

**Minutes of the Holme Hale Annual Parish Council Meeting followed  
by The Ordinary Parish Council Meeting  
Held at The Pavilion, Holme Hale  
on Monday 13<sup>th</sup> May 2019**

**PRESENT:**

Councillors S. Broke Chairman, Dr A. Scarlett Vice Chair, W. McNeil, J. Pearson, A. Lyndsay, N. McBrien and Mrs P. Angus Clerk to the Council. There were 3 members of the public.

**1. APOLOGIES OF ABSENCE**

County Councillor Fabian Eagle.

**2. ELECTION OF CHAIRMAN**

Cllr Scarlett proposed that Cllr Broke be elected as Chairman this was seconded by Cllr Pearson and all agreed. Cllr Broke accepted the post but pointed out that he may retire sometime during the next four years. Cllr Broke signed the Declaration of Acceptance of Office.

**3. ELECTION OF THE VICE-CHAIRMAN**

Cllr Pearson proposed that Cllr Scarlett be elected as Vice Chairman this was seconded by Cllr McBrien and all agreed.

**4. ALL COUNCILLORS TO SIGN AND RETURN THEIR DECLARATION OF ACCEPTANCE OF OFFICE.**

All Councillors signed their Declaration of Acceptance of Office.

**5. DISCLOSABLE PECUNIARY INTERESTS**

All new Councillors and any Councillor that has had a change in circumstances need to fill out this form and this will then be returned to Breckland Council.

**6. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

None

**7. ANY OTHER BUSINESS**

None

With nothing more to discuss this part of the meeting closed at 7.10 pm

**ORDINARY PARISH COUNCIL MEETING**

Meeting commenced at 7.11pm

**1. APOLOGIES OF ABSENCE**

District Councillor Fabian Eagle

**2. TO RECEIVE DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**

The Chairman declared an interest for one item on planning and permissive footpaths and bridle ways.

**3. ACCEPT AND SIGN THE MINUTES – To accept and sign the minutes as a true record of the ordinary meeting held on 4<sup>th</sup> March 2019**

Cllr Scarlett said that the name of the road on item 7.1 Outstanding Highways was incorrect and needed to be changed to Cook Road adjacent to entrance of St Andrews Close. Cllr McBrien said that it was important to add to item 7.2 Permissive Footpaths that he had said that the footpaths on the Bradenham Estate equate to a total of 10 kms. The chairman amended and signed both these points.

**4. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

None.

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**5. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

County Councillor Fabian Eagle not at meeting apologies received.

County Councillor Nigel Wilkin arrived at the meeting at 20.08

He apologised for not attending meetings in the past and he then went on to his report which included the following -

The turnout for the election was 35.9% of Necton and Holme Hale residents, Breckland have 49 seats with 19 new members.

Breckland are going paperless.

Cllr Pearson said that with regard to the Vattenfall planning application, Natural England had confirmed that they will not be involved in the setting and agreeing the conditions, as had previously been suggested, and that as such, if Breckland are to set the mitigation conditions, that it should not be solely limited to the planted landscape, as was the case for Dudgeon, and that conditions should be set that fulfil the full range of Horlock rules, including colourisation of infrastructure.

With regard to the recent passed planning application for the Carrot Wash Cllr Pearson said that it is thought that coal is being delivered to this site and that is against the conditions set out in the planning documents and he asked that a member of the Breckland enforcement team check this out.

**6. PUBLIC PARTICIPATION**

A member of the public asked about the gates that were promised in Station Road in 2017, The Chairman said that the Council had met with Highways and the western end was suitable for this type of gate but the eastern end of the road has a bank that could cause a problem, he went on to explain that quotes were received however they may now be out of date and the Councillor that was dealing with this has now left the Council. Following a discussion Cllr Pearson said that he would take on this project.

**7. MATTERS ARISING**

**7.1 OUTSTANDING HIGHWAY MATTERS**

The mud in Church Lane has not been cleared away – the Clerk will chase this up with Highways.

Cllr Lyndsay said that the road markings at the Browns Lane junction with Station Road are very damaged and faded., the Clerk will report this with Highways.

**7.2 PERMISSIVE FOOTPATHS AND BRIDLEWAYS- to discuss any further progress**

Cllr Scarlett said that a Sub-Committee has been formed and there has been two meetings and discussions are in progress with Holme Hale Farm and they hope to arrange an extraordinary meeting at the end of July.

**8. FINANCE**

**8.1 To consider the bank reconciliation statement for May 2019**

The bank reconciliation was approved, see item 8.2 for detailed figures

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

It was proposed by Cllr Pearson and seconded by Cllr McNeil to accept the payments for May 2019 and all agreed.

The following payments were authorised on Monday 13th May 2019 the cheques were signed by Cllr Scarlett and Cllr Broke.

<b>Balance Current Account for March 2019</b>	<b>£9,873.30</b>
<b>Plus, the following receipts</b>	
Precept	£4,000.00
Refund Ashill Gardeners Club	£73.72
<b>Total Income</b>	<b>£4,073.72</b>

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**Grand Total before cheque payments** £13,947.02

<b>Cheques</b>	<b>Description</b>	<b>Total</b>
873	E-on Street Lighting (Cheque signed at April meeting by SB and AS)	£187.66
874	Nalc Subscription	£171.32
875	TTSR Grass Cutting 1st invoice for year	£888.60
876	Void Cheque	£0.00
877	Void Cheque	£0.00
878	Viking Stationers Pack of 4 printer inks	£59.98
879	Viking Stationers Paper and pack of 12 second class stamps	£15.23
880	HHPFT donation agreed 4th March minutes item 8.5	£450.00
881	St Andrews Church donation agreed 4th March minutes item 8.5	£600.00
882	Citizens Advice donation agreed 4th March minutes item 8.5	£50.00
883	S&L Home Hospice Donation agreed 4th March minutes item 8.5	£50.00
884	Mrs P Angus - Salary/Mileage/Post	£548.81
885	HMRC	£61.80
<b>Total Cheques paid</b>		<b>£3,083.40</b>
<b>Balance in Current Account for May 2019</b>		<b>£10,863.62</b>
<b>Balance in Savings Account (inc interest paid in Feb and March)</b>		<b>£4,795.00</b>

**8.3 Change of Bank signatory– to agree new signatory**

It was agreed that Cllrs McNeil and McBrien would be added as signatories to the Parish Council Bank account, the Clerk gave them the relevant forms to fill out and return to the bank.

**8.4 Internal Audit 2018-2019– Clerk to report if any anomalies**

There were no anomalies.

**8.5 Annual return for the year ended 2018/2019 – to agree the figures and Chairman and Clerk to sign the Annual return documents.**

The figures had been distributed to the Councillors prior to the meeting and the Clerk and the Chairman signed the forms so that they can be returned to the auditors

**8.6 National Pay Award for Clerks – New pay scales for Clerks 2019/2020**

Nalc had circulated the new pay scales for 2019/2020 which means that from the 1<sup>st</sup> April 2019 the hourly rate for the Clerk has been increased from £10.95 to £11.22.

**9. CORRESPONDENCE – Review of recent correspondence**

The e-mail received from a resident in Station Road regarding the speeding had been circulated to the Councillors prior to the meeting.

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

<b>Reference Number</b>	<b>Address</b>	<b>Date</b>	<b>Description</b>	<b>Outcome/Update</b>
Vattenfall	Necton			Cllr Pearson, Cllr McNeil and Cllr McBrien attended the public meeting on the 24 <sup>th</sup> April. Cllr Scarlett thanked Cllr Pearson on behalf of Holme Hale PC and residents for his professional dealings with this matter.
3PL/2019/0115/O	Land at Ivy Farm Cook Road, Holme Hale	12/02/2019	Proposed residential development - 1 dwelling	Decision by 29/3/19 No objections from the Council (Cllr Broke expressed an interest and therefore unable to comment)
3PL/2019/0247/HOU	4 School Road Holme Hale	14/03/2019	Single Storey Extension to the rear	Approved 30 <sup>th</sup> April 2019
3PL/2019/0296/VAR	5&7 Cook Road Holme Hale	15/03/2019	Variation of condition 2 on 3PL/2018/1396/VAR - amended designs to plots 1 & 2	Approved 30 <sup>th</sup> April 2019
3PL/2019/0329/O	Land west of Church Lane Church Lane Holme Hale	1/04/2019	Erection of 3 new self-build dwellings	Decision by 17 <sup>th</sup> May 2019 Parish Council objected and comments entered onto Planning website
3PL/2019/0358/HOU	9 Church Lane Holme Hale	28/3/2019	Lean to conservatory on the side elevation.	Approved 13 <sup>th</sup> May 2019

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

The date of the next ordinary Parish Council meeting will be on Monday 1<sup>st</sup> July at 7.30 pm

With nothing more to discuss the meeting closed at 8.38pm

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_