

**Minutes of the Meeting of Horsford Parish Council  
held on Monday 6<sup>th</sup> October 2025 at 7pm at Horsford Village Hall**

**Attendance:** Cllr Bell, Cllr Brown (Chair), 7 Cllr Collins, Cllr Johnson, Cllr Keeler, Cllr Makinson, Cllr Thorpe, Cllr Lisa Starling (District Councillor), Sarah Vergette (Clerk) and three members of the public.

- 1. Apologies for absence.** Cllr Clarke, Cllr Stallard-Mulford and Cllr Adams (County 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. None.
  - 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. Cllr Starling stated the Member grant for herself and Cllr Nich Starling in the sum of £1,000 each had been donated to the Scouts.
  - 4.4 Police report. A report had been circulated and was noted.
- 5. Village Hall Committee/Recreation Grounds**
  - 5.1 The zip line has been tightened. Outpost asked if the flood lights could be put on for the MUGA for two hours each Thursday, this was **agreed**. Cllr Keeler will put the timer on.
  - 5.2 The Social Club have been given business rate relief. The Club had asked if they could have permission to dig up the tarmac outside the hall to put fibre cabling in. This was **agreed** but the Club should ensure that the tarmac is reinstated to the same good standard it is in now.
  - 5.3 Changing Rooms refit. Plans and a specification have been received from the architect. The clerk will check to ensure the doors to the changing rooms are wide enough for disabled access and that the back door to the away changing room will be blocked up. The Football Club would like 16 hooks in each changing room. The plans were **approved**. A copy will be sent to the Social Club for information. It will be possible to pay the architect's invoice from S106 monies.
  - 5.4 One of the small spring pieces of play equipment had been damaged by youths, they were caught on CCTV. The clerk will investigate an insurance claim for a replacement piece of equipment.
- 6. Neighbourhood Plan Refresh**
  - 6.1 The draft Neighbourhood Plan for Regulation 14 had been circulated to all Councillors. Cllr Makinson explained that once approved by the Parish Council the Document would go through a six week consultation period, it will be sent direct to Statutory Stakeholders and parish consultees. Any comments received will be collated and sent to O'Neill Homer for review. The Document can be looked at on the new website, two public drop-in sessions will also be held. O'Neill Homer had written into the Document that the sports hub and community building will need to be in place before any planning permissions are given. All future planning applications will be

assessed thoroughly to ensure they meet the guidelines of the HNP. Cllr Johnson stated that the HNP may need to be re-adopted after devolution.

## 7. Highways

7.1 The contractors have been asked to return to cut the centre of the northern roundabout as this is part of the Urban cutting programme. The kerbstones around the roundabout have been obliterated. It may be possible to put one flower bed in the middle of the roundabout.

The Milestone Society have been asked to return to former glory to the Milestone on Holt Road. Unfortunately, they are unable to lift/move the damaged part.

The posts in Mill Lane - some lining refresh works will be carried out shortly. The Highways Engineer will remove the current posts when the lining works are done but he plans to install one or two posts to protect the telegraph pole and cover in the verge. An H bar will be installed o/s the 210 Holt Rd property entrance on Mill Lane.

Feasibility Study - Due to current high demand for studies through the Safety Team there is a waiting list/backlog so the study may not be carried out for several months. Cllr Makinson stated that the Council should have a statement of what Highways will be surveyed cover in the study and a contract may need to be put in place.

Pyhehurn Lane potholes have been passed onto the PROW Team who have programmed works to fill the potholes, ultimately these potholes are on a private drive and damage is being caused by vehicles turning into the car park and houses. This area should be maintained by the Surgery and private dwellings.

There was some discussion regarding Pyhehurn Lane as some months ago there had been a query over ownership/ responsibility for the Lane. The clerk will investigate.

## 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 includes bulbs	£2840.58
Baby Bean	Toilet cleaning	£500.00
Outpost	Grant	£8,000
Vortex	Grounds maintenance	£781.60
Chenery's Load and Go	Allotment signs, repair zip wire	£165.00
Soanes Signs	No access signs	£72.00
TT Jones	Street light Maintenance	£562.16
O'Neill Homer		£1950.00
One Planning Solutions	Architect – changing rooms	£2,400
Mark Andrew	Maintenance Roundabout	£240.00

### Payments Approved.

Payment received from BDC – Precept £63,500

The final payment for the Neighbourhood Plan £1500

8.2 The bank reconciliation was **approved**.

8.3 The next meeting of the Finance Working Group will be held on Monday 10<sup>th</sup> November at 6.30pm.

8.4 An invitation from the Church to participate in the Christmas Tree Festival had been received. It was **agreed** to take part in the festival and a budget of £125 was agreed. Two representatives may attend the preview on 3<sup>rd</sup> December.

**9. Allotments**

- 9.1 A high water bill had been received for the quarter, this may be a result of taps not being turned off. The clerk will write to the tenants reminding them to turn off taps, if high bills continue to be received the allotment rents may need to be increased. The invoices will be compared with previous years.
- 9.2 It was agreed that the rents should remain the same for the coming year, £50 for a whole allotment.

**10. Planning**

- 10.1 Nothing to discuss.

**11. Nature Recovery correspondence.**

It was agreed to send a copy of the Neighbourhood Plan as this sets out what the Parish Council is doing to protect Green Infrastructure.

**12. Clerk and Councillors' Reports**

- 12.1 The clerk's report had been circulated and was noted.
- 12.2 It was agreed to write to the gardener to express the Council's thanks for doing such good work at the roundabout. The plants and bulbs have now been planted and the grass is looking much better.
- 12.3 The urban grass contract will be looked into at the next BAP meeting.

**12. Co-option of Councillor**

This will be discussed next meeting

- 13. The date for the next meeting was set for **Monday 3<sup>rd</sup> November** Items for the agenda should be sent to the clerk by Monday 27<sup>th</sup> October.

There being no further business the meeting closing at 8.04pm.

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Chair

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Date