

HOLME HALE PARISH COUNCIL

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

Present: Cllr Andy Scarlett (Chair)
Cllr Wendy McNeil (Vice Chair)
Cllr Simon Broke
Cllr Neville McBrien
Cllr Simon Joll
Cllr Carol Long

Two Members of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. There were no apologies for absence received.

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

Cllr Broke and Cllr Joll both declared an interest in item 9b and will not take part in the discussion/decision. Cllr Broke also declared an interest in item 7b (0442 & 0443).

3. To approve the minutes of the meeting held on Tuesday 23rd May 2023.

Cllr McBrien requested two minor changes to the minutes relating to the recent District Council election and the Holme Hale Playing Field Trust's request regarding provision of additional trees at the Playing Field. Cllr McNeil proposed that the minutes, with the proposed amendments, be accepted as a true record of the meeting, this was seconded by Cllr Broke and unanimously agreed by Council. The Chairman will sign the amended minutes in due course.

4. To consider the co-option of new members to fill the two Council vacancies.

Mrs Carol Long was in attendance and had previously circulated a short CV about herself for the information of Council. Cllr McBrien proposed that Mrs Long be co-opted onto the Council to fill one of the two vacancies, this was seconded by Cllr Broke and unanimously agreed by Council. Cllr Long duly signed her declaration of acceptance of office form. The Chairman welcomed Cllr Long to the Council and thanked her for her interest.

The Chairman said there was a member of the public in attendance who, it was hoped, would be considered for co-option at the September meeting, filling the final vacancy.

5. To receive County/District Councillor reports.

As neither Councillor was in attendance, there were no reports.

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

No matters were raised by members of the public.

7. Planning Matters

a) To consider any new planning applications.

- 3PL/2023/0566/HOU – 6 Steading Mews - erection of 2no garden sheds with larch cladding walls (Part retrospective) – Council raised no issues and a ‘no comment’ response will be submitted.
- 3PL/2023/0491/HOU – 4 Steading Mews – proposed garage extension – Council raised no issues and a ‘no comment’ response will be submitted.

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

Council noted that no decision has been made in respect of the following application.

- 3PL/2023/0283/F – 5 & 7 Cook Road - demolition of 2no. bungalows and redevelopment erection of 2no dwellings with garages.
Parish Council: Objections raised re scale, design and highway safety. Breckland: Undecided.

Council noted that the following applications have been approved.

- 3PL/2023/0442/HOU & 3PL/2023/0443/LB – Stable Cottage, Bradenham Road - single Storey Side and Rear Extensions to Dwelling
Parish Council: No comments.
- 3PL/2023/0328/VAR – The Old Rectory, Church Road - variation of Condition 2 and 4 on 3PL/2022/1132/VAR - To provide further room in roof over utility room to form ensuite with velux window & change approved roof tiles.
Parish Council: No comments.

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

Cllrs McNeil and Joll had attended the recent meeting at Necton regarding the Community Fund which, although interesting, had not been particularly useful. It had focused on the ‘green environment’ and how to raise money to provide local communities with good environmental projects.

Necton Parish Council will be contacted to ascertain if there has been any progress with Breckland Planning and any other updates regarding the proposed Vattenfall and Statkraft developments.

d) To receive a report regarding the proposed Statkraft Necton Greener Grid Park.

Confirmation is required but the understanding is that the battery storage is not going ahead at Necton but the flywheel storage units are.

8. Highway Matters

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

Council noted the following updates.

- Church Lane/Browns Lane junction – sign knocked over – reported to Highways.
- Cook Road – dropped manhole cover – reported to Highways but does not currently meet intervention criteria.
- Cook Road (No 11) – pothole – reported to Highways Technician. Council noted that other potholes on Cook Road had been repaired but this one still remained. It will be reported again.
- Pothole between Hanover Farm and Granary Fields – will be reported to Highways.

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

The Chairman and Clerk had met with a Highways Technician to discuss the Village Gates which had been installed in the wrong location. In the current location they did not help the issues Council had hoped to address, that is to slow traffic down before it reached the first houses on Station Road. The width of the verge appeared to be the issue cited by Highways for the chosen location, but measurements taken indicated that the gates could be positioned at the requested spot. This is now with Highways but, in the event, they come back to Council and say there is no room, North Pickenham Parish Council has kindly agreed that the gates can be placed on their side of the Erneford bridge. There will be no cost to the Parish Council in moving the gates as it is a Highways error. Our County Cllr will be requested to chase this up on our behalf.

c) To receive an update in respect of the Parish Partnership application for a SAM II Speed Sign and a request to Highways for roadside kerbing to stop erosion near to highway signage on Cook Road.

Council agreed the SAM II sign could now be purchased as there were three suitable sites approved by Highways. Three extra mountings will also be purchased. This will be within the total approved budget of £4,998, with £1,470 of that being funded by Norfolk County Council.

The request to install roadside kerbing at the fourth location to prevent damage to the post and SAM II sign is being considered by Highways.

Training for operatives will be available and a risk assessment will also be carried out.

d) To consider any new application to the Parish Partnership Scheme.

It was agreed to remit this item to the September and November meetings as the closing date is in December. This will allow time for Councillors to consider any ideas.

9. Open Spaces

a) To receive a report regarding the Holme Hale Playing Field Trust trees.

This item was remitted to the September meeting.

b) To consider renewal of the permissive path agreement.

In response to questions from Council, Cllr Broke, the landowner, confirmed a request for a 10% increase for the 2023-24 period, over the current agreed (2021-22) amount, was due to high

<https://holmehaleparishcouncil.norfolkparishes.gov.uk/>

inflation which had increased costs for labour, machinery and insurance. Cllr Joll confirmed that the cutting machinery was new and a 6M path was now being cut in many places.

Cllrs Broke and Joll then left the meeting.

Cllr Scarlett said that the main increases were in the cost of cutting, with higher diesel and labour costs. Cllr McBrien was concerned that the 10% increase did not follow the structure of the agreement and said that realistically the £56.20 increase related to a 30% increase on labour and fuel, albeit over a 2 year period. However, this was considered to be acceptable.

Cllr McNeil proposed that a 10% increase be approved for the 2023-24 period, this was seconded by Cllr Long and unanimously agreed by Council. The annual cost of the pathways for 2023 and 2024 will now be £618.20. The agreement will be reviewed again in 2025.

Cllrs Broke and Joll then re-joined the meeting. The Chairman thanked Cllr Broke for the continued provision of the pathways which are well used and also help with highway safety, giving residents a safe place to walk.

10. To receive an update regarding the purchase of a village defibrillator.

There was no update in respect of this matter and it was agreed to remove from the agenda until further notice.

11. To consider any maintenance to the School Road Bus Shelter.

Cllrs McBrien and Joll will obtain quotes from potential contractors to remove the ivy, repair some of the woodwork and repaint the bus shelter. These will be considered at the September meeting. Permission for access will also be required from the adjacent property owner.

12. Finance and Governance

a) To receive a financial report for the year ending 31st March 2024.

The financial report (attached) was noted. Council also noted that the Clerk's salary payments will now be paid by monthly standing order, as set out in the contract of employment.

b) To consider approval of the following policy documents.

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

- Safeguarding Policy
- Equality & Diversity Policy
- Retention & Disposal Policy
- Grievance Policy
- Code of Conduct
- Disciplinary Policy
- Grant Awarding Policy
- Complaints Procedure

- Publication Scheme
- Data Protection Policy
- Health & Safety Policy

c) To receive an update regarding Council banking.

Council noted that the bank account suitable for Parish Councils is currently not available but should be open to applications some time in the future.

d) To consider approval of the following payments and note any receipts.

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

PAYMENTS

Clerk (Salary & Office Allowance) – June	£213.95
HMRC – PAYE	£51.00
Clerk (Salary & Office Allowance) – July	£264.95
Clerk Refund - PAYE	£101.80
Norfolk PTS – New Councillor Training	£65.00

13. To consider any correspondence received.

Council considered correspondence from Breckland regarding mobile camera deployment sites and signage to tackle fly tipping and dog mess. Council agreed there were no real issues although Cllr McNeil suggested that a 'please close the gate' sign might be useful on the public footpath as it was regularly being left open.

14. To confirm the next meeting will be held at 7.30pm on Monday 4th September 2023 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 9.00pm.

Signed: _____

Date: _____

YEAR ENDING 31ST MARCH 2024								
FINANCIAL REPORT - JULY 2023								
BUDGET UPDATE	Budget	To	%					
	2023/24	date	Spend					
PAYMENTS*								
Admin	2,322	811	35%					
Salary	3,744	1122	30%					
Permissive Pathway	562	0	0%					
Grass Cutting	2,480	923	37%					
Street Lights	350	223	64%					
Grants/Donations	1,200	0	0%					
Projects**	3,828	0						
TOTAL	14,486	3079	21%					
			Received					
RECEIPTS								
Precept	8000	4000	50%					
Bank Interest	0	4						
Grants	0	0						
TOTAL	8000	4004	50%					
SURPLUS/DEFICIT	-6486	925						
<i>*includes payments as listed on agenda.</i>								
**SAM II £3528 & Bus Shelter Renovation £300								

Bank Reconciliation	
Balance at 01.04.2023	12,246.18
Plus Receipts at 25.05.2023	4,003.77
Less Payments at 25.03.2023	2,570.06
TOTAL	<u>13,679.89</u>
Bank Balance at 25.05.2023	
Current Account	10,271.08
Business Reserve Account	4,832.04
TOTAL	15103.12
Less outstanding payments	1,900.94
Plus outstanding deposits (2022/2)	477.71
TOTAL	13,679.89