

## HOLME HALE PARISH COUNCIL

Minutes of a meeting of Holme Hale Parish Council held at 7.30pm on Monday 6<sup>th</sup> November 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

County Cllr Fabian Eagle  
Sheryl Irving (Clerk)

### **1. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting. Apologies received from Cllr West were approved. Council also received apologies from Cllr McNeil who would be arriving late.

### **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 4<sup>th</sup> September 2023.**

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

### **4. To receive County/District Councillor reports.**

*(this item was taken after item 6, following the arrival of C/Cllr Eagle)*

C/Cllr Eagle reported the budget consultation process was ongoing and County Council needed to find savings of £46M. There was a proposed rise of 2.99% in the precept, with an additional 2% rise in respect of Adult Social Care.

In respect of the kerbing for the SAM II sign (see item 7c), he was unable to assist with funding as his personal highways budget covered all his 28 parishes and the proposed kerbing installation would be too expensive. However, he would fund the 50% on behalf of the Parish Council in respect of a parish partnership application for a new post to site the sign on.

In his absence, there was no report from District Cllr Wilkin.

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

There were no members of the public present.

## 6. Planning Matters

### a) To consider any new planning applications.

- 3PL/2023/1019/VAR – Bilmar, Station Road – proposed application to vary condition 2 and 3 on 3PL/2023/0679/D - Changes to approved plans (cond 2) and materials (cond. 3) – No issues were raised and a ‘No comment’ response will be submitted.

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

Council noted that no decisions had been made on the following applications:

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 – amended plans.	No comments.	Undecided
3PL/2023/0876/F - Crossways Farm 1 Cook Road Erection of Dwelling (Plot 4) (Resubmission)	No comments.	Undecided

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

No update had been received in respect of any Vattenfall matters.

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

No update had been received in respect of Statkraft matters.

## 7. 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 but not yet repaired.
- Bollards damaged on corner of School Road/Cook Road –reported to Highways and now repaired.
- Fingerpost damaged on School Road/Bradenham Road junction –reported to Highways and resolved.
- Pavement drains corroded on School Road, nr to Village Hall – reported to Highways but responsibility of Open Reach and now reported to them.
- Pothole on Station Road, after Ashill turn-off – reported to Highways but could not be located (this report did not relate to a pothole but the sign as set out below).
- The posts on the Holme Hale sign on Station Road, just west of the Ashill turn, have rotted away – this will reported to Highways.
- Two large potholes near to 7 Church Lane – will be reported to Highways.
- One large pothole near to 8 Church Lane – will be reported to Highways.
- Two deep potholes between 4 and 7 Church Lane – will be reported to Highways.

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

The Chairman reported that the gates had now been repositioned in the correct location and Council were grateful to North Pickenham Parish Council for allowing them to be placed on the

North Pickenham side of the bridge. The signs for the gates have been ordered and there is a lead in time of up to eight weeks.

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

The Chairman reported that he and the Clerk had met with a Highways Engineer to investigate solutions to the 40mph sign and Village sign on Cook Road which is regularly damaged by passing traffic. This is one of the approved locations for the SAM II sign, and the sign is likely to be damaged if the problem is not addressed. It was agreed that the installation of kerbing would resolve the issue, however, 17metres of kerbing will cost approx. £5,000 and Highways will not fund it; the quote is awaited.

As discussed at item 4 above, C/Cllr Eagle volunteered to fund the 50% required from the Parish Council in respect of a parish partnership application for a suitable post in a different location, which would be the most attainable path available to resolve this issue.

Cllr Broke proposed that a parish partnership application be submitted to fund a post for the SAM II sign on Cook Road, this was seconded by Cllr McBrien and unanimously agreed by Council.

The Chairman reported that the SAM II sign will be installed initially at the west end of Station Road.

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

There were no other suggestions for applications to the scheme.

**e) To receive an update regarding the urgent issues raised regarding road closures on the A47 and other local roads.**

The Chairman reported on the recent plethora of email exchanges between the parish council and Highways in respect of the four simultaneous road closures planned around Holme Hale, during the end of September which would have resulted in the village being cut-off with no easy access for emergency vehicles at some times of the day. The problem was eventually resolved and then some of the closures did not take place and some ended early.

Council was in agreement that many of the road works could be better managed by traffic lights and it was an ongoing problem which required Highways attention.

C/Cllr Eagle said that because of government legislation the County Council has no right to prevent the closures, which are often the result of National Highways or utility company works.

The Chairman said it should not be a matter for the parish council to resolve and requested C/Cllr Eagle to take this forward. The Parish Council will also send a letter raising the concerns to Norfolk County Council.

The route hierarchy for diversions was also raised, as the current A47 diversion went via Mundford. C/Cllr Eagle confirmed that any diversion had to be on a road with the same classification as the road from which it has been diverted. However, local people will use other roads rather than the official diversion.

## **8. Open Spaces**

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

CLlr McNeil, on behalf of the Trust, reported that they will be purchasing trees and applying for grants for the posts and car parking mats etc. Council agreed to remove this item from the agenda.

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

CLlr Joll reported that preparatory works will commence on the 7<sup>th</sup> November and the adjacent neighbours will be contacted. Final redecoration of the shelter will potentially have to await more favourable weather conditions. The paint for the works had been purchased at a cost of £97.96.

### **c) To consider permitting Necton Parish Council to install a dog bin at the entrance to the allotments/dog walking area on Brown's Road.**

CLlr McBrien proposed approval of the request, this was seconded by CLlr Scarlett and unanimously agreed by Council.

### **d) To consider the grass cutting contract for 2024 and beyond.**

A quote for 2024 had been received from the current contractors and the rise was similar to the current rate of inflation. The Holme Hale Playing Field Trust had raised no issues with the works during 2023 and the firm were responsive to any problems. That being the case, CLlr McBrien proposed approval of the contract, this was seconded by CLlr McNeil and unanimously agreed by Council.

## **9. To consider any changes to the Parish Council website.**

Council considered items 9 and 10 together and agreed that any changes must be controlled and regulated. However, they agreed that Facebook will reach more people who are not currently aware of council activities and could be a valuable resource.

The Chairman proposed that a Parish Council Facebook page be set up and run initially for the 2024 calendar year, with no third-party comments being permitted on it at this stage. The usefulness of the site will be monitored and reviewed at the last meeting in 2024. The draft media policy will be followed, with approval of the policy considered at the next meeting.

No changes were proposed for the website; it does currently fulfil all legal requirements.

## **10. To consider a Parish Council Facebook page.**

See item 9 above.

## **11. To appoint a second Trustee to the Holme Hale Fuel Allotment Trust.**

The Chairman outlined the work of the Trust in that it assisted parishioners in hardship and made grants to local organisations. CLlr Joll volunteered to become a Trustee and will attend the Trust meetings with CLlr Scarlett, who is the other Trustee representing the Parish Council.

## 12. Finance and Governance

### a) To receive a financial report for the year ending 31<sup>st</sup> March 2024.

The financial report (attached) was noted.

### b) To receive an update regarding Council banking.

Council noted that an account providing online access suitable for a parish council was not yet available from the Council's bank and this item will be removed from the agenda until such time as applications open again.

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

Cllr McBrien proposed that the following payments be approved, this was seconded by Cllr Joll and unanimously agreed by Council. The receipts were noted.

#### PAYMENTS

Clerk (Salary & Office Allowance) – October	£264.95 (SO)
Clerk (Salary & Office Allowance) – November	£264.95 (SO)
NALC (Training – Cllr Long – GDPR)	£42.00
NALC (Training – Cllr West – Induction)	£36.00
Grass Cutting (2 of 2)	£1059.72
Village Green Grass Cutting	£40.00
Breckland Election – May 2023	£75.00
Paint for the Bus Shelter Refurbishment	£97.96

#### RECEIPTS

Bank Interest (July)	£5.44
Bank Interest (August)	£5.77
Bank Interest (Sept)	£5.59
Parish Partnership – SAM II Grant	£1,548.00
Breckland Precept	£4,000

## 13. To consider any correspondence received.

- Zero Hour – support for climate and ecology bill – Council did not feel it was appropriate to take this forward.
- Notification of publicity of the Necton neighbourhood plan under regulation 16 of the neighbourhood planning (general) regulations 2012 – Council had previously responded to the proposed plan and no further action was required.

## 14. To consider any new items for the next agenda.

A new item to consider a policy to conserve and enhance biodiversity in Holme Hale, in accordance with the Environment Act 2021, will be added to the next agenda and members were urged to consider ideas.

15. To confirm the next meeting will be held at 7.30pm on Tuesday 2<sup>nd</sup> January 2024 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 9.02pm.

Signed:

Date:

YEAR ENDING 31ST MARCH 2024					
FINANCIAL REPORT - NOVEMBER 2023					
BUDGET UPDATE	Budget 2023/24	To date	% Spend	Bank Reconciliation	
				Balance at 01.04.2023	12,246.18
				Plus Receipts at 25.09.2023	5,890.96
				Less Payments at 25.09.2023	8,242.85
				<b>TOTAL</b>	<b>9,894.29</b>
<b>PAYMENTS*</b>				<b>Bank Balance at 25.09.2023</b>	
Admin	2,322	997	43%	Current Account	5,077.78
Salary	3,744	2141	57%	Business Reserve Account	4,852.51
Permissive Pathway	562	618	110%	<b>TOTAL</b>	<b>9930.29</b>
Grass Cutting	2,480	1846	74%	Less outstanding payments	36.00
Street Lights	350	223	64%	Plus outstanding deposits	0.00
Grants/Donations	1,200	0	0%	<b>TOTAL</b>	<b>9,894.29</b>
Projects**	3,828	3141			
<b>TOTAL</b>	<b>14,486</b>	<b>8967</b>	<b>62%</b>		
			Received		
<b>RECEIPTS</b>					
Precept	8000	8000	100%		
Bank Interest	0	30			
Grants	0	1548			
<b>TOTAL</b>	<b>8000</b>	<b>9578</b>	<b>120%</b>		
<b>SURPLUS/DEFICIT</b>	<b>-6486</b>	<b>611</b>			
<i>*includes payments as listed on agenda.</i>					
<i>**SAM II £3528 &amp; Bus Shelter Renovation £300 &amp; Bench Refurbishment £45</i>					