

**MINUTES OF THE MEETING OF HORSTEAD WITH STANNINGHALL PARISH COUNCIL HELD IN  
THE TITHE BARN, RECTORY ROAD, ON WEDNESDAY 10<sup>TH</sup> JULY 2024 AT 6.30PM**

**Present:** Cllrs Mr A Browne (Vice Chair), Mrs L Austrin, Mr M Boakes, Mrs C Fleming, Mr D Hales, Mr J Langberg, Mrs R McMaster and Ms P Weightman.

**In Attendance:** District Cllr Coplestone, Becky Furr (Parish Clerk) and three members of the public.

**Public Participation**

Cllr Coplestone and Cllr Whymark provided a report in advance of the meeting. Please refer to the end of these minutes for more information.

**Main Meeting**

**1) Apologies for absence**

Apologies were ACCEPTED from Cllr Kirby, Cllr Stevenson (Chair), Cllr Tebble and County Cllr Whymark.

**2) Declarations of interest and request for dispensations**

None.

**3) Minutes of the last Parish Council Meeting held 12<sup>th</sup> June 2024 (Circulated)**

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

**4) Matters arising**

None to report.

**5) Planning Applications**

2024/1727 – Notification for prior approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse at Two Jays Farm, Buxton Road. NO OBJECTION.

2024/1866 – Single storey extension, removal of existing flat roof and replacement pitch roof at Rolston House, Norwich Road. NO OBJECTION.

2024/1887 – Change of use from residential to a holiday let for whole year at Blancroft, 44 Norwich Road. NO OBJECTION.

**6) Financial Statement**

a. Payments Received – None and NOTED		
b. Payments APPROVED		
St John Ambulance	First aid provision for D-Day (invoice split with Coltishall PC)	£68.64
NPTS	Training – Charing Successful Meetings	£60.00
C.Jones	SAM2 Management for June	£12.00
C.Jones	Mileage for Norfolk Police Community Speedwatch Conference	£18.90
B.Furr	Clerks Expenses	£36.00
J.Rice	Litter Picking for June	£102.96
S.Hall	Google Storage	£15.99
C.Moate	Paint play area benches and repair and paint bench on Glebe Way	£165.00
c. Payments for information only – previously agreed direct debits and standing orders		
Veolia	Horstead Mill Bin - May	£140.83
B.Furr	June 2024 Salary	£870.96
HMRC	June 2024 Contribution	£268.46
Acceptacard Ltd	QR Fee	£11.94

d. The financial report in contrast to the budget for Quarter 1 was REVIEWED.

e. It was AGREED the clerk will obtain a quote for a site assessment reinstatement valuation of parish land.

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**7) Working Parties**

The working parties protocol was APPROVED. The following working parties were AGREED.

Horstead Mill – Cllr Fleming, Cllr Hales, Cllr Langberg, Cllr McMaster and Cllr Stevenson

Ponds – Cllr Stevenson proposed, to be confirmed.

Highways and PROW (street furniture, SAM2/Speedwatch) – Cllr Boakes, Cllr Kirby, Cllr McMaster and Cllr Weightman.

Trees – Cllr Fleming and Cllr Langberg.

Finance – Cllr Austrin, Cllr Boakes, Cllr Browne and Cllr Stevenson.

Planning – Cllr Austrin, Cllr Browne, Cllr Langberg and Cllr Weightman.

Play Area – Cllr Austin and Cllr Kirby.

HR – Cllr Stevenson and Cllr Weightman.

Fundraising – Cllr Stevenson.

Communications / Media – Cllr Boakes and Cllr McMaster.

Cllr Tebble to confirm at the next meeting.

**8) Highways & PROW matters**

Cllr Fleming reported back on the application process to Veolia Sustainability Fund and her research into wildflower verges. It was AGREED Cllr Fleming would spread a seed mix in the Autumn and would not pursue funding as expenditure was minimal.

**9) Tree and Pond matters**

None to report.

**10) Horstead Mill**

- a. Horstead Mill Safety Concerns – The Broad's Authority have offered to provide several safety sessions at the Mill over the summer with the help of the RNLI and Coastguards. It was AGREED they can erect a gazebo in the bricked area behind the low wall. Cllr Hales confirmed he has been regularly checking the life saving rings and ropes on site. It was AGREED to consult with the RNLI at the event regarding the life saving equipment on site.
- b. Damage to Mill Wall – It was AGREED to obtain a quote from Mr Moate for repair the wall.
- c. Increasing emptying service of Dog bin – It was AGREED to increase the service to twice a week between April and September.
- d. BA Lease and Structural Survey – This was DEFERRED to the Horstead Mill working party to investigate.

**11) Play area matters**

- a. Monkey Challenge – The National Lottery have AGREED grant of £6480 for the monkey challenge apparatus. Cllr Austrin AGREED to look at where the apparatus would be best placed and carry out play area inspections in Cllr Kirby's absence.
- b. Quote for remedials identified from Annual Play Inspection – The quote from Mr Moate for £685 was APPROVED.
- c. Quotes for a Tree Survey – Two quotes were obtained. The quote from Target Trees for £250 was APPROVED.

**12) Blood control kit**

It was AGREED to purchase a bleed control kit from the Joe Dix Foundation to be stored in the defibrillator cabinet at the Randell's site.

**13) Storage at the Tithe Barn**

It was AGREED that the upstairs filing cabinet can be used by the chess club for storage.

**14) Risk management policy**

This document was reviewed and APPROVED.

**15) SAM2 and Speedwatch Data**

Mr Jones had circulated a draft version of a SAM2 data webpage for the Horstead Parish Council website prior to the meeting. This was APPROVED.

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**16) Printer**

Three quotes were considered to replace the clerk's printer. It was AGREED to delegate this decision to the clerk once prices for the cartridges is explored.

**17) Items for the next agenda**

CCTV at the Mill  
QR code update  
Parish Partnership Bid  
Reinstatement Valuations

**18) Next meeting**

The next meeting on Wednesday 11<sup>th</sup> September 2024 at 6.30pm in the main hall of the Tithe Barn. Please note there is no meeting in August.

Meeting closed at 19:46.

**News from Broadland District Council - July 2024**

All Meetings have been suspended until after the General Election at Broadland, so I have very little to report. I have spoken to the returning officer Trevor Holden who is also Broadland & South Norfolk's Managing Director, who said the Council's democratic services team are working hard organising the election and the count which will be held at the 'Food Hall' venue at the Royal Norfolk Showground.

I am now serving on the Planning Committee for the first time since I was elected over 7 years ago, which I am finding very interesting. I am also a member of the Licencing Committee and represent the Council on the Broads Internal Drainage Board.

Kind regards,

Cllr. Jo Copplestone

[Cllr.jo.copplestone@southnorfolkandbroadland.gov.uk](mailto:Cllr.jo.copplestone@southnorfolkandbroadland.gov.uk)

**News from Norfolk County Council - July 2024**

**Norwich Western Link planning application**

The planning application for the Norwich Western Link is now available. The Norwich Western Link is a 3.8 mile dual carriageway to connect the Broadland Northway from the A1067 Fakenham Road to the A47 west of Norwich.

[View, or comment on, the Norwich Western Link planning application FUL/2024/0022.](#)

A hard copy of the application is also available for inspection by appointment at county hall. To book an appointment email [nwlplanning@norfolk.gov.uk](mailto:nwlplanning@norfolk.gov.uk) or phone 0344 800 8020.

Interested parties currently have until 18th July to submit comments.

**New Business Board seeks members to boost Norfolk's economy**

Experienced and influential members of the local business community have been given the opportunity to join the Norfolk Business Board.

The new board is looking for candidates who are interested in enhancing skills in the county and boosting the local economy.

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The new board has been created following the integration of New Anglia Local Enterprise Partnership (LEP) into Norfolk County Council and Suffolk County Council.

The board will meet 4-6 times a year and work closely with partners such as district councils, neighbouring counties and national economic and trade bodies.

Norfolk Business Board representatives will:

- Be responsible for shaping the economic growth agenda for the county
- Use their expertise to shape and influence strategic thinking, policy, and funding decisions for the county
- Be a voice for industry to advocate across sectors, geographies, and business types. This will be at a local and, when required, national level.
- Help us to create an environment where local business can flourish and grow the economy

For an informal discussion email [c.starkie@norfolk.gov.uk](mailto:c.starkie@norfolk.gov.uk)

Further information about the role is available. [Visit the Norfolk Business Board representative recruitment page.](#)

### Finalists for first ever Norfolk Rural Business Awards are announced

The finalists for the inaugural Norfolk Rural Business Awards have been revealed.

The judges have drawn up a shortlist for each of the nine categories with the winners announced at the Royal Norfolk Show on Thursday 27th June. The ceremony will take place at the Long Acre Marquee at the Norfolk Showground.

Norfolk County Council have joined forces with the Royal Norfolk Agricultural Association (RNAA) to create the awards which were launched at the Norfolk Farming Conference in February.

The finalists (and winners) for the Norfolk Rural Business Awards were:

<b>Best Food Producer</b> - (sponsored by Fountain Fresh Imports) DJ Barnard (winner) Norfolk and Better Ltd
<b>Best Drink Maker</b> - (sponsored by Woodforde's Brewery) Barsham Brewery The English Distillery (winner)
<b>Best Rural Community Initiative</b> - (sponsored by Aviva) Clinks Care Farm Ltd (winner) Gressenhall Community Enterprise
<b>Best Farming Innovation Adopter</b> - (sponsored by Lovewell Blake) Ken Hill Farms & Estate Ltd Place UK Ltd (winner)
<b>Norfolk's Unsung Hero</b> - (sponsored by Breckland District Council) Max Hubble of Hub4Parts (winner) David Holliday of Norfolk Brewhouse Ltd

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**Best Farming Champion** - (sponsored by CLG Norfolk Ltd)

Ken Hill Farms & Estate Ltd

Mark Gorton (winner)

**Best High Growth Business** - (sponsored by New Anglia Growth Hub)

Albert & Arthur England Ltd

Bacon's Firewood (winner)

Walcott Farms

**Best Emerging Talent** - (sponsored by PlantGrow)

Felix Field

Tom Martin and Hannah Hetherington (winner)

**Best Sustainable Land Use/Farming Exemplar** - (sponsored by Birketts LLP)

Fischer Farms (winner)

Ken Hill Farms & Estate Ltd