

**Minutes of the Holme Hale Parish Council Meeting  
Held at Holme Hale Village Hall in the Tony Evans Centre  
on Monday 1<sup>st</sup> November 2021 at 7.30pm**

**PRESENT:** Councillors S. Broke (Chair), 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

Apologies received from Cllr McBrien

**1.2 Conflict of interests**, to receive declarations if relating to any items to be discussed

Cllr Broke declared an interest relating to 6.2 and will hand over to Cllr Scarlett to chair that agenda item.

**1.3 Dispensations**, to grant any written requests if required

None

**2. Approve minutes**

- 6<sup>th</sup> September 2021

Pending amendment from Parochial Church Charity to Parochial Church Council, minutes were approved and signed by the Chair.

*Meeting adjourned at 7.36pm for public participation*

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

No comments

*Meeting resumed at 7.37pm*

**4. Reports and correspondence**, to include

- **Pensions administration.**

Cllr Broke has received correspondence from the pensions regulator and the re-enrolment paperwork has been updated. The clerk has been invited to join the pension scheme, however the clerk has declined. However the council has undertaken its obligations on this matter. The clerk now has a hard copy of the completed form to the pension regulator for filing.

- **Street light on the junction of Cook Lane and Red Lion Close.**

Clerk has received correspondence regarding light pollution. Clerk to respond that the light is as specified by the district council and their recommended contractor Wescotec.

**5. Matters to be addressed**

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

The grate outside Norfolk Wood Interiors has now been marked up for repair

Coming into Station Road from Brown's Lane the stop sign has been hit and is leaning over and is partially obscured.

40mph speed sign on Cook Road heading towards Necton has been hit a number of times.

Clerk to enquire about the rangers visit.

There is a depression/ large pothole directly opposite the entrance to St. Andrews Close

Similar depression/ subsidence similar to above but not as severe to Yaxley Meadow on the corner of St. Andrews Close.

Grate on Cook Road/ School Road has been marked up twice and has still not been addressed

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**5.2 Verge Cutting**, to receive updates and decide on any action to be taken.

Clerk to contact Cllr Eagle regarding this matter.

Clerk to contact District and County councillor and ensure they are aware of meeting dates next year and ask which they will be able to attend.

**5.3 Roadside Hedge, The Old Rectory**, to receive updates and decide on any action to be taken.

Clerk to write yet again.

**5.4 Traffic calming and parish partnership scheme**, to discuss and decide on any action to be taken.

Cllr Scarlett to send clerk a map with correct position for the village gates. Council to decide via email on final costings as deadline for parish partnership is 10<sup>th</sup> December.

Clerk updated on the enquiries to other parishes regarding SAM2 and VAS. They have confirmed that they are SAM2 and they are moved accordingly.

**5.5 Gate post**, to receive updates and decide on any action to be taken.

Update Cllr McNeil has received correspondence that the work will be completed on the 8<sup>th</sup> Nov. and the councillor confirmed they have all ready taken bits away.

**5.6 Necton Road Bridge**, to discuss and decide on any action regarding damage and repair.

Clerk to address. Cllr Scarlett has previously circulated the relevant information.

**5.7 Covid-19 community plaque**, to discuss and decide on the receipt and display of the plaque

To be displayed at the village hall with the unveiling linked to a village event, hopefully around the Queen's Platinum Jubilee. Council to accept plaque in the interim and send invitation to relevant dignitary nearer the event

**5.8 The Queen's Platinum Jubilee**, to discuss and decide on possible village activities and participation of the parish council.

To go to next agenda for further discussion.

**5.9 WiFi to the Pavilion**, to discuss and decide on any action.

No action to be taken by the council at this time.

**5.10 Outdoor gym equipment**, to discuss and decide on any action.

No action to be taken by the council at this time.

**5.11 Memorial bench**, to discuss and decide on any action.

No action to be taken by the council at this time.

## 6. Planning

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

None

**6.2 Planning applications, district council decisions** (for information only)

[3PL/2021/1275/F](#) Land on the south side of Lower Road between nos. 6 & 7

New Self Building Dwelling and Carport.

**Undecided**

Parish council commented with no objections, discussed via email.

[3PL/2021/1115/HOU](#) 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.

**Permission**

Parish council commented as decided at last meeting.

**6.3 Other planning matters**, to discuss and decide on any action to be taken.

Council resolved to hold extraordinary meetings for applications for new build properties.

Boreas, Vattenfall and Breckland District Council planning survey discussed, no action taken at this time.

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**7. Finance**

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

No reconciliations presented. Chair read out current balances from bank statements.

**7.2 bank statements and cashbook extract for reserve account, for approval**

No reconciliations presented. Chair read out current balances from bank statements.

**7.3 Payments, for approval**

<b>Date</b>	<b>Payee/ reason</b>	<b>Cheque No.</b>	<b>Amount</b>	<b>Signatories</b>	<b>Approval</b>
01/11/21	Glasdon/ grit bins	962	£903.22	S.Broke A.Scarlett	Approved
01/11/21	clerk salary + expenses	963	£503.40	S.Broke A.Scarlett	Approved
01/11/21	Village green grass cutting	964	£30.00	S.Broke A.Scarlett	Approved
01/11/21	HMRC	965	£65.40	S.Broke A.Scarlett	Approved

**7.4 Budget and draft precept, to discuss and decide on any action to be taken.**

To be taken forward to next meeting

**8. Council operational matters**

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

Moonraker and Queen's Platinum Jubilee event discussed.

No action to be taken by the council at this time.

**8.2 policies and procedures**

- Standing Orders
  - Financial Regulations
- To be taken forward to next meeting

**9. Confirm time and date of meetings for 2022**

- **Monday 3<sup>rd</sup> January 7.30pm**
- **Monday 7<sup>th</sup> March 7.30pm**
- **Monday 11<sup>th</sup> April 7.00pm (Parish meeting)**
- **Monday 9<sup>th</sup> May 7.00pm (Annual, followed by ordinary meeting)**
- **Monday 4<sup>th</sup> July 7.30pm**
- **Monday 5<sup>th</sup> September 7.30pm**
- **Monday 7<sup>th</sup> November 7.30pm**

*Meeting closed at 9.25pm*