

**DRAFT Minutes of the Holme Hale Parish Council Meeting
Held at Holme Hale Village Hall in the Tony Evans Centre
on Monday 7th November 2022 at 7.30pm**

PRESENT: Councillors S. Broke (Chair), A. Lyndsay, N. McBrien, W. McNeil and Dr A. Scarlett (Vice Chair).
C. Prentice - Clerk to the Council.
3 members of the public

1. Council matters

1.1 Apologies, to receive and approve as required

None

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

Cllr S.Broke declared an interest in item 5.3

1.3 Dispensations, to grant any written requests if required

None

2. Approve minutes

- 5th September 2022

Approved. Signed by chair.

Meeting adjourned at 7.33pm

3. Public participation (max. 15 minutes)

None

Meeting resumed at 7.34pm

4. Reports and correspondence (for information only)

None

Chair moved item 7.2 in consultation with council to follow item 4.

5. Planning

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

3PL/2022/1211/VAR (consultation date 22nd nov.)

HOLME HALE: Puddle Barn, Bradenham Road

Variation of Condition No 2 (Approved Plans) on 3PL/2022/0250/HOU - Drawing references to be modified to those now submitted to include larger storage area above garage with side entrance.

Inclusion of 6no. roof lights to garage roof and window moved.

No objections

3PL/2022/1132/VAR (consultation date 14th nov.)

The Old Rectory, Church Road

Variation of Conditions 2, 3 & 4 on 3PL/2022/0291/F - increase roof pitch and add 5 velux rooflights on the rear elevation to allow rooms in roof area and change in materials.

No objections

3PL/2022/1133/HOU (consultation date 1st nov. extended to 7th nov.)

HOLME HALE: 8 St Andrews Close

Proposed renovation and single storey side extensions of existing dwelling

No objections

3PL/2022/1132/VAR (consultation date 1st Nov.)

The Old Rectory, Church Road

Variation of Conditions 2 & 4 on 3PL/2022/0291/F - increase roof pitch add 5 velux rooflights on the rear elevation to allow rooms in roof.

No objections

**DRAFT Minutes of the Holme Hale Parish Council Meeting
Held at Holme Hale Village Hall in the Tony Evans Centre
on Monday 7th November 2022 at 7.30pm**

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

3PL/2022/0626/F - Erection of dwelling (plot 4)

Crossways Farm 1 Cook Road

Parish council commented out of consultation period – orientation of property amended to original which was Refused – this should be noted by Breckland.

Breckland - Refusal

3PL/2022/0282/F - Kemp Bungalow, 10 Church Lane IP25 7DS

Erection of replacement dwelling and cartlodge

Parish council – No objections

Breckland – Permission

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

- Vattenfall, update and any further action as deemed necessary

Cllr Scarlett reported (for information only) that there had been an independent design review which was mentioned at the last meeting. A report has since come back from that meeting and has been circulated to all councillors. The outcome of which was that the Secretary of States conditions hadn't been met and as far as the design review was concerned Vattenfall should appoint an architect, review its submissions, revise the size of buildings and minimise its impact on the environment.

A number of days ago Cllr Scarlett along with representatives from Necton PC met with the director of planning and building control at Breckland Council where they were introduced to the case officer. They are led to believe that there have been meetings between Breckland and Vattenfall and that Breckland have supplied Vattenfall with a list of concerns.

There was another meeting in the last week between Breckland and Vattenfall. The case officer stated he was prepared to have meetings with the parish councils in the future. He was asked if there would be another design review of which is was unsure of the legal requirement. As an aside the national grid has put in for an extension of their extension. There was to be an extension of the existing national grid substation for Dudgeon in order to accept the input from Vanguard and Boreas. Breckland have received the application for this extension to the extension, however it would appear that the extension had not passed before Breckland.

Necton PC have engaged via the environmental law foundation the assistance of a barrister. Necton have permitted HHPC representatives to sit in on these meetings.

We have been asked to give comments on the national grid extension to the extension, it is not formally as it falls outside of Holme Hale.

Clerk to write to district councillor asking that he attend the next meeting and specifically give his input on the matter.

Cllr Broke removed himself and Cllr Scarlett chaired item 5.3 Breckland call for sites.

- Breckland call for sites, update and any further action as deemed necessary
- Breckland Council are currently reviewing their local plan and earlier this year put out a call for

**DRAFT Minutes of the Holme Hale Parish Council Meeting
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sites in regard to development. At this stage it is purely a technical call and not a submission of planning applications. Two sites have been submitted for Holme Hale by the landowners.

1. Land south of Cook Road: est. 28-30 dwellings
2. Land north of Station Road: estimate of 16-20 dwellings

Full details can be seen on Breckland Council website

www.brecklandlocalplan

Cllr Broke chaired all following items.

- Other

Possible future application for Coldhabour off Station Road following recent auction sales.

6. Finance

6.1 bank statements and reconciliations, for approval

Current account

	Closing Balance as per bank statement 25 th Oct 2022		£11486.62
	<u>Less</u> unpresented cheques:		
N.A.	VAT claim		477.71
	Net Balance as at 25 th Oct 2022:		£11964.33
	The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 1st April 2022:		£9573.38
	Add receipts in year		£8477.71
	Less payments in year		£6086.76
	Closing balance as at 25 th Oct 2022:		£11964.33

Reserve account

	Closing Balance as per bank statement 25 th Oct 2022		£4809.95
	<u>Less</u> unpresented cheques:		
			£4809.95
	The net balance reconciles to the receipts and payments account for the year as follows:-		
	Opening Balance 1st April 2022:		£4807.12
	Add receipts in year		£2.83
	Less payments in year		£0.00
	Closing balance as at 25 th May 2022:		£4809.95

All approved. Cllr McNeil to sign at the next meeting.

Signed _____ Date _____

**DRAFT Minutes of the Holme Hale Parish Council Meeting
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6.2 Payments, for approval

Date	Payee/ reason	Cheque No.	Amount	Signatories	Approval
23.10.22	N.Power/ Street lighting	991	£115.03	C.Prentice S.Broke	RFO paid as emergency Approved
07.11.22	Grass cutting/ T.T.S.R.	992	£956.14	S.Broke A.Scarlett	Approved
07.11.22	Grass cutting	993	£30.00	S.Broke A.Scarlett	Approved
07.11.22	clerk salary + expenses	994	£640.09	S.Broke A.Scarlett	Approved
07.11.22	HMRC	T.B.C.	T.B.C.	N/A	N/A

6.3 Budget monitoring 2nd quarter, draft budget 2023/24 and precept, to discuss and decide on any action to be taken as required.

No action to be taken. Precept to be decided at next meeting.

7. Matters to be addressed

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

Cllr McBrien wished for it to be noted of the fast response from Norfolk County Council in clearing a fallen tree within the parish.

Flooding has occurred once again along Cook Road and School Road. With a grate in St Andrews not taking water away.

Clerk to chase village gates installation.

7.2 Holme Hale Fuel Allotment Trust, to discuss and decide on any further action as required.

Chair moved item 7.2 in consultation with council to follow item 4.

Cllr Scarlett reported for information only and is a member of the allotment trust.

The primary purpose of the trust is to award grants to residents who are suffering with fuel hardship, it has also awarded funds to local organisations for amenities as and when they have been applied for.

During 2022 there has already been one round of applications and distributions of grant funds, which was in the late Spring of this year, where there were 10 applicants all of whom received funds. This was following a leaflet drop to all households in the parish. Conscious of further escalating fuel costs a call for applications was sent out via the Moonraker in late Summer where a further 11 applications were received. Those 11 applicants are in the process of receiving funds.

In light of a number of government schemes further promotion of HHFAT is not planned and this will be reviewed in Spring 2023.

Any resident may apply at any point in the year to HHFAT, for any type of hardship. The focus on fuel has only been in the last year due to the vast increase in costs.

7.3 Parish Partnership and VAS, to discuss and decide on any further action as required.

Cllr Scarlett to send clerk 3 location for SAM2

Clerk to get revised price for SAM2 (one only) preferably solar if available.

Application to be circulated via email for approval before December deadline.

**DRAFT Minutes of the Holme Hale Parish Council Meeting
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on Monday 7th November 2022 at 7.30pm**

8. Council operational matters

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

Advert to go in Moonraker again.

8.2 policies and procedures

- Grant policy
 - Grant application
- Both approved.

9. Confirm time and date of meetings for 2023.

- **Tuesday 3rd January** (bank holiday) 7.30pm ordinary council meeting
- **Monday 6th March** 7.30pm ordinary council meeting
- **Monday 3rd April** 7.00pm annual parish meeting
Above dates approved, all others to be approved at a later date.
- **Monday 1st May** 7.00pm annual parish council meeting (bank holiday) (meeting date may change due to elections)
- **Monday 1st May** ordinary council meeting to follow annual council meeting (bank holiday) (meeting date may change due to elections)
- **Monday 3rd July** 7.30pm ordinary council meeting
- **Monday 4th September** 7.30pm ordinary council meeting
- **Monday 6th November** 7.30pm ordinary council meeting

10. Employment matters

10.1 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 10.2 on the grounds that it could involve the likely disclosure of private and confidential information.

All members of public left voluntarily.

10.2 Clerk and RFO, to discuss and decide on the following points

- New employee contract.
New clerk and RFO to commence 1st December 2022. New clerk and chair to sign Norfolk ALC model contract before employment date
- New employee pension letter.
Chair to offer letter to new clerk before commencement date.
- Any other related items deemed relevant.
Current clerk thanked and wished well by council.

No members of public to admit

Meeting closed at 9.40pm

Signed _____ Date _____