

**Minutes of the Holme Hale Parish Council Meeting
Held at The Pavilion, Holme Hale
on Monday 4th March 2019**

PRESENT:

Councillors S. Broke Chairman, Dr A. Scarlett Vice Chair, W. McNeil, J. Pearson, G. Tranter, N. McBrien and Mrs P. Angus Clerk to the Council. There were 31 members of the public

1. WELCOME AND APOLOGIES OF ABSENCE

The Chairman welcomed everyone to the meeting.
Apologies received from County Cllr Fabian Eagle.

2. TO RECEIVE DECLARATIONS OF INTEREST RE: ITEMS ON THE AGENDA AND THE CLERK TO CONSIDER ANY REQUESTS FOR DISPENSATIONS

Cllr S. Broke declared an interest for items 7.2 and for planning at Ivy Farm under item 10.

3. ACCEPT AND SIGN THE MINUTES – To accept and sign the minutes as a true record of the ordinary meeting held on 7th January 2019

It was proposed by Cllr W. McNeil and seconded by Cllr G. Tranter to accept the minutes of the ordinary meeting held on 7th January 2019 as a true record of that meeting and all voted in favour.

4. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None

5. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

- County Councillor F. Eagle - not at meeting apologies sent.
- District Councillor N. Wilkin - not at meeting.

Item 7.2 was brought forward to this point of the meeting

6. PUBLIC PARTICIPATION

See item 7.2

7. MATTERS ARISING

7.1 OUTSTANDING HIGHWAY MATTERS

Cook Road adjacent to entrance of St Andrews Close– the drain is still overflowing when there is rainfall

School Road north of the bus shelter - Pothole. Hale Road opposite Hannover Farm – Pothole. Church Road junction of School Road – Pothole. Church Road – soil and debris in the road. The Clerk will report all of these to Norfolk Highways.

7.2 PERMISSIVE FOOTPATH AND BRIDLEWAYS- to discuss any further progress

This item was brought forward before item 6 so that this could lead directly on to public participation in which the public's questions and views could be put forward.

Cllr A Scarlett took the Chair at this point as Cllr S. Broke had declared an interest.

Cllr Scarlett gave a very detailed presentation of the network of footpaths and bridleways (called Permissive Footpaths) on the Holme Hale Estate and explained that in the past Defra have provided funding to the land owner to keep these open for public use, however, this funding will come to an end in September this year so consequently public access to these footpaths will no longer be permitted. Holme Hale Estate is keen to keep these footpaths open to the public if a contribution is made by the Parish Council or other sources to partly recompense them for the operation of the footpaths, the cost of mowing them and the profit forgone because they are not in agriculture production. Bradenham Parish Council have entered into a similar arrangement with Bradenham Hall Farms whereby they will pay an amount per year for the next 5 years to keep a proportion of these footpaths open to the public. Cllr Scarlett went on to explain that the issues the Parish Council have is whether the Parishioners want to keep the footpaths open and whether the amount that is being asked by Holme Hale Estates is an amount that the Parish Council thinks is appropriate and able to afford. He explained that the Council can not make any decision on this tonight and that the Councillors are asking for feedback and views from the public so that they can go away and discuss the way forward. Cllr Scarlett then gave another detailed presentation on a screen detailing all the footpaths that are in question, maps showing these

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footpaths have also been posted on the notice boards throughout the village, some of these footpaths are in Ashill so the cost would be split between Holme Hale and Ashill Parish Councils. Ashill are discussing this proposal at their meeting on the 5th March.

Cllr Scarlett said to give an example, the cost of the agreement between Bradenham Hall and Bradenham Parish Council is as follows - the agreement drawn up initially was £1,500 for the arrangement to start and from then on, the Council will pay £350 a year for the next 5 years Cllr Scarlett highlighted that the circumstances are not exactly comparable with the Holme Hale Estate. Holme Hale Estate have given an estimate that is the initial one-off payment for the agreement - £1,500 which would be split between the Parish Council, Holme Hale Estate and Ashill - £500 each, the annual cost to keep these foot paths open will be £2,400 per year for the next 4 years – Ashill would be required to pay £600. The cost to the Parish Council would be £10,000 over the next 4 years, the precept that the Parish Council receive is £8,000 a year.

Cllr Scarlett asked the public for their views and questions which in brief included: -

A member of the public said the footpaths are very important, if they are closed the only other places to walk and ride would be on the roads which would be very unsafe. A horse rider pointed out that she had some very frightening moments when riding on the roads and it would be terrible if these footpaths were lost.

How much money was Defra withdrawing? The answer given was £6,900 a year which covers the cost of the profit forgone for none farming of the land, maintenance of the footpaths and public liability insurance.

Is a grant available? The answer given was that this has been looked into and it is highly unlikely.

What would be the extra amount of money required from each household per year to fund this agreement? This would be approximately £12.00 a year per household.

Are the footpaths still open until September? Answer: Yes.

Cllr Broke said that the payment to Bradenham is for two fields and therefore can not be compared to Holme Hale. He also pointed out that if Holme Hale Estate allow anyone to use the footpaths without an agreement in place after September the Estate will be fined by Defra.

Cllr Mc Brien pointed out that the footpaths on the Bradenham Estate equate to a total of 10 kms.

Cllr Scarlett said that an Extraordinary meeting will probably be called at a later date to discuss this further.

7.3 PRIVACY POLICY - to formally adopt a Privacy Policy for the Parish Council to comply with the General Data Protection Rules (GDPR) that came into force on the 25th May 2018

The Privacy Policy had been circulated to the Cllrs prior to the meeting, it was proposed by Cllr Pearson and Seconded by Cllr McBrien to accept this policy and all agreed, the Chairman signed the policy which will be reviewed in March 2022.

7.4 ELECTION 2nd MAY 2019 –important dates, procedures and information for applicants to re-apply to become a Parish Councillor

Nomination forms had been sent to the Cllrs prior to the meeting and these need to be taken by hand to Breckland County Council offices between the 20th March and the 3rd April, the Clerk will deliver all forms for any existing Cllrs that are re-applying to come back onto the Parish Council.

8. FINANCE

8.1 To consider the bank reconciliation statement for December 2018

The bank reconciliation was approved, see item 8.2 for detailed figures, this was proposed by Cllr McBrien, seconded by Cllr McNeil and all agreed

8.2 To approve payment for cheques for the Clerks salary and invoices received by the Council

The following payments were approved and authorised by all on Monday 4th March 2019 the cheques were signed by Cllrs S. Broke and Cllr A. Scarlett

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Balance Current Account for January 2018	£10,446.74
Plus, the following receipts	
None	£0.00
Total Income	£0.00
Grand Total before cheque payments	£10,446.74

Cheques	Description	Total
871	Mrs P Angus - Salary 40 hours from 7th Jan to 25th Feb £438.12/Mileage 3 trips to Holme Hale £43.20/ To Bank in Dereham £20.07/To Kings Lynn previous Clerks to collect info from his computer £20.07 / 2 Memory sticks for computer back up £11.98	£533.44
872	Norfolk Parish Training and Support – Foot Path training for Cllr McBrien	£40.00
Total Cheques paid		£573.44
Balance in Current Account for March 2019		£9,873.30
Balance in Savings Account (inc £1.62p interest paid in Dec and Jan)		£4,793.50

8.3 Change of address and mandate forms – update from the Clerk on the progress from the Bank

The Clerk confirmed that all changes are now in force and statements and correspondence were now coming direct to her address.

8.4 Financial Regulations – to review and adopt the Financial Regulations (reviewed every 4 years)

The Financial Regulations that are reviewed every 4 years were circulated to the Cllrs prior to the meeting, Cllr McBrien proposed that these are formally adopted by the Parish Council, this was seconded by Cllr Pearson and all agreed.

8.5 Donations -to discuss and agree this year's donations

Following a discussion, it was agreed that this year's recipients along with amounts would be-

- Church £600.00 (increased from £550 donated last year)
- HHPFT £450.00 (increased from £400 donated last year)
- Nars None
- Citizens Advice £50.00
- S&L Home Hospice £50.00
- Age UK None
- Wreath £17.00
- Other Donations No others discussed

8.6 Appointment of Internal Auditor for 2018/2019 financial Year

This was proposed by Cllr McNeil and seconded by Cllr Pearson and all agreed that Mr Frank Cherry would carry out the internal audit for the current financial year.

8.7 Grass Cutting Contract for 2019 – to discuss quotes received from various grass cutting contractors and to agree which company will be awarded the contract for this year

The Clerk had received two quotes (2 other companies were approached but due to being at full capacity declined to quote) the quotes received for this year are TTSR £1,481 and Norse £1,544 making a saving of £63.00 for this year.

TTSR and Norse had also given 3-year quotes as follows

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Year	TTSR	Norse
2019	£1,481	£1,544
2020	£1,520	£1,621
2021	£1,551	£1,702

Following a discussion the Chairman proposed that the Council accept the one year quote from TTSR this was seconded by Cllr Pearson and all agreed

9. CORRESPONDENCE – Review of recent correspondence

The Chairman had received a letter from the NHS asking for Blood Donors and he asked the public and Cllrs if any one donated blood – there was no one at the meeting currently donating blood. Ashill and Holme Hale Garden Club had written to say that they can no longer look after the 3 planters in Holme Hale and will be returning the £73.20 that the Parish Council previously donated to them, a member of the public said that she would be happy to look after these planters at her own cost, the Parish Council accepted and thanked her for her kind offer.

10. PLANNING APPLICATIONS – To review and comment on the following applications

Reference Number	Address	Date	Description	Outcome/Update
3PL/2018/0710/F	The Carrot Wash Holme Hale	13/08/2018	Erection of new workshop and wood fuel building	Approved 13/11/18
3PL/2018/1494/HOU	33 St Andrews Close Holme Hale	14/12/2018	Construction of rear extension to bungalow and conversion of garage to habitable room	Approved 31/1/19
3PL/2018/1167/F	Cutbush Farm Holme Hale	11/09/2018	Change of use from agricultural buildings to dwelling plus annex	Approved 24/1/19
Vattenfall	Necton			Cllr Pearson said that on the 24 th March there will be an accompanied site visit meeting by the Planning Inspectorate and Cllr Pearson intends to attend that site visit. There will be a public meeting at Dereham on 24 th April in which he will also be attending and he stressed that the public also need to attend that meeting
3PL/2019/0115/O	Land at Ivy Farm Cook Road, Holme Hale	12/02/2019	Proposed residential development - 1 dwelling	Decision by 5/3/19 <i>Cllr Broke had declared an interest in this part of the meeting -No objections from the remaining Cllrs</i>

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				providing that the village keeps the use of the bottle bank as the Church receives revenue from that facility
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To consider any other recent planning applications issued since the Agenda was posted –there were none.

11. MEMBERS MATTERS AND TO CONFIRM DATE AND TIME OF NEXT MEETING

The Annual Parish Meeting will be held on the 8th April starting at 7.30pm and the Annual Parish Council Meeting will be held on Monday 13th May starting at 7.00pm followed on by the Ordinary Parish Council Meeting.

With nothing more to discuss the meeting closed at 9.39 pm

Chairman: _____ Date: _____