

**MINUTES OF THE MEETING OF HORSTEAD WITH STANNINGHALL PARISH COUNCIL HELD IN  
THE TITHE BARN, RECTORY ROAD, ON WEDNESDAY 11<sup>TH</sup> SEPTEMBER 2024 AT 6.30PM**

**Present:** Cllrs, Mr A Browne (Vice Chair), Ms L Austin, Mr M Boakes, Mrs C Fleming, Mr D Hales, Mr A Kirby, Mr j Langberg, Ms R McMaster, Mr I Tebbles, Ms P Weightman and District Cllr J Copplestone.

**In Attendance:** Becky Furr (Parish Clerk).

**Public Participation**

District Cllr Copplestone and County Cllr Whymark provided a report. Please refer to the end of these minutes for more information.

**Main Meeting**

**1. Apologies**

Apologies from Cllr Stevenson (Chair) and County Cllr Whymark were received and ACCEPTED.

**2. Declarations of Interest**

None.

**3. Minutes of the Meeting of 10<sup>th</sup> July 2024 and the Extraordinary Meeting of 23<sup>rd</sup> August 2024.**

These were APPROVED and SIGNED as a true and accurate record.

**4. Matters Arising**

The clerk has asked Arnold Keys to provide a valuation of Horstead Mill.

**5. Planning**

- a. 2024/2500 – Installation of solar panels to both front and rear elevations at 2 The Glass Barn. NO OBJECTION.
- b. FUL/2023/0002 – Installation of additional Readymix Concrete Plant and Bagging Plant at Longwater Gravel Co Ltd. NO OBJECTION.
- c. 2024/2446 – Proposed external staircase and new access door to existing garage at 4 Birch Close. NO OBJECTION.
- d. Tree Preservation Order 2024 No. BD0677 at The Paddocks, Frettenham Road. NO COMMENT.

**6. Finance**

a. Payments Received and NOTED		
National Lottery Community Fund	Monkey Challenge Apparatus	£6480.00
HMRC	VAT Return – Qtr 2	270.91
b. Payments Previously Approved and NOTED		
Wicksteed	Horsy Springy	£5381.92
J.Rice	Litter Picking for July	£108.68
Finding Fitness	Monkey Challenge Apparatus	£7776.00
Horstead PCC	Donation for community activity days	£500.00
c. Payments APPROVED		
B.Furr	Clerks Expenses including printer, cartridges, SLCC Seminar and annual website subscription – SLCC Seminar funded jointly with Coltishall Parish Council.	£460.61

**MINUTES OF THE MEETING OF HORSTEAD WITH STANNINGHALL PARISH COUNCIL HELD IN THE TITHE BARN, RECTORY ROAD, ON WEDNESDAY 11<sup>TH</sup> SEPTEMBER 2024 AT 6.30PM**

J.Rice	Litter picking for August	£108.68
C.Jones	Design and publish SAM2 data on website	£180
C.Jones	SAM2 Management July to mid-August	£42.00
C.Jones	SAM2 Management – end of August	15.00
Target Trees	Tree survey at play area	£300
Joe Dix Foundation	Bleed Control Kit	£120
PKF Littlejohn	External Audit	£378
d. Payments for information only – previously agreed direct debits and standing orders		
Veolia	Horstead Mill Bin – June	£140.83
Veolia	Hoorstead Mill Bin - July	£211.25
B.Furr	July 2024 Salary	£870.96
B.Furr	August 2024 Salary	£870.76
HMRC	July 2024 Contribution	£268.46
HMRC	August 2024 Contribution	£268.66
Acceptacard Ltd	QR Fee July	£4.94
Acceptacard Ltd	QR Fee August	£11.94

e. The completion of the external audit report for 2023-24 was NOTED.

**7. Highways & PROW matters**

Cllr Browne and Cllr McMaster reported that the footbridge is being replaced in between the High Street, Coltishall and Mayton Road. It was AGREED the clerk will find out who is responsible for the works and establish why the footbridges between Horstead Mill and Coltishall's Upper Common have not been considered.

Cllr Kirby reported that the trees along the pathway from Randells to the Play Area are overgrown and the branches are affecting safe passage on the pavement. It was AGREED the clerk will write to Mr Randell to ask that the trees are trimmed.

Cllr Fleming reported that a grey electrical unit has been placed in the middle of the green on Rectory Road. The parish council are not aware of any planning application for this and asked the clerk to investigate.

Cllr Boakes and Cllr McMaster have met with Westcotec to provide a quotation for a bus shelter near Green Lane on Norwich Road.

**8. Tree and Pond matters**

It was AGREED not to pursue an application for free tree packs. This is because of concerns regarding future responsibility for ongoing maintenance of the trees.

**9. Horstead Mill matters**

a. Quotes for ongoing maintenance of footpaths and trees on parish land. Two quotes were ACCEPTED, Garden Guardians for £320 +VAT for strimming and George Thacker for £1810 for tree work.

b. Community Payback Scheme. Mr Linton confirmed they would support the project to clear the footpath between Horstead and Coltishall Bridge. Cllr Fleming has emailed him to arrange a site visit whereby Mr Linton will carry out a risk assessment/survey. Work is likely to commence towards the end of the year.

**MINUTES OF THE MEETING OF HORSTEAD WITH STANNINGHALL PARISH COUNCIL HELD IN THE TITHE BARN, RECTORY ROAD, ON WEDNESDAY 11<sup>TH</sup> SEPTEMBER 2024 AT 6.30PM**

c. Installation of CCTV. Cllr Langberg has met with a contractor to quote for up to three cameras which would be placed at the Mill Car Park, the Mill itself and near the brickwork which has recently been damaged. The cameras would need to be on poles as the Tree Warden Network recommended cameras are not installed on trees. The cameras can be solar powered and accessed via a mobile phone. To defer to next meeting.

d. QR Code Service. The clerk reported that the existing contract with Paya/Aceptacard will cease on the 16<sup>th</sup> September 2024. Paya suggested the parish council makes an application to their new contract with Merchant, however the monthly bill for this is £30. As the donations for the Mill do not cover the costs it was AGREED to abandon the QR code scheme.

e. It was AGREED the clerk will obtain a quote to replace signage “no overnight parking or camping”.

**10. Play Area Matters**

a. Cllr Austrin reported that there are recurring problems with the latch on the pedestrian gate. It was AGREED the clerk will obtain quotes to replace this with a metal self-closing gate.

b. Tree Survey Report (circulated). The clerk obtained a quote from Target Trees for the remedials identified following their survey. It was AGREED to obtain another quote from G.Thacker who will be carrying out tree work at the Mill.

**11. Parish Council Website**

It was AGREED to include the speedwatch quarterly report on the website. However, it was AGREED not to pursue advertising via the parish website.

**12. Items for the next agenda**

Community event for VE Day 80<sup>th</sup> Anniversary – 8<sup>th</sup> May 2025

CCTV at the Mill

Bus Shelter near Green Lane on Norwich Road

Willow piling along riverbank from the Mill to Coltishall

**13. Next Meeting**

Wednesday 9<sup>th</sup> October 2024 at 6.30pm – Tithe Barn

Meeting closed at 19:45pm.

**MINUTES OF THE MEETING OF HORSTEAD WITH STANNINGHALL PARISH COUNCIL HELD IN  
THE TITHE BARN, RECTORY ROAD, ON WEDNESDAY 11<sup>TH</sup> SEPTEMBER 2024 AT 6.30PM**

**News from Norfolk County Council**

As of 30th August 2024, Norfolk and Suffolk have been declared a 'Restricted Zone and an Infected Area' with regards the bluetongue virus. Essentially no animals, who could be affected by bluetongue, can be moved out of this area 'except under the authority of a licence'. I have attached the full details from DEFRA.

A devolution deal for Norfolk is currently on hold following the King's Speech. The English Devolution Bill is making its way through Parliament and will make devolution the default setting longer term. Norfolk County Council will continue discussions to see what form this will take for us.

Following the governments announcement that only those on Pension Credits will receive Winter Fuel Allowance it is important to see if you qualify. The Allowance was introduced by Gordon Brown in 1997 but will end for many this winter, with nearly 31000 people in Norfolk affected. To find out if you can claim pension credits go to: <https://www.gov.uk/pension-credit-calculator> or just search for 'pension credit calculator'.

County Councillor Fran Whymark