

HOLME HALE PARISH COUNCIL

Minutes of a meeting of Holme Hale Parish Council held at 7.30pm on Tuesday 3rd January 2023 in the Tony Evans Centre, Holme Hale Village Hall.

Present: Cllr Simon Broke (Chairman)
Cllr Andy Scarlett (Vice Chairman)
Cllr Wendy McNeil
Cllr Neville McBrien
Cllr Adrian Lyndsay

One member of the public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting, apologies were received from District Cllr Nigel Wilkin.

Cllr Lyndsay informed the meeting that he would be resigning from Council and not standing again in the May elections. The Chairman thanked Cllr Lyndsay for his time, diligence and interest in Council matters, which had been particularly valuable in the Station Road area and he will be greatly missed.

2. To receive any declarations of interest and consider any dispensations.

Cllr Broke declared an interest in item 7b, the permissive footpath, and will take no part in the discussion.

3. To approve the minutes of the meeting held on Tuesday 7th November 2022.

Cllr McNeil proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Lyndsay and unanimously agreed by Council. The Chairman duly signed the minutes.

4. To receive County/District Councillor reports.

In the absence of County and District Councillors, there was no report.

5. Open Forum for Public Participation (max 15 minutes).

No matters were raised by members of the public.

6. Planning Matters

a) To consider any new planning applications.

There were no planning applications to consider.

b) To note any planning decisions (information only).

Council noted the following planning decisions.

- **3PL/2022/1211/VAR: 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.
Parish Council: no objections. Breckland district council: APPROVED.
- **3PL/2022/1132/VAR: The Old Rectory, Church Road** - variation of Conditions 2, 3 & 4 on 3PL/2022/0291/F - increase roof pitch, add 5 velux rooflights on the rear elevation to allow rooms in roof area and change in materials
Parish Council: no objections. Breckland district council: APPROVED.
- **3PL/2022/1133/HOU: 8 St Andrews Close** - Proposed renovation and single storey side extensions of existing dwelling.
Parish Council: no objections. Breckland district council: APPROVED.

c) To receive an update in respect of Vattenfall and consider any action to be taken.

An update had been received regarding the start of the DCO Examination but this related to the second cable corridor running through Norfolk and was not related to Holme Hale.

7. Highway Matters

a) To receive updates on highway faults previously reported and consider any further action.

The following matters will be reported to Highways:

- Large pothole on Brown's Lane, just before York Lodge.
- Roadside degradation on Brown's Lane on left side, going towards Necton.
- Church Lane – tree debris blocking ditch.

The following matter will be reported to Breckland:

- Fly tipping (asphalt) on Brown's Lane.

Cllr Scarlett had received a request for consideration of a grit bin where the bottle and paper bins are located as it had been extremely perilous in the recent cold weather, it was hoped that one of the old bins which had been replaced could be used. The Chairman will see if the old bins are still available as they may have been disposed of. If one is available, Council will need to consider who will fill it as Highways will not do so.

b) To receive an update on the Permissive Path agreement and consider any further action.

Council agreed that this matter should to be brought forward in July.

c) To receive an update regarding the roadside drain gratings and consider any further action.

The quote from the contractors had been confirmed and Council agreed that County Cllr Eagle should be contacted to confirm he will reimburse the payment, before instructing the contractors to go ahead. Once C/Cllr Eagle has confirmed he will reimburse Council then the works should proceed. Council noted that if these works do not resolve the problem then Highways can then be asked to investigate further.

d) To receive an update in respect of the Village Gates installation.

The Village Gates, which will be located on the west end of Station Road, are due to be installed by March at the latest.

e) To receive an update in respect of the Parish Partnership application for a SAM II Speed Sign.

A decision on the application for 50/50 funding from Norfolk County Council is awaited. If approved, then Highways will then approve site locations for the sign. Council agreed that once the sign was in action then any speeding issues can be dealt with, with the Speed Camera Team as a possible option.

8. Open Spaces

a) To consider the grass cutting contract and consider any further action.

Council noted that the contract was due to go out to tender and it was hoped to have three quotes to consider at the March meeting.

9. To receive an update regarding the Holme Hale Fuel Allotment Trust

Cllr Scarlett confirmed that this item could be removed from the agenda and a report would be given at the Annual Parish Meeting.

10. Finance and Governance

a) To receive an update regarding the annual asset inspection and consider any action.

The Clerk reported that the inspection would take place before the next meeting but said a programme of more regular inspections was required for insurance purposes, particularly for the benches and notice boards. A draft policy will be available at the March meeting for consideration.

b) To consider a resolution to amend banking/contact details in respect of the new Clerk, as set out in the banking mandate change application form.

Cllr McNeil proposed approval of the bank resolution to remove the previous Clerk and add the new Clerk, Sheryl Irving, as a bank signatory, this was seconded by Cllr McBrien and unanimously agreed by Council.

c) To appoint an internal auditor for the year ending 31st March 2023.

Council agreed to appoint Mr Goreham as the internal auditor for the year ending 31st March 2023 at a cost of £35.00.

d) To consider any action required in respect of the two councillor vacancies.

The Chairman reported that with the resignation of Cllr Lyndsay there would be three vacancies and it was important these be filled. The elections are in May and posters will be put up around the village, in the Village Hall, in Moonraker and on the Council website to encourage interest.

e) To consider approval of the following policy documents.

Cllr Mc Brien proposed approval of the following policy documents, this was seconded by Cllr McNeil and unanimously agreed by Council.

- Standing Orders
- Financial Regulations
- Asset Register

f) To receive a financial report (bank reconciliation and budget update) for the year ending 31st March 2023.

The financial report (attached below) was noted. Council was advised that the salary budget would be exceeded due to the higher than expected pay award.

A sum of £724.25 was ring fenced and Council agreed this was no longer required and could be included within the General Reserve.

g) To consider approval of a direct debit payment to the ICO (data protection).

The direct debit payment to the ICO was approved, this would result in an annual saving of £5.00.

h) To consider the draft budget and set the precept for the year ending 31st March 2024.

Council considered the draft budget and agreed to reduce the training budget to £200 and set aside an amount of £300 for the bus shelter renovation.

Council agreed that in the current economic climate an increase in the precept was not ideal, despite ever increasing costs for Council. Cllr McBrien proposed that the precept should remain at £8,000 for the year ending 31st March 2024, this was seconded by Cllr McNeil and unanimously agreed by Council. Council recognised that this would not be sustainable long-term.

i) To consider approval of the following payments.

Cllr McNeil proposed approval of the following payments, this was seconded by Cllr Lyndsay and unanimously agreed by Council.

- | | |
|---|---------|
| • Clerk (Salary & Expenses) – Nov | 437.64 |
| • Clerk (Salary & Office Allowance) – Dec | £239.68 |
| • Clerk (Salary & Office Allowance) – Jan | £239.48 |
| • HMRC (Dec/Jan) | £114.60 |
| • St Andrew’s Church – Poppy Wreath | £20.00 |

11. To note the meeting dates for 2023.

Council approved the meeting dates for 2023, as follows:

- Monday 6th March, 7.30pm – ordinary council meeting.
- Monday 3rd April, 7.00pm – annual parish meeting.
- Tuesday 23rd May– 7.00pm - annual council meeting followed by ordinary council meeting.

- Monday 3rd July, 7.30pm – ordinary council meeting.
- Monday 4th September, 7.30pm – ordinary council meeting.
- Monday 6th November, 7.30pm – ordinary council meeting.

12. To consider any reports and correspondence received.

There was nothing to consider.

13. To confirm the next meeting will be held at 7.30pm on Monday 6th March in the Tony Evans Centre, Holme Hale Village Hall.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.40pm.

Signed:

Date:

HOLME HALE PARISH COUNCIL					
YEAR ENDING 31ST MARCH 2023					
FINANCIAL REPORT - JANUARY 2023					
BUDGET UPDATE	Budget	To	%		
	2022/23	date	Spend		
PAYMENTS*					
Admin	1,462	589	40%		
Salary	3,290	3081	94%		
Open Spaces	2,491	2291	92%		
Street Lights	275	115	42%		
Grants/Donations	1,187	20	2%		
Projects	-	2500			
TOTAL	8,705	6096	70%		
			Received		
RECEIPTS					
Precept	8000	8000	100%		
Bank Interest	1	4	440%		
Grants	0	0			
TOTAL	8001	8004	100%		
SURPLUS/DEFICIT	-704	1909			
<i>*includes payments as listed on agenda.</i>					
				Bank Reconciliation	
				Balance at 01.04.2022	14,380.50
				Plus Receipts at 30.11.2022	8,482.11
				Less Payments at 30.11.2022	<u>7,828.02</u>
				TOTAL	<u>15,034.59</u>
				Bank Balance at 30.11.2022	
				Current Account	10,731.50
				Business Reserve Account	<u>4,811.52</u>
				TOTAL	15543.02
				Less outstanding payments	986.14
				Plus outstanding deposits	<u>477.71</u>
				TOTAL	15,034.59
				including reserves	
				Ring Fenced	724.25
				GENERAL RESERVE	14,310.34