

# Holme Hale Parish Council Meeting Agenda

## To: Members of Holme Hale Parish Council

You are duly summoned to attend a meeting of Holme Hale Parish Council to be held at 7.30pm on Monday 6<sup>th</sup> September 2021 at Holme Hale Village Hall in the Tony Evans Centre.



Claire Prentice  
Clerk to the Council

Date: Wednesday 1<sup>th</sup> September 2021

## Public Attendance

Members of the public and press are welcome to attend.

If attending please adhere to any Covid-19 government guidance at the time of the meeting.

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## 1. Council matters

- 1.1 **Apologies**, to receive and approve as required
- 1.2 **Interests**, to receive if relating to any items to be discussed
- 1.3 **Dispensations**, to grant any written requests if required

## 2. Approve minutes

- 12<sup>th</sup> July 2021

## 3. Public participation (max. 15 minutes)

## 4. Reports and correspondence

## 5. Matters to be addressed

- 5.1 **Highways**, to receive updates, discuss and decide on any further action as required.
- 5.2 **Verge Cutting**, to discuss and decide on any action to be taken.
- 5.3 **Roadside Hedge, The Old Rectory**, to discuss and decide on any action to be taken.
- 5.4 **Permissive footpaths and bridleways**, receive updates and approve payment.
- 5.5 **Traffic calming and parish partnership scheme**, to discuss and decide on any action to be taken.
- 5.6 **Remembrance wreath**, to discuss and approve payment as required.
- 5.7 **Norfolk ALC council representative**, to discuss and decide on any action to be taken.

## 6. Planning

### 6.1 For parish council consultation, following planning application to district council.

[3PL/2021/1115/HOU](#) (consultation period extended from 25<sup>th</sup> August to 7<sup>th</sup> September)

The Old Nags Head 5 Church Road IP25 7DR

1.5 storey rear extension, including additional floor to existing Annex, to Grade-II listed building.

### 6.2 Other planning matters, to discuss and decide on any action to be taken. Matters to include:

- correspondence received regarding lack of information on planning notices
- Vattenfall

## 7. Finance

7.1 **Internal auditor**, appoint an internal auditor for year end accounts 2021/22

7.2 **bank statements and reconciliations for current account**, for approval

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[www.holmehaleparishcouncil.norfolkparishes.gov.uk](http://www.holmehaleparishcouncil.norfolkparishes.gov.uk)

## Holme Hale Parish Council Meeting Agenda

	Closing Balance as per bank statement 23 <sup>rd</sup> July 2021		£13079.12
	<u>Less</u> unrepresented cheques:		
954	Norfolk ALC		£255.49
	Net Balance as at 23 <sup>rd</sup> July 2021:		<b>£12823.63</b>
	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		£3233.05
	Closing balance as at 23 <sup>rd</sup> July 2021:		<b>£12823.63</b>

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

		Receipts	Payments	Balance
28.05.21	Balance B/F			£4,806.72
30.06.21	interest	£0.04		£4806.76
Totals		£0.04	£0.00	£4,806.76

### 7.4 Payments, for approval

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
06.09.21	clerk salary + expenses	956	516.14		

### 7.5 Budget monitoring- 2<sup>nd</sup> quarter and draft precept, to discuss and decide on any action to be taken.

## 8. Council operational matters

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

### 8.2 policies and procedures

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

## 9. Employment matters

**9.1** To consider the passing of a resolution under the Public Bodies (Admission 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 9.2-9.4 on the grounds that it could involve the likely disclosure of private and confidential information.

**9.2** Probationary period

**9.3** Holiday request

**9.4** SLCC request

## 10. Confirm time and date of next meeting as Monday 1<sup>st</sup> November 2021 at 7.30pm