

**Minutes of the Holme Hale Annual Parish Council Meeting
Held at Holme Hale Village Hall in the Tony Evans Centre
on Monday 17th May 2021**

PRESENT:

Councillors S. Broke (Chairman), Dr A. Scarlett (Vice Chair), W. McNeil, A. Lyndsay. N. McBrien
C.Prentice - Clerk to the Council.
1 member of the public

1/21 Elect chairperson and sign declaration

Cllr Broke elected as chair. Declaration signed

2/21 Elect vice chairperson

Cllr Dr Scarlett elected as vice-chair

3/21 Chair's opening remarks

Chair welcomed everyone.

4/21 To receive apologies and approve absences

None received

5/21 To receive declarations of interest in any items to be discussed and grant any dispensation requests.

Cllr Broke has interests regarding item 13/21 and 24/21

Question raised regarding annual meeting followed by ordinary meeting. Clerk apologised as this was an error on her part and ensured that two meeting would be carried out next year.

Chair closed annual meeting at 7.24pm

Chair opened ordinary meeting at 7.25pm

Meeting adjourned at 7.26pm to allow for public participation.

6/21 Public Participation. (max. 15 minutes)

Member of public wondered when the enormous pothole would be addressed.

Cllr Scarlett said it would be discussed under highways and checked it was the one in School Road

Meeting resumed at 7.27pm

7/21 To receive reports from

a) Cllr Fabian Eagle

Thanked everyone who voted for him and with what was an unusual election. He mentioned that potholes could be reported online to Norfolk County Council. Cllr Eagle informed the council he had a meeting with the highways engineer the following day so would address the pothole (which Cllr Scarlett informed him was about 18 inches long, 12 inches wide and 6 inches deep and was mentioned at the last meeting and the report itself has been in progress for several months). Cllr Eagle reminded everyone that in the past he has had £6,000 for highways, which has been allocated for the last four years, in the new budget this is now £10,000 for personal budget that can be used for environmental practices such as tree planting along highway and is interested in smaller beneficial schemes for parishes. However, for Cllr Eagle this has to be spread across the largest geographical area for Norfolk.

There is a complication again the boundary review commission have issued their recommendations for what will be the county commissional seam for 2025, it should have been 2023 but covid has

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delayed it. It will be Necton Ward, Necton and Holme Hale will go together. The parish council will be given a chance to represent themselves.

Cllr Lyndsay queried potholes on passing places, Cllr Eagle went on to say he has queried this and the response he received was that it is a passing place created by highways they will maintain. Where a passing place has been created from vehicles going over the verge then highways won't do anything.

Cllr Scarlett queried the road closures, especially in regard to the number and types of vehicles. Cllr Eagle felt it may be something he could address and that is to get a designated passing space in Brown's Lane.

Cllr Eagle went on to explain that most of the road closures that had been done in the last six months had been done by Anglian water and other utilities and Norfolk County Council have no power or authority over them so often do not even know about them and it has caused past issues.

Cllr Eagle left after reporting

b) Cllr Nigel Wilkin

None

c) Parish Clerk

Published separately

d) Website report

Published separately. No action to be taken from the report

e) Councillors (to include any verbal or written issues received from parishioners)

Cllr Broke has received an email from a member of public regarding an accident and he proceeded to read out the email.

Cllr Broke to respond with a thank you for the email and confirm that the limit is 40mph.

8/21 To approve minutes of the meeting of council held on 1st March 2021

Approved and signed

9/21 Councillor Vacancy, to discuss and decide on any action to be taken

Cllr McNeil has recently put the vacancy in a letter to be circulated.

10/21 To amend and confirm councillor's responsibilities

Councillors	Responsibilities delegated by council	Date last approved by council
Cllr Broke	Chairman signatory	N/A
Cllr Scarlett	Vice chair signatory and online banking	N/A
Cllr McNeil	signatory	N/A
Cllr McBrien	signatory	N/A
Cllr Lyndsay	internal finance control	N/A

11/21 Clerk introduction article, to discuss and decide on action to be taken

Not discussed

12/21 Highways, to receive updates, discuss and decide on any further action as required

a) Potholes and road deterioration

Lower Road at the east end they have mended some potholes but more have appeared

Junction of Church Road and School Road has gone again

Church Lane near Browns Lane, tractors have been cutting up the corner

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Possible consideration of non-HGV signage for Church Lane

b) Gritbins

Order 4 nestor 400 bins in yellow at a cost of £225.80 each including VAT, plus delivery to be stored until installed.

Working party to swap bins over using a trailer (likely to be around/after October). Cllr Scarlett offered to help and Cllr Broke will also provide someone to help.

Cllr Scarlett raised concern over the highways contractor who comes round annually to address the roadside ruts. However, it has now got to the point where they are cutting into the road surface especially in Lower Road. Perhaps we should ask highways to leave as they have become so deep.

Cllr Broke removed himself from the meeting

13/21 Permissive footpaths and bridleways, to discuss and decide on any further action

Nothing to report. An offer was put forward and kindly accepted. The previous clerk provided Cllr Scarlett with draft agreements, however he will try and further this for the next meeting.

Cllr Broke returned to the meeting

14/21 Village Green, to discuss and decide on actions to be taken regarding maintenance (Cllr Scarlett)

Land on Church Lane. The grass in the past has been cut by a resident nearby however he is no longer able to cut it.

Cllr Scarlett expressed a registered interest in this item and offered the church maintenance services if it is of interest to the council for an approx. sum of £50 for the church.

Cllr McNeil to speak to current grounds maintenance contractor to add this piece of land with 15 cuts per year. Council to write a letter of thanks to the resident who has cut the grass for a number of years.

15/21 Gate for right of way, to receive update, discuss and decide on any action to be taken (Cllr McNeil)

Two residents to fit oak post and council to reimburse.

16/21 Neighbourhood plan, to discuss and decide on any further action

Nothing received and it is suspected that the time has now passed to act.

17/21 Former Highway Surveyors Charity, to discuss and decide on action to be taken

Chair had been contacted by the person who historically had been the contact for the charity. They contacted the chair as he was the only one left from around that time. The chair went online to the charity commission and told them the land had been sold (woodland next to Damson Cottage). Due to a dispute the land was sold and the money went into the council accounts some time ago. The charity commission were happy with all this and removed the charity from the register.

18/21 AGAR/ Internal audit

- a) Certificate of exemption
- b) Section 1, Annual Governance Statement
- c) Section 2, Accounting
- d) Internal audit report

All approved. Signed by chair, clerk and responsible financial officer.

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19/21 Insurance, to consider and decide on any further action (Clerk)

Parish Protect for 3 years with all risks covered £20,000-£50,000 approved. Delay payment to ensure councillors have time to read policy

20/21 Face visors, to discuss and decide on further action (Clerk)

Cllr Lyndsay and Cllr McBrien to split remaining visors.

21/21 Banking mandate, to discuss and decide on banking arrangements.

Clerk to be on mandate and with online banking

22/21 Training request, to discuss and decide on the request (Clerk)

Course approved on this occasion.

23/21 Policies and procedures, to consider, review and adopt accordingly, as well as set next review dates.

- a) Code of Conduct
- b) Standing Orders
- c) Financial Regulations
- d) Grievance Policy
- e) Disciplinary Policy
- f) Equal Opportunities
- g) File Retention

To be addressed at next meeting

24/21 To consider planning applications and related correspondence.

Vattenfall

Cllr McNeil felt as many people as possible should respond. The deadline is 20th May.

3DC/2021/0112/DOC (Council were not notified so consultation period unknown)

Plots 1 and 2, Crossways Farm Cook Road Holme Hale IP25 7DJ

Discharge of Condition No8 & 10 on 3PL/2018/0187/O

3PL/2021/0578/VAR (Information only as consultation period passed – 14.05.21)

Plot 3, Crossways Farm Cook Road IP25 7DJ

Variation of Condition No's 2 & 4 on 3PL/2020/0565/D - Access road amended and in accordance with Highways Agreement

3PL/2021/0579/VAR (Information only as consultation period passed – 15.05.21)

Plots 1 and 2, Crossways Farm Cook Road IP25 7DJ

Variation of Condition No's 2 & 5 on 3PL/2019/0589/D

3DC/2021/0096/DOC (Council were not notified so consultation period unknown)

Ivy Farm Cook Road Holme Hale IP25 7DJ

Discharge of Conditions 3 & 9 on 3PL/2016/1170/F Re-location of stables and village recycling facilities to facilitate residential development on adjacent site

3PL/2021/0390/HOU (Information only as consultation period passed – 23.04.21)

Hannover Farm House Hale Road Holme Hale IP25 7BP

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Proposed single and two storey side and rear extensions with balcony, addition of loft space for storage only with dormer windows and rooflights and new detached garage building.

3PL/2021/0339/F (Information only as consultation period passed – permission granted)

12 Church Lane Holme Hale IP25 7DS

Change of Use of Existing Building from Former Commercial Garage Workshop and Habitable Games Room Accommodation to Multiple Holiday Let Accommodation Comprising 3 no. Holiday Lets.

Cllr McBrien informed the council that he had received correspondence (as a councillor) from the planning enforcement officer for Breckland District Council regarding his recent complaint for the removal of hedgerow. He went on to explain that he was interviewed by a planning officer, since then the land has been sold. The complaint went in February 2020 and only just received a response of ‘although there is clear evidence that there is a breach of law they feel that they would not be able to get a criminal conviction’.

Cllr McBrien will forward a copy of the letter to the clerk.

25/21 Finance: -

a) Agree financial statements and bank reconciliation

Approved

b) Payments since last meeting

Business Account

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
	None				

Reserve Account

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
	None				

c) Outstanding payments

Business Account

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
17.05.21	Outgoing clerk salary + expenses	925	391.79	S.Broke A.Scarlett	Approved
17.05.21	HMRC	946	22.20	S.Broke A.Scarlett	Approved
17.05.21	Internal auditor	947	30.00	S.Broke A.Scarlett	Approved
17.05.21	E-on	948	222.27	S.Broke A.Scarlett	Approved
17.05.21	Grounds maintenance	949	933.94	S.Broke A.Scarlett	Approved
17.05.21	clerk salary + expenses	950	158.86	S.Broke A.Scarlett	Approved
17.05.21	HMRC	951	39.60	S.Broke A.Scarlett	Approved

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Reserve Account

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
	None				

26/21 To consider the passing of a resolution under the Public Bodies (Admissions to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 27/21 on the grounds that it could involve the likely disclosure of private and confidential information.

Meeting remained opened in agreement with employee

27/21 Employment related issues, to discuss and decide on action to be taken

a) Holiday and cover arrangements

Holiday approved.

Out of office email response to be in situ with Cllr Broke to be contacted for those unable to work.

Clerk to catch up on work upon return

b) Payslip and payments

Already addressed

28/21 To amend or confirm the date of the next meeting as 12th July 2021 at 7.30pm

Date and time confirmed. Hall already booked. Cllr Scarlett to post next agenda on notice board.

Meeting closed at 9.38pm

Signed _____ Date _____