

**Minutes of the Holme Hale Parish Council Meeting
Held at Holme Hale Village Hall in the Tony Evans Centre
on Monday 12th July 2021 at 7.30pm**

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

1. Council matters

1.1 Apologies, to receive and approve as required.

Cllr N. McBrien

1.2 Interests, to receive if relating to any items to be discussed.

Cllr S. Broke declared an interest in item 5.2 and 6

Council resolved for item 5.2 to be moved to allow for the two items to be discussed together.

1.3 Dispensations, to grant any written requests if required.

None

2. Approve minutes

- 17th May 2021
- 21st June 2021

Both approved

Meeting adjourned at 7.37pm to allow for public participation.

3. Public participation (max. 15 minutes)

It was asked when the potholes were going to be repaired.

Cllr Scarlett asked which in particular? Then highlighted the one mentioned has been marked up for repair. However, potholes will be discussed later on the agenda.

Meeting resumed at 7.39pm

4. Reports and correspondence

Clerk read out issues not previously circulated in report.

5. Matters to be addressed

5.1 Highways, to receive updates, discuss and decide on any further action as required.

Whilst not in the parish it was mentioned that the road surface was poor and uneven on the North Pickenham Road at the turning to petygards hall.

Pothole approx. 2ft away from verge on Swaffham Road west bound near the pine shop.

Drain grating on the bend of School Road/ Cook Road has damage all around it, has been marked up twice but the erosion is getting worse.

Drain cover on Swaffham Road near pine shop has sunken by several inches.

The drains near Browns Lane, Station Road are silted up and prone to flooding, freezing then breaking up the road surface. However, there is a silt issue with most of the drains throughout the village.

A series of potholes which are eroding in the main part of the carriage way near no. 11, Church Lane
Pothole to the main part of the carriage way near 9 and 10 on Church Lane.

From next meeting councillors to pass maps and details to the clerk for reporting.

5.3 Replacement of footpath gatepost, to receive updates and decide on any further action as required.

Council resolved to accept contractors quote of £475+VAT.

Speed gates issue was raised. Clerk to try to find previous information for presentation at next meeting. Also look in to fixed flashing speed signs.

Cllr S. Broke left the meeting at 8.08pm. Cllr Scarlett chaired items 5.2 and 6.

5.2 Permissive footpaths and bridleways, receive updates and decide on any further action as required.

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Majority voted that all typical type of users be permitted on the permissive paths.

The council resolved that the draft agreement would be passed to the landowner for comment pending minor amendments.

6. Planning, to consider applications and related correspondence

3PL/2021/0842/F (consultation period extended to 15th May)

Ivy Farm Cook Road IP25 7DJ

Erection of a horse menage and straw barn as well as provision for a tack room, an anti-theft container/ Portacabin and a manure trailer

No objection to the development. Council would like the following considerations taken in regard to the flood lights;

- Lighting to be arranged to minimise light pollution.
- Lighting to be arranged to minimise impact on neighbouring properties.
- Operating time for lights not to extend beyond 8pm

Cllr S.Broke returned to the meeting at 8.41pm.

7.Finance

7.1 Internal controls, appoint a councillor other than the chair to check reconciliations against bank statements at each meeting and sign as required in line with council's adopted financial regulations. Cllr McNeil to take on this responsibility.

7.2 bank statements and reconciliations for current account, for approval

	Closing Balance as per bank statement 25th June 2021		£14416.88
	<u>Less</u> unrepresented cheques:		
000950	Clerk salary and expenses		£158.86
000952	Insurance		£249.93
	Net Balance as at 25th June 2021:		£14008.09
	The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 1st April 2021:		£12056.68
	Add receipts in year		£4000.00
	Less payments in year		£2048.59
	Closing balance as at 25th June 2021:		£14008.09

Approved, Cllr McNeil to sign when minutes presented at next meeting.

7.3 bank statements and cashbook extract for reserve account, for approval

		Receipts	Payments	Balance
01.04.21	Balance B/F			£4,806.64
30.04.21	interest	£0.04		£4,806.68
28.04.21	interest	£0.04		£4,806.72
Totals		£0.08	£0.00	£4,806.72

Approved, Cllr McNeil to sign when minutes presented at next meeting.

7.4 Accounts for approval

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
12.07.21	clerk salary + expenses	953	623.32	Cllr Broke Cllr Scarlett	Approved
12.07.21	Norfolk ALC, Training and subscription	954	255.49	Cllr Broke Cllr Scarlett	Approved
12.07.21	Bus shelter maintenance	955	305.65	Cllr Broke Cllr Scarlett	Approved

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7.5 Budget monitoring- 1st quarter

No action taken.

Street lights were believed to be replaced 2015-2017 using parish partnership scheme and maintenance is believed to be included in the supply by the contractor. Clerk to investigate.

8. Council operational matters

8.1 councillor vacancy, to discuss and decide on any action to be taken.

Clerk to provide new notice for the board.

To be advertised once moonraker is running again.

8.2 policies and procedures

- Code of Conduct
- Equal Opportunities
- File Retention

Approved. Clerk to ensure digital copies are correct version.

- Standing Orders
- Financial Regulations
- Grievance Policy
- Disciplinary Policy

To be addressed at the next meeting. Clerk to ensure digital copies are correct version.

9. Confirm time and date of next meeting as Monday 6th September 2021 at 7.30pm

Confirmed

Meeting closed at 9.22pm

Signed _____ Date _____