

**Minutes of the Holme Hale Parish Council Meeting
Held at Holme Hale Village Hall in the Tony Evans Centre
on Monday 9th May 2022 following the annual parish council meeting at 7.00pm**

PRESENT: Councillors S. Broke (Chair), A. Lyndsay, N. McBrien, W. McNeil and 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 Wilkin (district)

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

Chair declared an interest in item 6.3

1.3 Dispensations, to grant any written requests if required

None

2. Approve minutes

- 7th March 2022
Minor amendment, then approved. Signed by chair
- 11th April 2022 (extraordinary meeting)
Approved. Signed by chair

3. Public participation (max. 15 minutes)

Postponed to after item 7.5 to allow for any late comers.

Member of public reiterated the issue with regard to potholes.

4. Reports and correspondence

Clerk circulated to all councillors prior to meeting, no additions.

5. Planning

5.1 For parish council consultation, following planning application to district council.

None

5.2 Planning applications, district council decisions (for information only)

3PL/2022/0197/HOU - Tavern Cottage, Browns Lane IP25 7DU

Single storey side and rear pitched roof extension

Parish council – No objections

Breckland - Permission

3PL/2022/0184/HOU - Dunkery, 7 Church Lane IP25 7DS

Ground floor extension to the side and rear, roof remodelling, replacement windows and doors, front-facing porch, new external insulation and cladding. This is to include the new carport and solar panels.

Parish council – No objections

Breckland - Undecided

3PL/2022/0302/F - Red Barn Farm Bradenham Road IP25 7EE (consultation 8th April extended to 13th April)

installation of drainage pipe and hardcore surface – retrospective

Parish council – No objections

Breckland - Undecided

3PL/2022/0304/HOU - Bilmar Station Road IP25 7DY (consultation 7th April extended to 13th April)

Construction of single storey extension to rear, Internal alterations, conversion of attached garage to accommodation and construction of new garage.

Parish council – No objections

Breckland - Undecided

3PL/2022/0291/F - The Old Rectory Church Road IP25 7DR (consultation 11th April extended to 13th April)

Erection of dwelling and garage

Parish council forwarded objections to Breckland District Council

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Breckland - Undecided

3PL/2022/0282/F - Kemp Bungalow, 10 Church Lane IP25 7DS (consultation 4th April extended to 13th April)
Erection of replacement dwelling and cartlodge

Parish council – No objections

Breckland - Undecided

3PL/2022/0250/HOU - Puddle Barn, Bradenham Road IP25 7EE (consultation 6th April extended to 13th April)
Rebuilding of outbuildings with additional 3 bay garage

Parish council – No objections

Breckland - Permission

3PL/2022/0370/LB - Hannover Farm, Hale Road (consultation 22nd April)

Amendments to approved design of plots 1, 2, 3 and 4, listed building consent 3PL/2021/1486/LB.

Parish council – No objections

Breckland - Undecided

5.3 Other planning matters to include Vattenfall, to discuss and decide on any action to be taken.

- Planning consultant
- Other matters

Clerk to contact Necton clerk expressing the councils surprise and disappointment that only now have Holme Hale pc received correspondence regarding Vattenfall especially in light of the meeting in January. However, Holme Hale PC would like to work with Necton PC and would be grateful for a physical, informal meeting of Holme Hale and Necton councillors to discuss these matters further.

6.Finance

6.1 bank statements and reconciliations, for approval

Current account

	Closing Balance as per bank statement 25 th April 2022		£14323.38
	<u>Less</u> unpresented cheques:		
973	St Andrews Church – grass cutting		£600.00
975	CAB		£50.00
976	Swaffham and Litcham Home Hospice		£50.00
977	East Anglian Air Ambulance		£50.00
978	NCC- village gate		£1500.00
	V.A.T.		-£477.71
979	Removal of village sign		£75.00
	Net Balance as at 25 th April 2022:		£12476.09
	The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 1st April 2022:		£8551.09
	Add receipts in year		£4000.00
	Less payments in year		£75.00
	Closing balance as at 25 th April 2022:		£12476.09

Reserve account

	Closing Balance as per bank statement 26 th April 2022		£4807.12
	<u>Less</u> unpresented cheques:		
			£4807.12

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The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 1st April 2022:	£4807.08
	Add receipts in year	£0.04
	Less payments in year	£0.00
	Closing balance as at 26 th April 2022:	£4807.12

All approved Cllr McNeil to sign at the next meeting.

Signed _____ Date _____

Cllr McBrien to check tax letter in regard to query over supposed precept increase and forward to clerk.

6.2 Payments, for approval

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
09.05.22	Grass cutting – village green	980	£30.00	S.Broke A.Scarlett	Approved
09.05.22	Grass cutting – vh and footpaths	981	£956.14	S.Broke A.Scarlett	Approved
09.05.22	clerk salary + expenses	982	£507.23	S.Broke A.Scarlett	Approved
09.05.22	HMRC	983	£53.00	S.Broke A.Scarlett	Approved
09.05.22	Internal Auditor	984	£30.00	S.Broke A.Scarlett	Approved
09.05.22	Permissive paths	985	£562.00	W.McNeil A.Scarlett	Approved (in item 6.3)

6.3 Grants and donations, to discuss and decide on any action to be taken.

- Permissive paths
Approved using LGA 1972 s.137

6.4 Audit, to discuss and approve accordingly

- Certificate of exemption
Approved and signed
- Section 1, Annual Governance Statement
Approved and signed
- Section 2, Accounting
Approved and signed
- Internal Audit report
Clerk to contact auditor as one box unticked.
Approved once G. is ticked yes
Clerk to email all councillors with internal auditor report.

7. Matters to be addressed

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

Clerk to raise enquiry over lack of notification of road closures.
Cllr Scarlett so send map with outstanding pothole and similar to clerk to raise with county council.
Clerk to raise query over lack of grass cutting to Red Lion Close and St Andrew's.

7.2 Speeding along Cook Road, to discuss and decide on any further action as required.

Article went out in Moonraker, clerk received no interest from residents in response.
Clerk to complete parish partnership forms around October time for 2 x VAS as previously agreed.

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Clerk to contact Cllr Eagle to see if he could also contribute towards VAS.

7.3 The Queen's Platinum Jubilee, to discuss and decide on any action for:-

- Tree planting on the playing field
Council to not progress.
- Forming a village working party to organise parish event at the village hall.
Notice placed in moonraker and no one has come forward.
Village hall committee organising a bring your own picnic on the 5th June with various entertainment.
Clerk to put event poster on website
Clerk to give covid plaque to village hall representative for the event.
Chair to contact Lady Roberts and invite to plaque unveiling.

7.4 Insurance, to discuss and decide on any further action as required

Council to agree new contract/ costs via email.

7.5 Roadside drain gratings, to discuss and decide on any further action as required

Clerk to contact Cllr Eagle regarding emergency spend on drain jetting, stating quote obtained.

8. Council operational matters

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

None

8.2 policies and procedures

- Publication scheme
Approved
- Complaints procedure
Not Approved
- Risk management scheme
Approved
- Grant policy
Clerk to amend policy allowing for grants upto £150, £150-£1000, over £1000 and present at next meeting.
- Grant application
Clerk to amend policy allowing for grants upto £150, £150-£1000, over £1000 and present at next meeting.

9. Confirm time and date of meeting.

- **Ordinary parish council meeting – Monday 4th July 2022 at 7.30pm at Holme Hale Village Hall.**
Approved

Meeting closed at 9.00pm

Signed _____ Date _____