

Hi Sarah,

I go away on holiday tomorrow for 3 weeks, so I'll try my best to explain.

As you know, there are already solar panels installed on the hall roof.

It is my understanding that a third of them belong to the Social Club.

As we have separate electricity meters, we no longer get any benefit from them.

It would be difficult to split them up, so one thought I had was to either put our own solar panels up and gift our third to the parish council or take them all over.

Obviously if we gift them to the Parish council, we would like to install our own, so that we can try and become more carbon neutral (interesting that the government is pushing new schemes through today).

The roof that I was thinking of, is the South facing roof on our club room (that runs at right angles to the hall roof).

I have yet to contact any installers, as there is little point if we do not get the go ahead to install, so I don't know the volume of panels. From our electricity usage, I don't think we would need too many and we would definitely get batteries, as most of our electricity use is when it is dark.

It would make sense to install the batteries in the area at the rear of the club (all batteries have to be installed outside now).

I hope this clearly outlines where and what we wish to do.

If the go ahead is given in principal, we would then engage with tenders to get more detailed plans. We would obviously consult with the Parish Council (or VHMC) once we have tendered and before we progress, so that all parties are happy to proceed.

Given the Government's desire to decarbonise, it seems like an excellent avenue to pursue.

If you need any more information before the meeting on the 2nd February, please let me know, as it would be great to get the ball rolling before the new financial year starts.

Dear Sarah,

Happy 2026. I hope you are well?

The PCC met in December and have confirmed the contractor for the next 12 months. It is TOPS Garden Services; they were impressed with the professionalism and detail they provided with the tender, which included 3 references from Parish Councils. The cost is in the summary document attached.

The PCC have decided on a 1 year contract for the following reasons:

1. To ensure the contractor meet the high standard we have been used to; if so they will be appointed for a 2 or 3 year contract from 2027; subject to 2.
2. To review what happens at Felthorpe churchyard who are using Community Payback for their maintenance from 2026.

I ask if you can ensure the content detail in the attached document is kept confidential from the public.

As a result of the contract, the PCC are formally asking Horsford Parish Council whether you can help with a maintenance grant towards the cost of the grass cutting in 2026. Do let me know if you require any additional information at this stage.

I look forward to hearing from you. Kind regards,

Margaret

Revd Margaret McPhee

Information available from Horsford Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Who's who on the Council and its Committees	(hard copy and/or website)	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website)	
Location of main Council office and accessibility details	(hard copy and/or website)	
Staffing structure	(hard copy and/or website)	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

Annual return form and report by auditor	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Finalised budget	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Precept	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<del>Borrowing Approval letter</del>	N/A	N/A
Financial Regulations	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Grants given and received	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
List of current contracts awarded and value of contract	(some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Members' allowances and expenses	(some information may only be available by inspection)	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	In progress (hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Neighbourhood Plan (current and previous year as a minimum)	(hard copy and/or website)	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

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Quality status	(Hard copy)	Photocopying @ (black & white) 0.10p per sheet
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Agendas of meetings (as above)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Responses to consultation papers	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Responses to planning applications	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<del>Bye laws</del>	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

Horsford Parish Council  
Adopted  
Review date

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	In progress (hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Information security policy		
Records management policies (records retention, destruction and archive)	In progress (hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

Horsford Parish Council  
 Adopted  
 Review date

Data protection policies	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Schedule of charges (for the publication of information)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(some information may only be available by inspection)	
Assets Register	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	(some information may only be available by inspection)	
Register of members' interests	District Council website – link to Parish Council website	Photocopying @ 0.10p per sheet (black & white)
<del>Register of gifts and hospitality</del>		

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Parks, playing fields and recreational facilities	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Seating	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Allotments	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Sarah Vergette**

**3 Rosebery Road**

**Great Plumstead**

**Norwich**

**NR13 5EA**

**01603 714172**

**Email:** [clerk@horsford-pc.gov.uk](mailto:clerk@horsford-pc.gov.uk)

Horsford Parish Council

Adopted

Review date



## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.10p per sheet (black & white)	Actual cost *
	Photocopying @0.60p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Special delivery if requested at standard price.

\* the actual cost incurred by the public authority

Horsford Parish Council  
Adopted  
Review date



## Horsford Parish Council

### Data Protection & Data Audit

# Policy Contents

## CLAUSE

1.	Policy statement .....	1
2.	About this policy .....	1
3.	Definition of data protection terms .....	1
4.	Data protection principles .....	2
5.	Fair and lawful processing .....	3
6.	Processing for limited purposes.....	3
7.	Notifying data subjects .....	3
8.	Adequate, relevant and non-excessive processing .....	4
9.	Accurate data.....	4
10.	Timely processing .....	4
11.	Processing in line with data subject's rights .....	4
12.	Data security.....	5
13.	Transferring personal data to a country outside the EEA .....	5
14.	Disclosure and sharing of personal information .....	6
15.	Dealing with subject access requests.....	7
16.	Changes to this policy .....	7

## SCHEDULE

SCHEDULE	DATA PROCESSING ACTIVITIES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
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## **1. POLICY STATEMENT**

- 1.1 Everyone has rights with regard to the way in which their personal data is handled. During the course of our activities we will collect, store and process personal data about our customers, suppliers and other third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.
- 1.2 Data users are obliged to comply with this policy when processing personal data on our behalf. Any breach of this policy may result in disciplinary action.

## **2. ABOUT THIS POLICY**

- 2.1 The types of personal data that Horsford Parish Council may be required to handle include information about current, past and prospective suppliers, customers, and others that we communicate with. The personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 1998 (the Act) and other regulations.
- 2.2 This policy and any other documents referred to in it sets out the basis on which we will process any personal data we collect from data subjects, or that is provided to us by data subjects or other sources.
- 2.3 This policy does not form part of any employee's contract of employment and may be amended at any time.
- 2.4 This policy has been approved by Horsford Parish Council it sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.
- 2.5 The Data Protection Compliance Manager is responsible for ensuring compliance with the Act and with this policy. That post is held by the Clerk. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to the Data Protection Compliance Manager. Contact by emailing [clerk@horsford-pc.gov.uk](mailto:clerk@horsford-pc.gov.uk)

## **3. DEFINITION OF DATA PROTECTION TERMS**

- 3.1 **Data** is information which is stored electronically, on a computer, or in certain paper-based filing systems.

- 3.2 **Data subjects** for the purpose of this policy include all living individuals about whom we holds personal data. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal information.
- 3.3 **Personal data** means data relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (for example, a name, address or date of birth) or it can be an opinion about that person, their actions and behaviour.
- 3.4 **Data controllers** are the people who or organisations which determine the purposes for which, and the manner in which, any personal data is processed. They are responsible for establishing practices and policies in line with the Act. We are the data controller of all personal data used in our business for our own commercial purposes.
- 3.5 **Data users** are those of our employees whose work involves processing personal data. Data users must protect the data they handle in accordance with this data protection policy and any applicable data security procedures at all times.
- 3.6 **Data processors** include any person or organisation that is not a data user that processes personal data on our behalf and on our instructions. Employees of data controllers are excluded from this definition but it could include suppliers which handle personal data on Horsford Parish Council's behalf.
- 3.7 **Processing** is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.
- 3.8 **Sensitive personal data** includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings. Sensitive personal data can only be processed under strict conditions, including a condition requiring the express permission of the person concerned.

#### 4. **DATA PROTECTION PRINCIPLES**

Anyone processing personal data must comply with the eight enforceable principles of good practice. These provide that personal data must be:

- (a) Processed fairly and lawfully.
- (b) Processed for limited purposes and in an appropriate way.

- (c) Adequate, relevant and not excessive for the purpose.
- (d) Accurate.
- (e) Not kept longer than necessary for the purpose.
- (f) Processed in line with data subjects' rights.
- (g) Secure.
- (h) Not transferred to people or organisations situated in countries without adequate protection.

## 5. FAIR AND LAWFUL PROCESSING

- 5.1 The Act is not intended to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject.
- 5.2 For personal data to be processed lawfully, they must be processed on the basis of one of the legal grounds set out in the Act. These include, among other things, the data subject's consent to the processing, or that the processing is necessary for the performance of a contract with the data subject, for the compliance with a legal obligation to which the data controller is subject, or for the legitimate interest of the data controller or the party to whom the data is disclosed. When sensitive personal data is being processed, additional conditions must be met. When processing personal data as data controllers in the course of our business, we will ensure that those requirements are met.

## 6. PROCESSING FOR LIMITED PURPOSES

- 6.1 In the course of our business, we may collect and process the personal data set out in the **Error! Reference source not found.** This may include data we receive directly from a data subject (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and data we receive from other sources (including, for example, business partners, sub-contractors in technical, payment and delivery services, credit reference agencies and others).
- 6.2 We will only process personal data for the specific purposes set out in the **Error! Reference source not found.** or for any other purposes specifically permitted by the Act. We will notify those purposes to the data subject when we first collect the data or as soon as possible thereafter.

## 7. NOTIFYING DATA SUBJECTS

- 7.1 If we collect personal data directly from data subjects, we will inform them about:
  - (a) The purpose or purposes for which we intend to process that personal data.

- (b) The types of third parties, if any, with which we will share or to which we will disclose that personal data.
- (c) The means, if any, with which data subjects can limit our use and disclosure of their personal data.

7.2 If we receive personal data about a data subject from other sources, we will provide the data subject with this information as soon as possible thereafter.

7.3 We will also inform data subjects whose personal data we process that we are the data controller with regard to that data, and who the Data Protection Compliance Manager is.

## **8. ADEQUATE, RELEVANT AND NON-EXCESSIVE PROCESSING**

We will only collect personal data to the extent that it is required for the specific purpose notified to the data subject.

## **9. ACCURATE DATA**

We will ensure that personal data we hold is accurate and kept up to date. We will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data.

## **10. TIMELY PROCESSING**

We will not keep personal data longer than is necessary for the purpose or purposes for which they were collected. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required.

## **11. PROCESSING IN LINE WITH DATA SUBJECT'S RIGHTS**

We will process all personal data in line with data subjects' rights, in particular their right to:

- (a) Request access to any data held about them by a data controller (see also clause 15).
- (b) Prevent the processing of their data for direct-marketing purposes.
- (c) Ask to have inaccurate data amended (see also clause 9).
- (d) Prevent processing that is likely to cause damage or distress to themselves or anyone else.

## 12. DATA SECURITY

- 12.1 We will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.
- 12.2 We will put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data will only be transferred to a data processor if he agrees to comply with those procedures and policies, or if he puts in place adequate measures himself.
- 12.3 We will maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:
- (a) **Confidentiality** means that only people who are authorised to use the data can access it.
  - (b) **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed.
  - (c) **Availability** means that authorised users should be able to access the data if they need it for authorised purposes. Personal data should therefore be stored on Horsford Parish Council's central computer system instead of individual PCs.
- 12.4 Security procedures include:
- (a) **Entry controls.** Any stranger seen in entry-controlled areas should be reported.
  - (b) **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
  - (c) **Methods of disposal.** Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required.
  - (d) **Equipment.** Data users must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

## 13. TRANSFERRING PERSONAL DATA TO A COUNTRY OUTSIDE THE EEA

- 13.1 We may transfer any personal data we hold to a country outside the European Economic Area ("EEA"), provided that one of the following conditions applies:
- (a) The country to which the personal data are transferred ensures an adequate level of protection for the data subjects' rights and freedoms.
  - (b) The data subject has given his consent.



- (c) The transfer is necessary for one of the reasons set out in the Act, including the performance of a contract between us and the data subject, or to protect the vital interests of the data subject.
- (d) The transfer is legally required on important public interest grounds or for the establishment, exercise or defence of legal claims.
- (e) The transfer is authorised by the relevant data protection authority where we have adduced adequate safeguards with respect to the protection of the data subjects' privacy, their fundamental rights and freedoms, and the exercise of their rights.

13.2 Subject to the requirements in clause 12.1 above, personal data we hold may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. That staff may be engaged in, among other things, the fulfilment of contracts with the data subject, the processing of payment details and the provision of support services.

#### **14. DISCLOSURE AND SHARING OF PERSONAL INFORMATION**

14.1 We may share personal data we hold with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

14.2 We may also disclose personal data we hold to third parties:

- (a) In the event that we sell or buy any business or assets, in which case we may disclose personal data we hold to the prospective seller or buyer of such business or assets.
- (b) If we or substantially all of our assets are acquired by a third party, in which case personal data we hold will be one of the transferred assets.

14.3 If we are under a duty to disclose or share a data subject's personal data in order to comply with any legal obligation, or in order to enforce or apply any contract with the data subject or other agreements; or to protect our rights, property, or safety of our employees, customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

14.4 We may also share personal data we hold with selected third parties for the purposes set out in the **Error! Reference source not found..**

## **15. DEALING WITH SUBJECT ACCESS REQUESTS**

- 15.1 Data subjects must make a formal request for information we hold about them. This must be made in writing. Employees who receive a written request should forward it to Sara White, Clerk, the Data Protection Compliance Manager immediately.
- 15.2 When receiving telephone enquiries, we will only disclose personal data we hold on our systems if the following conditions are met:
- (a) We will check the caller's identity to make sure that information is only given to a person who is entitled to it.
  - (b) We will suggest that the caller put their request in writing if we are not sure about the caller's identity and where their identity cannot be checked.
- 15.3 Our employees will refer a request to their line manager [or the Data Protection Compliance Manager] for assistance in difficult situations. Employees should not be bullied into disclosing personal information.

## **16. CHANGES TO THIS POLICY**

We reserve the right to change this policy at any time. Where appropriate, we will notify data subjects of those changes by mail or email.

### Data Audit

Category	Document Type	Personal Details Held	Purpose	Legal Basis	Shared With	Purpose for Sharing	How it is held	Length of time to be held
<b>Employees</b>	HR Records - contract, references, application form	Contact details, NI number, employment history, pension records	For setting up and management employment of staff	Legal obligation	Not shared	n/a	Electronically/hard copy	6 years after period of employment has ceased with the Parish Council
	CV's and job applications	Contact and personal details, employment history	Recruitment	Public task	Not shared	n/a	Electronically/hard copy	6 months after notifying unsuccessful applicant
	Payment of salaries	Bank details	Payment of salaries	Legal obligation	Parish Council bank signatories	Authorise payment	Electronically/hard copy	Duration of employment
<b>Councillors</b>	Contact details	Name, address, telephone number, email address	Public, democracy	Legal obligation Public task Consent	Councillors, Public	Public information	Electronically/hard copy/website	Term of office

	Application for co-option	Name, address, telephone number, email address and other personal details e.g. why they wish to become a Councillor	Public, democracy	Public task	Not shared	n/a	Electronically/hard copy	3 months after vacancy has been filled
	Declaration of interest form	Pecuniary and other interests	Legal requirement	Legal Obligation Public Task	On BDC website with a link from the Parish Council's website	Public information	On District Council's website with link to the Parish Council's website	Term of office (Parish Council copy)
<b>Members of the public</b>	Electoral register	Name, address	Reference	Public Task	Not shared – Broadland District Council share this with the Clerk upon request	N/A	N/A	Current year only
	Correspondence - letters/emails	Contact details	To request information, pass on information of make a statement	Public Task (Article 6(1)(e) UK GDPR)	Councillors (where necessary) Other Authorities (with permission)	To assist in resolving queries	Electronically/hard copy	For as long as is necessary

	Contact details of those involved in local groups	Name, address, telephone number, email address	Council business	Public	Councillors (where necessary) Other Authorities (with permission)	Council business	Informed - email and website	Until Parish Council are informed that they are no longer involved with the group
	Allotment tenants	Contact and signature details on Tenancy Agreement	Contractual	Contract	Not shared	N/A	Electronically/hard copy	For up to 7 years after plot vacated for auditing purposes
	Allotment waiting list	Contact details	Prospective tenant	Contract	Not shared	N/A	Electronically/hard copy	Until allocated a plot or request to be removed received by Council.
	Grant applications	Name, address, telephone number, email address, reason for requesting grant, other relevant details about the organisation/local group requesting grant	To consider requests for grants from local non-profit making organisations	Legal obligation (UK GDPR) Article 6(1)(c) Public task (UK GDPR) Article 6(1)(e)	Not shared	Council business	n/a	If successful - 7 years for auditing purposes. If unsuccessful - 1 year

<b>Contractors</b>	Contractors providing goods or services to the Parish Council	Contact details, details of the contract between the two parties	Contractual	Legal obligation (UK GDPR) Article 6(1)(c) Public task (UK GDPR) Article 6(1)(e)	Councillors (if appropriate)	Council business	Informed - email and website	Life of contract and up to 12 years thereafter
	Quotes and tenders	Name, address, telephone number, email address, references	Council business	Legal obligation (UK GDPR) Article 6(1)(c) Public task (UK GDPR) Article 6(1)(e)	Councillors (if appropriate), Internal Auditor, Public Inspection (Audit)	Council business	Informed - email and website	12 years
	Invoices	Good/services received/supplied	As a record for financial purposes, audit and annual return	Legal obligation (UK GDPR) Article 6(1)(c) Public task (UK GDPR) Article 6(1)(e)	Councillors (if appropriate), Internal Auditor, Public Inspection (Audit)	Council business	Informed - email and website	6 years



## **GRANT AWARDING POLICY**

### **Horsford Parish Council**

#### **Introduction**

Horsford Parish Council ("The Council") will consider applications for grants from organisations, voluntary groups or charitable organisations operating within Horsford Parish and for the benefit of Horsford parishioners.

Consideration of an application does not imply that a grant will be forthcoming from the Council.

#### **Process**

The grant application (using the attached form) should be sent to the Parish Clerk for including in the meeting agenda, at least one week before the date of the meeting. Small grant applications may be considered by way of a letter. All applicants should attend the Parish Council when the application will be considered in order to answer any questions that may arise.

The Council will consider grant applications during a meeting, using the "Qualifying Applications" criteria for guidance.

If an application is approved:

- the Council will issue a cheque or authorise an online payment (payable to the group or organisation) for the sum agreed, which may not be the whole amount requested
- the Clerk will record the transaction in the Council finances and will minute the decision
- the Clerk will send the applicant the "conditions" as set out below

If an application is refused:

- the Clerk will advise the applicant accordingly
- the Clerk will minute the decision

#### **Qualifying Applications**

To qualify for an award the applicant must be able to:

- Show that the benefiting group is based within the parish; that it is constituted for the benefit of parishioners
- Demonstrate that such funding will benefit the Parish or its parishioners
- Provide supporting information:
  - A current bank statement for all accounts, the organisation's latest accounts (a

minimum of receipts and payments for the 12 months and, if possible, a balance sheet)

- A description of what the funds will be spent on and when
- Evidence of work done to identify best value for the grant:
  - 2 quotes will be required for capital items over £500
  - 3 quotes will be required for capital items over £1,000

Note: It is accepted that the cheaper option will not always be the best and the applicant can explain in the application why a more expensive option has been chosen, e.g. better delivery times, country of origin, reliability of supplier. Note that the Council aims to support local businesses so please try to include a quote from a local company or tradesman

- Relate the application to one or more of the following:
  - Purchasing equipment either in part or in full
  - Funding transport to enable group members to partake in a group trip or outing
  - Funding training activities, or to purchase the expertise of a trainer / facilitator
  - Raising the profile of the group's work
  - Covering running costs of a viable group experiencing a period of hardship
  - Hosting special events or celebrations
  - Providing recreational facilities

**Applications will not be considered in the following circumstances:**

- The Council will not fund an activity / organisation which is the responsibility of another Statutory Authority
- Applications from schools for an activity that takes place within the school day will not be considered
- The Council will not fund activities outside its legal powers and functions
- Applications for general fund raising will not normally be considered
- The Council will not fund individuals

**Grant Conditions:**

1. Grant recipients must report (in writing – including email) how the grant was used
2. Grants will not be awarded to individuals
3. The grant must be used for the purpose for which the application was made
4. The grant must be returned to the Council if it cannot be used for the stated purpose within 6 months
5. All awards must be properly accounted for and evidence of expenditure, (copy invoice and a photo, where possible), should be supplied. If the Council is not satisfied with the arrangements, they may request a refund of monies awarded

Signed on behalf of the Council:

Dated:

Chair of Horsford Parish Council



## **Horsford PARISH COUNCIL: APPLICATION FOR GRANT AID**

Name of organisation and status (charity, trust etc) :

Charity Registration Number if applicable:

Address for contact :

Phone number:

Email:

In what ways does your organisation benefit people in Horsford ? Please use a separate sheet if more space is required

Amount requested from Horsford Parish Council: £

What will this money be used for? Please indicate specific expenses that the grant will be used to cover and how it meets our criteria. Please do not state 'general maintenance', or 'for funds'.

How much money do you need to raise overall?

How much have you raised already?

What other sources of funding have you applied for and when do you expect to hear back?  
Continue overleaf if necessary.

.....

By signing below we agree to send feedback within six months from the decision date on how the grant has helped the organisation, to allow the Parish Council to monitor the effectiveness of its grants for its parishioners. Evidence of the expenditure will also be provided.

Applicant's signature :

Date:

Role in organisation:

.....

For Parish Council Use

Decision by Parish Council:

Date:

Any conditions to be placed when making donation :



*Community at heart*  
The Horizon Centre  
Broadland Business Park  
Peachman Way  
Norwich  
NR7 0WF

Ms Sarah Vergette  
Horsford

Tel 01508 533813 / 01603 430509  
[planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk)

Our ref 2025/3715

15 January 2026

Dear Sir/Madam,

**Proposal: Rear garage extension to create small orangery**

**Location: 4 Harvey Close Horsford Norfolk NR10 3FR**

**Applicant: Mr Kevin Willis**

**Application Type: Householder**

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T6FZ3MOQKM300> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing [planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk) online at **www.southnorfolkandbroadland.gov.uk** or by post before 5 February 2026. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer.

**Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

**Development Management**



*Community at heart*  
The Horizon Centre  
Broadland Business Park  
Peachman Way  
Norwich  
NR7 0WF

Ms Sarah Vergette  
Horsford

Tel 01508 533813 / 01603 430509  
[planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk)

Our ref 2026/0039

13 January 2026

Dear Sir/Madam,

**Proposal: Rear and Side Single Story Flat Roof Extension with Parapet, Garage Conversion and Internal Alterations**

**Location: 69 Angela Crescent Horsford Norfolk NR10 3HE**

**Applicant: Mr Jordan Charlick**

**Application Type: Householder**

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8JCZSOQM6C00> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing [planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk) online at **www.southnorfolkandbroadland.gov.uk** or by post before 3 February 2026. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

**Development Management**





*Community at heart*  
The Horizon Centre  
Broadland Business Park  
Peachman Way  
Norwich  
NR7 0WF

Ms Sarah Vergette  
Horsford

Ms Amy Pinkham  
Drayton

Tel 01508 533813 / 01603 430509  
[planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk)

Our ref 2026/0020

9 January 2026

Dear Sir/Madam,

**Proposal: Change of use of a 5366.8m<sup>2</sup> horticultural warehouse to a mixed-use comprising Class E Commercial Business and Service and B8 Storage and Storage Uses**

**Location: Kieft And Sons Ltd Reepham Road Horsford Norfolk NR10 3AL**

**Applicant: Mr Wouter Roozen**

**Application Type: Full Planning Permission**

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8FT7UOQM2Y00> by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing [planning@southnorfolkandbroadland.gov.uk](mailto:planning@southnorfolkandbroadland.gov.uk) online at **www.southnorfolkandbroadland.gov.uk** or by post before 30 January 2026. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

**Development Management**



Highways responses and issue. Clerk's comments are in blue.

10.1

Hi Sarah,

Mile Marker – yes, I am hoping a sub-contractor will be visiting site shortly to collect the marker so it can be restored to its former glory.

Gritting - Yes you can come to me for route requests which will be assessed with the Winter Team. Unfortunately, It is unlikely we will add additional roads to our current schedules due to current gritting resources such as vehicles, drivers route lengths and limited salt capacity on the gritting vehicles.

We can look to use some of Cllr Adams LMF if he so wishes to install a grit bin at this location

My Area Tech has been around Horsford this week, I will make sure this is picked up

The Feasibility Study is still with the Safety Team waiting implementation, they do have a large number of requests for these sorts of studies as well as others.

Finally - Holt Rd the mini-Roundabout will be shut (Access to properties only) for approx. 3 days Wednesday 25<sup>th</sup> – Friday 27<sup>th</sup> March this is to carry out resurfacing works on the mini roundabout, advanced warning signage will be put on site in the next few weeks

Kind Regards

**Richard Pearson, Highway Engineer**

10.2

I understand that the Sandy Lane access to MediVet / Bowls Club is a Highways responsibility. Is that correct?

The state of the access road is atrocious with potholes. It is not good for a local business.

Is this something we can discuss at the next meeting?

I am sending a complaint to Medivet for the drive where you turn left (the road and drive meet at the top by the bungalow) as this is the owners responsibility who MediVet lease their premises from.

[Sandy Lane is a private Road but comes under a Public Right of Way so NCC would maintain for footfall only. Ultimately the maintenance would be for the Vets.](#)

10.3

Beck maintenance - Coltsfoot Road & Beckside, Horsford, Norwich

Good morning,



I am concerned that the beck which runs from Beckside to Coltsfoot Road (behind the play area) in Horsford, Norwich, is not being maintained. I have attached photographs showing the significant overgrowth. Previously, the culvert on Coltsfoot Road was visible from the play area; now it is completely hidden from view so I am unable to see whether it is blocked or not.

The reason for my concern is that my home, and several others in the area, were flooded in December 2020 when this watercourse was unable to drain sufficiently. I understand that this may still be the responsibility of Bloor Homes who constructed the original development but I'm hoping somebody from Norfolk County Council or Bloor Homes can confirm that and put plans in place for regular maintenance of this watercourse.

I look forward to your response.

Water course areas are not NCC land to maintain and would most likely be the developer still. Clerk has written to the landowner and spoken with BDC. BDC are responsible for a small area and will ensure their area is cleared.

10.4

If this isn't addressed to the relevant people please could this be forwarded on.

Having now lived in Horsford for the past 10 years on the main Holt Road it is becoming increasingly concerning about the speed of vehicles, particularly HGV's using the road in the early hours whilst it's quiet in terms of volume of traffic.

Regularly, we are woken up with the house vibrating due to the speed of these HGV's going past our property. Having spoken to neighbours, and other people living locally it seems this is a feeling shared by many. Other residents we've spoken too have also commented on the sheer volume of HGV's using the village road, but for us it's simply about their speed.

Would it be possible to suggest some research into some traffic calming measures?

Clerk had replied that a feasibility study will be carried out in due course.

Dear Sarah,

I hope you are well. Happy New Year to you.

On behalf of Horsford PCC, I invite the Parish Council members to our celebration service for the completion of the urgent roof repairs of All Saints Church. Details are at [Invitation to the Thanksgiving and Celebration Service](#) If any are able to come, I and Ian, Bishop of Thetford, will be delighted to welcome you. If you can let me know who will be coming along, that will help with my planning.

Kind regards,

Margaret

Revd Margaret McPhee

Rector, Horsford Benefice