Neighbourhood Plan | £960.00 |
| m. | Keelers Butchers | Chickens | £180.00 S137 |

Approved

6.2 To approve bank reconciliation. **Approved.**

7. Policies

7.1 To review and adopted revised Standing Orders. **Resolved to adopt.**

7.2 To review and adopt revised Financial Regulations. **Resolved to adopt.**

8. Planning Matters

8.1 To discuss planning application 2025/2983. Amended for 175A Holt Road for front and rear extension. No objection.

8.2 To discuss planning application 2025/3834 erection of agricultural building and storing for combinable crops at Drayton Farms. No objection.

8.3 To discuss planning application 2025/0055 demolition of modern outbuilding to west of public house, lower ground level adjacent to car park and remove modern brick retaining wall at the Dog Public House. Listed Building consent. No objections.

8.4 Outline Planning application 2025/3914 Land adjacent to Glebe Farm for five executive dwellings with associated parking and garden/amenity space. It was agreed that there had not been sufficient time to review this application. Comments should be sent to the clerk and a response will be sent to BDC before 25th January. This development is outside of the settlement boundary and TPOs on trees should be considered.

9. BAP

9.1 To note BAP report. Noted. Cllr Makinson reported that a meeting had been held with O'Neill Homer earlier in the day when response to Regulation 14 had been discussed. Further meetings need to be held with the landowner, agent and land promoter and also Broadland District Council. It is essential O'Neill Homer are in attendance at these meetings which will have an impact on the budget. It was agreed that £3,000 could be used from CIL monies.

Cllr Makinson stated that it will be necessary to commission a Feasibility Study for the Sports Hub land to ensure it is fit for purpose. The Football Club and the Leisure Officer from BDC will be included any discussions for this.

As a result of responses from the village to the Regulation 14 consultation various possible projects have been identified which BAP will assess.

10. Highways

10.1 There is a loose manhole cover on Oak Grove, several clattering drains on Holt Road and a pothole on the Northern Roundabout. These matters will be reported to Highways. There is a street light which is flickering on Mill Lane, this will be reported. The Corner Lane street sign has been destroyed. The clerk is collating a list of street name signs which need to be replaced.

10.2 Cllr Bell asked if Memorial Way/Flagcutters should be included for gritting as it is a bus route. The clerk will look into this.

11. Allotments

11.1 To discuss the lease for Church Fields. The lease expires in September and it was agreed to discuss this again in June. The clerk will check the lease for its terms. Tenants are aware that the land is not owned by the Parish Council.

11.2 To discuss water consumption at Corner Lane allotments. It was agreed that Cllr Keeler and the clerk would monitor the water meter after the water had been turned back on.

11.3 A date for the next allotment inspection is needed, Cllr Keeler will consult Cllr Clarke and the allotment group for a date.

12. Correspondence

12.1 A request had been made to move a street lighting column in Columbine Road. This would be a costly exercise and not viable.

13. Clerk and Councillors Reports

13.1 The Clerk's report was noted.

13.2 Cllr Stallard-Mulford asked if there was any update on refurbishing the milestone on Holt Road. The clerk will follow this up.

13.3 Cllr Johnson asked for the Hussainy Centre to be monitored to see if anyone is living there as this would need a change of planning use.

14. Date of the next meeting

The date of the next meeting is currently set for **Monday 2nd February at 7pm** in the Conference Room of the Village Hall. Items for the next agenda to be sent to the clerk by Monday 26th January 2026.

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

Monday 2nd March, Tuesday 7th April, Tuesday 5th May, 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

