

HOLME HALE PARISH COUNCIL.

Minutes of the Annual Parish Council Meeting held at the Pavilion, Holme Hale on Monday 30th April 2018 at 7pm, followed by an Ordinary Parish Council Meeting.

The Annual Parish Council Meeting.

Attending the meeting: Simon Broke (Chairman), Andy Scarlett, Julian Pearson, Geoff Tranter, Wendy McNeil, Ron Graham (Parish Clerk), and three members of the public.

Apologies for absence: received from Fabian Eagle

1. Election of Chairman: G. Tranter nominated S. Broke for the post of Chairman for 2018-19, seconded by J. Pearson. All voted in favour, and S. Broke signed the declaration of acceptance of office.
2. Election of Vice-Chairman: G. Tranter nominated A. Scarlett for the post of Vice-Chairman, seconded by J. Pearson. All voted in favour.
3. Matters arising not covered elsewhere on the agenda: The Clerk raised the matter that the PC still had two vacancies for councillors which could be filled by way of co-option. It was suggested that this be mentioned in the Moonraker, along with some details of the duties of a councillor.
4. Any other business: no matters were raised.

The Annual Parish Council Meeting was declared closed at 7.10pm.

The Ordinary Parish Council Meeting: held at 7.11pm on Monday 30th April 2018.

1. Attending the meeting: Simon Broke (Chairman), Andy Scarlett, Julian Pearson, Geoff Tranter, Wendy McNeil, Ron Graham (Parish Clerk), and three members of the public.

Apologies for absence: received from Fabian Eagle.

2. Declarations of interest and requests for dispensations: none received.
3. To confirm the minutes of the meeting of 5th March 2018: it was proposed and seconded that these minutes be accepted and signed as a true and correct record of the meeting. All voted in favour.
4. Matters arising not covered elsewhere on the agenda: none raised.

This part of the meeting was then closed by the Chairman at 7.14pm to allow for public participation. The PC resumed its business at 7.20pm.

5. Highways: councillors raised several matters to be reported to the Rangers
 - Mud along the centre of Church Lane needs clearing
 - Potholes along the upper and middle section of Church Lane
 - Numerous large potholes in Browns Lane
 - Large pothole in the centre of Cook Road at the entrance to Yaxley Meadow
6. Finance:
 - (a) The Clerk presented a bank reconciliation statement based on the bank statements of 3/4/18, showing that the balance on the Robertson Bequest account was £1,702.23; the balance on the Savings account was £4,789.09; and the balance on the Current account was £11,271.20. Added to this would be the first payment of precept/grant from Breckland Council of £4,079.50. To be deducted from this would be two unrepresented cheques worth £135.92; recent authorised cheque payments of £4,950; and cheque payments scheduled to be approved for invoices received of £1,383.36. The estimated balance remaining on the Current account as at 1/5/18 was £8,881.42. It was suggested by the Chairman that the funds in the Robertson Bequest account be used to help pay for the trod in the village. It

was proposed by J. Pearson and seconded by G. Tranter, that the Clerk should draw up the necessary letter of authority, to be signed at the next meeting, to enable the funds to be transferred into the Current account. All voted in favour.

(b) Approval was sought for cheque payment of the following invoices:

- Mr R. Graham, clerk's salary/expenses £447.03
- HMRC, clerk's PAYE £85.92

It was proposed by A. Scarlett and seconded by G. Tranter that both these invoices be paid. All voted in favour.

- Norfolk ALC, annual subscription £163.77
- EoN, electricity account £158.40
- Came and Co, insurance £528.24

It was proposed by J. Pearson and seconded by W. McNeil, that these three invoices be paid. All voted in favour.

- Mr G. Tranter, paint for village sign £46.36

It was proposed by A. Scarlett and seconded by J. Pearson, that this invoice be paid. All voted in favour.

(c) It was proposed by W. McNeil and seconded by J. Pearson, that Frank Cherry be confirmed as the internal auditor for the 2017/18 financial year. All voted in favour of this appointment.

The Clerk/RFO then presented the Annual Internal Audit Report for 2017/18 for members to consider, explaining that Holme Hale Parish Council as a smaller authority could certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This would require a completed Certificate of Exemption to be submitted notifying the external auditor. By confirming that a number of statements apply, and that HHPC neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor. It was proposed by J. Pearson and seconded by A. Scarlett, that the review of the effectiveness of the system of internal control be accepted, that the Council certify itself as exempt, and prepare the Annual Governance Statement (Section 1 of the AGAR Part 2). All voted in favour.

The Clerk/RFO presented members with a copy of the Certificate of Exemption and the Annual Governance Statement for 2017/18. It was proposed by W. McNeil and seconded by G. Tranter, that the exemption certificate be signed, and that the Annual Governance Statement be approved and signed. All voted in favour.

The Clerk/RFO then presented members with a signed and dated copy of Section 2 – Accounting Statements 2017/18 of the AGAR Part 2, for their consideration and approval. It was proposed by W. McNeil and seconded by G. Tranter, that the Accounting Statements for 2017/18 be approved, and signed and dated by the Chairman. All voted in favour.

The Chairman commented that the Council may consider it appropriate, at some stage in the future, to complete part 3 of AGAR and request a limited assurance review by the external auditor.

7. Planning:

(a) The application from Hunters Lodge, Hale Road had been approved by Breckland, but the application from Bilmar, Station Road had been refused.

- (b) The Council had received advance information (from Mr. H. Cardus, Consultant) on the content of a forthcoming outline planning application relating to a Dog Agility Training Centre and Camp Site at Scants Corner Farm, Browns Lane. The PC recorded no objection to the proposals, but expressed some concerns regarding increased traffic along this single track road which lacked suitable passing bays. The PC would request that suitable passing spaces be provided before any development took place on site.
- (c) The Council reviewed a resubmitted application for development at Crossways farm, Cook Road. The view of the PC was that the modified plans had slightly improved the situation, but the PC's original objections still applied. The PC reiterated its concerns about the density of the development; the lack of a loop road to improve access and safety; whether guest parking was to be provided; and the impact of such a development on an area lacking in basic amenities.
- (d) A. Scarlett reported that he and J. Pearson had attended a meeting chaired by George Freeman MP, in Necton on 20/4/18, to discuss Vattenfall's proposals. The meeting was keen to ensure that due process would be followed by Vattenfall, and that adequate compensation would be paid to all affected parties. A request was made for the site to be on lower ground, with improved screening and noise mitigation measures put in place. Vattenfall need to come forward with a process of proper engagement/negotiation with the locality, as the current consultation process is clearly flawed. Necton PC is looking into the possibility of hiring legal experts to review their concerns on the impact of this proposed development. Another meeting is scheduled to take place in May/June.
8. Village maintenance matters: the base had now been completed, ready for the new village sign on Station Road, and the appropriate paint had been acquired. The Clerk confirmed that no date had yet been given by NCC for the commencement of work on the parish partnership road.
9. Review of recent correspondence: The Clerk reported on four items:
- the receipt of thank you letters from all those organisations who had been awarded a donation from the PC.
 - the crime update for April 2018.
 - the NPFA newsletter.
 - the NALC update on the GDPR.
10. Members matters: none raised.
11. Date and time of next meeting: it was confirmed that the next meeting would take place on Monday 25th June 2018 at 7.30pm.

With no further matters being raised, the meeting was declared closed at 9pm.

Public participation and issues raised.

A question was raised as to why there had been a recent road closure on Church Lane, and this was thought to have been actioned by Anglia Water.

The hedges on Church Lane had been cut back by the resident concerned, who would be thanked by the Clerk.