**PRESENT:**

**C**ouncillors S. Broke Chairman, Dr A. Scarlett Vice Chair, W. McNeil, A. Lyndsay. N. McBrien and Mrs P. Angus Clerk to the Council. There were no members of the public

1. **APOLOGIES OF ABSENCE**

None received

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

The Chairman item 7.2 and planning application 3PL/2020/1268/F and Cllr Scarlett planning application 3PL/2020/1268/F

1. **ACCEPT AND SIGN THE MINUTES – of the meeting held on 2nd November 2020**

The minutes of the Ordinary Parish Meeting held remotely on the 2nd November 2020 were accepted by all who were in attendance as a true record of that meeting.

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

Cllr Lyndsay asked if an amended version of the Standing Orders for meetings held remotely had been received from NALC, the Clerk said that she had not received these as yet and it was pointed out that other Parish Councils were using the same version as Holme Hale are at the moment.

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

Not at meeting.

1. **PUBLIC PARTICIPATION**

None present

1. **MATTERS ARISING**
   1. **OUTSTANDING HIGHWAY MATTERS**

Overgrown Hedge on Church Road – the Clerk had received a complaint from a resident that an overgrown hedge was obstructing the footpath, two councillors have inspected the area and it was agreed that the hedge in question is not a problem at the moment, the Clerk will inform the resident of this decision.

Cook Road and Lower Road – pot hole was filled in but it is already breaking out.

Lower Road- several substantial potholes now exist along the whole length up to the right-angled bend at the Eastern end. .

There is a deep rut 6 to 8 inches deep occurring on the edge of the road opposite Oak Lodge in Browns Lane and between Oaks Lodge and the Bridge.

Station Road – reflector posts – one has been knocked over completely and one is crooked.

Church Lane- Pot Holes 2 large pot holes between number 7 and 4

Diversion of traffic up Church Lane – recently during some road works, traffic was diverted up Church Lane which is not suitable as it is a single-track road, the Clerk will ask Highways if it is possible to not use single track roads as a diversion in the future.

* 1. **PERMISSIVE FOOTPATHS AND BRIDLEWAYS- to discuss any further progress**

It was agreed that the sub-committee would hold a meeting by Zoom on Monday 11th January to discuss this matter.

* 1. **RISK ASSESSMENT - update**

Cllr Lyndsay carried out the Risk Assessment / Asset Register in the village and had sent out the details to all Cllrs and the Clerk, the Chairman thanked Cllr Lyndsey for carrying this out for the Parish Council. The following points were raised on the assessment:-

Red Lion Close – the plinth that holds the village sign is in need of repair as it is unstable but this is not urgent at this time, this will be a spring or summer job.

The wooden seat in Church Road needs bolting down as it moves.

Cllr Scarlett said that two members of the parish have kindly offered to paint the bus shelter outside St Andrews Close – the notice board on this shelter also needs a new plastic/glass cover, Cllr Scarlett agreed to mention this to the residents and that the PC will re-imburse them for any expenditure.

* 1. **NEIGHBOURHOOD PLAN –response from Necton regarding request for more information.**

The Chairman and the Clerk have not heard from Necton Parish Council regarding this matter.

* 1. **GATEPOST – update on replacement**

Cllr McNeil said that she intends to buy the oak post separately along with fixings and ask the person that quoted for supply and fit to quote for fitting only.

This gate area is also very muddy and slippery and following a discussion the Chairman suggested that Cllr McNeil and Cllr McBrien contact TTSR to arrange that they put some wood chippings down in this area.

* 1. **ANCIENT HEDGEROW IN CHURCH LANE- update**

Cllr McBrien had arranged for the Breckland District Tree Officer to go on site and there are two ash trees that are dead that can be taken down, however, there are some that should not go, following this advice Cllr McBrien has given this information to the owner. The owner informed Cllr McBrien that he had ordered replacement hedgerow and that this would be in place before Christmas last year – this has still not happened.

* 1. **COUNCILLOR VACANCIES – update on applicants**

No applicants so far.

* 1. **CLERK VACANCY – update on applicants**

One person sent a CV and another has enquired if the vacancy is still open but no CV has been received.

* 1. **JUDICIAL REVIEW- Norfolk Vanguard**

Following a discussion, it was agreed not to offer any further financial assistance for this.

* 1. **2021 MEETING DATES – To agree the meeting dates for 2021**

The following dates were agreed for the PC meetings – 1st March, 12th April – Annual Parish Meeting, 10th May – Annual Parish Council Meeting, 12th July, 6th September and 1st November.

1. **FINANCE**
   1. **To consider the bank reconciliation statement for December 2020**

All agreed.

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

The following payments were authorised 4th January 2021 at the Ordinary Parish Meeting The cheques were signed by Cllr Broke and Cllr Scarlett

**Balance Current Account for November 2020 £14,873.00**

**Plus the following receipts**

**Total Income £0.00**

**Grand Total before cheque payments £14,873.00**

**Cheques Description Total**

916 TTSR Grass Cutting £912.42

917 Information Commissioners Office £40.00

918 Mrs P Angus Clerks Salary £517.50

**Total Cheques paid £1,469.92**

**Balance in Current Account for November 2020 \* £13,403.08**

**Balance in Savings Account (inc interest paid) £4,806.44**

**GRAND TOTAL £18,209.52**

**DECEMBER 2020 BANK RECONCILIATION**

**Bank Statement Balance as of 25/11/2020- current a/c only £14,873.00**

**Unpresented cheques to date £1,469.92**

**Balance in community account (always match balance marked \*) £13,403.08**

**Ringfenced restricted funds for volunteer group £724.25**

**Less payments for volunteer’s equipment £0.00**

**Balance left as of 4/1/2021 £724.25**

* 1. **Budget 2021/2022 - draft figures had been circulated to the Councillors prior to the meeting.**

Following a discussion, it was agreed that the precept for 2021/2022 will be £8,000

1. **CORRESPONDENCE – Review of recent correspondence that has not been circulated**

None outstanding.

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

**3PL/2020/1268/F Hunters Lodge, Hale Road IP25 7BL dated 11.11.20**

New Barn for storage of animal feed, hay, straw and machinery.

Comments by the 27th January (extension allowed by planning due to amendments)

Cllr Scarlett confirmed that he had received an email from the applicant on the 21st December (which he forwarded to the Clerk and Chairman) stating that he (the applicant) had had a long conversation with his architect relaying all the points that had been raised on the first amendment, he advised her that there is a Parish Council meeting on the 4th January and she said she would speak with the planning officer assigned to this application to see if they could get a time extension, if she is unable to get an extension she will withdraw the application and re-submit when the further details have been compiled.

Cllr McBrien asked the Chairman why the email was not circulated to everyone and he explained that he had not checked who it had been sent to and assumed it had gone out to all. The Chairman went on to suggest that the three councillors that are able to comment should prepare a form of wording that must cover all their concerns over the application ready to submit this should the dead line for comments not be extended from the 5th January to the 27th January.

At the time of this meeting the Clerk had not received anything regarding the extension from Breckland Planning and Cllr McBrien asked that she confirm with Breckland first thing in the morning on the 5th January (day after this meeting) that this new date is definite. Cllr McBrien said he will prepare a form of words and objections which he will share with Cllr McNeil and Cllr Lyndsay and then we can make sure that it is submitted by the end of play on the 5th January if that is required.

Cllr McBrien then said he would like his concern recorded in these minutes that the three councillors that are able to comment on this application had not received a copy of the email that Cllr Scarlett had sent to the Clerk and the Chairman.

**3PL/2020/1388/F /** **3PL/2020/1389/LB Hannover Farm Hale Road Holme Hale dated 2.12.20**

Conversion of barns to create 6no. 3 bed dwellings with associated private amenity space and car parking

Comments by 6th January (extension allowed)

No comments on this application

To consider any other recent planning applications issued since the Agenda was posted -none outstanding

1. **MEMBERS MATTERS – items for next agenda and to confirm date and time of next meeting**

1st March 2021 at 7.30pm by zoom

With nothing more to discuss the meeting closed at 20.38. pm

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**