

HOLME HALE PARISH COUNCIL

Minutes of a meeting of the Parish Council held at 7.30pm on Monday 4th September 2023 in the Tony Evans Centre, Holme Hale Village Hall.

Present: Cllr Andy Scarlett (Chair)
Cllr Simon Broke
Cllr Simon Joll
Cllr Neville McBrien
Cllr Carol Long
Cllr Andy West

One Member of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr Wendy McNeil were approved.

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

There were none received.

3. To approve the minutes of the meeting held on Monday 3rd July 2023 and the extra-ordinary meeting held on the Thursday 20th July 2023.

Cllr McBrien requested confirmation that the notes of the committee originally tasked with setting out the permissive path agreement were available as it contained the original formula for setting the payment. The Chairman confirmed he had the records but reminded Council that it was not binding on future Councils and the formula could be changed if Council wished.

Cllr Joll proposed that the minutes of the meeting held on 3rd July 2023 be accepted as a true record of the meeting, this was seconded by Cllr Long and unanimously agreed by Council.

Cllr Joll proposed that the minutes of the extra-ordinary meeting held on 20th July 2023 be accepted as a true record of the meeting, this was seconded by Cllr Long and unanimously agreed by Council.

The Chairman duly signed the minutes.

4. To consider the co-option of a new member to fill the one Council vacancy.

Mr Andy West was in attendance and had previously circulated a short CV about himself for the information of Council. Cllr McBrien proposed that Mr West be co-opted onto the Council to fill the one remaining vacancy, this was seconded by Cllr Long and unanimously agreed by Council. Cllr West duly signed his declaration of acceptance of office form and joined Council. The Chairman welcomed Cllr West to the Council and thanked him for his interest.

5. To receive County/District Councillor reports.

In the absence of both Councillors, there were no reports.

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

There were no matters raised.

7. Planning Matters

a) To consider any new planning applications.

- **3PL/2023/0283/F – 5 & 7 Cook Road** – Amended Plans - demolition of 2no. bungalows and redevelopment erection of 2no dwellings with garages – Council considered the amended plans which, to some degree, addressed the scale, design and highways safety issues previously raised and no comments were raised. Accordingly, a ‘no comment’ response will be submitted.

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

Council noted the following decisions.

Application	Parish Council Comments	Breckland Decision
3PL/2023/0283/F – 5 & 7 Cook Road - demolition of 2no. bungalows and redevelopment erection of 2no dwellings with garages.	Objections raised re scale, design and highway safety	See amended application above.
3PL/2023/0491/HOU – 4 Steading Mews – proposed garage extension.	No comments.	APPROVED
3PL/2023/0672/HOU – 7 Steading Mews, Hale Road - erection of gazebo, sauna and wood store	No comments.	APPROVED.
3PL/2023/0679/D – Bilmar, Station Road - reserved matters application for erection of bungalow & garage following outline permission 3PL/2021/0221/O and variation application 3PL/2021/1591/VAR	No comments.	APPROVED
3PL/2023/0570/HOU – Scants Corner Farm, Browns Lane - erection New Rear 2 Bay Cart Lodge & Hardstanding Base.	No comments.	APPROVED

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

Council noted that an information session regarding the ongoing highways works had recently been held at Necton. Unfortunately, no officer from Council had been available to attend.

A Vattenfall construction update drop in event will take place on the 12th September, at Dereham, with another on the 14th September, at Aylsham, but, again, no-one is available to attend.

There had been no update from Necton Parish Council regarding any response from Breckland to the request for current information.

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

Council noted that there was no update in respect of this matter and it was agreed to contact the District Councillor for any up-to-date information.

e) To consider the Breckland Local Validation Plan consultation.

Council raised no issues in respect of the Local Validation Plan consultation.

Two Local Plan preview drop-in sessions have been arranged on the 13th September, at Dereham, and the 19th September, at Thetford, but no officers are available to attend.

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 (No 11) – pothole – reported to Highways and now repaired.
- Ashill Road – pothole between Hanover Farm and Granary site – reported to Highways and now repaired.
- Cook Road – ‘narrow bridge’ sign damaged – reported to Highways and resolved.
- Bollards damaged on corner of School Road/Cook Road – will be reported to Highways.
- Fingerpost damaged on School Road/Bradenham Road junction – will be reported to Highways.
- Pavement drains corroded on School Road, nr to Village Hall – will be reported to Highways.
- Pothole on Station Road, after Ashill turn-off – will be reported to Highways.

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

Council noted that Highways has confirmed the Gates will be moved and a map indicating the new location and a works date is awaited.

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

The Chairman confirmed the sign has been delivered and, with the assistance of Cllr Joll, the brackets will be installed in the approved locations and the sign put into action.

The sign will be added to the Asset Register and the Clerk confirmed that the current insurance cover was adequate.

The approved location on Cook Road, where the post is subject to constant damage from vehicles hitting it, will not be suitable until some protective kerbing is put in place. Council noted that a highways survey has been requested but as no Highways Engineer is in post until October, no action is likely to take place before then, at the earliest.

Council agreed that the County Cllr be asked to chase up this, together with the Village Gates works.

Council also agreed that the essential kerbing works should be funded by Highways and not the Parish Council, as that would effectively mean parishioners paying twice for highways works, accordingly a parish partnership application will not be submitted for this job.

Council noted that police speed checks had recently taken place twice on Cook Road and a report will be requested from Norfolk Constabulary.

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

No ideas were raised but the list of options will be circulated to the new council members to bring forward any new ideas at the November meeting, with the closing date for applications in December.

9. Open Spaces

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

In the absence of Cllr McNeil, there was no update and this matter was deferred to the next meeting.

b) To receive an update regarding the School Road Bus Shelter maintenance.

Cllr Joll confirmed that a parishioner had kindly volunteered to carry out the maintenance works and Cllr Joll will purchase the required materials, for a refund by Council.

A risk assessment will be carried out and the neighbouring properties will be contacted.

The Chairman informed Council that the School Road Bus Shelter was originally erected in 1963 at a cost of £87.

10. Finance and Governance

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

The report (attached) was noted and Council were also informed that the grant of £1,548, in respect of the SAM II sign, will now be claimed from Norfolk County Council.

b) To receive an update regarding Council banking.

Council noted that online banking was still not currently available but the Clerk will continue to monitor the situation.

c) To consider appointing an internal auditor for the year ending 31st March 2024.

Mr Goreham had agreed to carry out the audit once again at a cost of £40. Cllr McBrien proposed that Mr Goreham be appointed as internal auditor for the year ending 31st March 2024, this was seconded by Cllr Broke and unanimously agreed by Council.

d) To consider approval of a Planning Policy which sets out how the Council deals with planning applications.

Cllr McBrien proposed approval of a policy relating to how Council deals with planning applications received between meetings, this was seconded by Cllr Long and unanimously agreed by Council. Standing Orders will be amended accordingly.

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

Cllr McBrien proposed approval of the following payments, this was seconded by Cllr Long and unanimously agreed by Council. The receipts were noted.

PAYMENTS

Clerk (Salary & Office Allowance) – August	£264.95 (SO)
Clerk (Salary & Office Allowance) – Sept	£264.95 (SO)
Permissive Path Annual Payment (2023)	£618.20
NALC Councillor Training – Induction	£36.00
Refurbishment of Village Green Bench	£45.00
SAM II Sign & Clips (50% grant funded – to be reclaimed)	£3715.20
SLCC Membership	£31.79

RECEIPTS

VAT Refund (2021/22)	£477.71
VAT Refund (2022/23)	£318.72
Bank Interest	£9.26

11. To consider any correspondence received.

Council noted the following correspondence but no actions were considered necessary.

- TTSR – Extra Services Offer
- Community Enabler Visit – Breckland Inspiring Communities

In respect of the ‘Unlocking Community Engagement’ seminar, Cllr Long will attend on behalf of Council.

12. To consider any new items for the next agenda.

Cllr Broke requested that the Website and a Council Facebook page be included on the next agenda.

13. To confirm the next meeting will be held at 7.30pm on Monday 6th November 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 8.56pm.

Signed:

Date:

YEAR ENDING 31ST MARCH 2024								
FINANCIAL REPORT - SEPTEMBER 2023								
BUDGET UPDATE	Budget	To	%					
	2023/24	date	Spend					
PAYMENTS*								
Admin	2,322	867	37%					
Salary	3,744	1632	44%					
Permissive Pathway	562	618	110%					
Grass Cutting	2,480	923	37%					
Street Lights	350	223	64%					
Grants/Donations	1,200	0	0%					
Projects**	3,828	3141						
TOTAL	14,486	7404	51%					
			Received					
RECEIPTS								
Precept	8000	4000	50%					
Bank Interest	0	13						
Grants	0	0						
TOTAL	8000	4013	50%					
SURPLUS/DEFICIT	-6486	-3391						
<i>*includes payments as listed on agenda.</i>								
**SAM II £3528 & Bus Shelter Renovation £300 & Bench Refurbishment £45								

Bank Reconciliation	
Balance at 01.04.2023	12,246.18
Plus Receipts at 25.07.2023	4,331.75
Less Payments at 25.07.2023	3,311.76
TOTAL	13,266.17
Bank Balance at 25.07.2023	
Current Account	8,469.87
Business Reserve Account	4,841.30
TOTAL	13311.17
Less outstanding payments	45.00
Plus outstanding deposits	0.00
TOTAL	13,266.17