

## HOLME HALE PARISH COUNCIL

Minutes of a meeting of Holme Hale Parish Council held at 7.30pm on Monday 4<sup>th</sup> March 2024 in the Tony Evans Centre, Holme Hale Village Hall.

Present: Cllr Andy Scarlett (Chair)  
Cllr Wendy McNeil (Vice Chair)  
Cllr Simon Broke  
Cllr Simon Joll  
Cllr Andy West

County Cllr Fabian Eagle  
Two Members of the Public  
Sheryl Irving (Clerk)

### 1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllr McBrien were approved. The Chairman reported the resignation of Cllr Long and thanked her for her support and interest in parish matters. The vacancy will now be advertised.

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

Cllr Broke declared an interest in the Lower Road ditches (Highways), Cllr Scarlett declared an interest in the grant application from St Andrew's PCC and Cllr McNeil declared an interest in the Holme Hale Playing Field Trust donations (Finance). Those councillors will not take part in the decisions relating to declared issues.

### 3. To approve the minutes of the meeting held on Tuesday 2<sup>nd</sup> January 2024.

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

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

C/Cllr Eagle reported that the County Council has set the budget with a 4.99% increase, which is the maximum amount permitted without a referendum. The budget for Adult Social Care is higher than the whole Council Tax income and £52M savings have had to be found. Ongoing consultations are:

- Norfolk Minimum Income Guarantee Fund
- Changes to the Archives Office
- Closing Recycling Centres on Wednesdays (one of the lower use days).

Concerns were raised regarding the closure of recycling centres but the C/Cllr said that most fly-tipping is carried out by commercial contractors and not by those people who do use the centres. Breckland are very effective at fly-tipping prosecutions and the majority are from outside the District. The centres do now take limited domestic DIY waste without charge.

The C/Cllr also reported on measures he had taken to ensure the potholes on Brown’s Lane were repaired and he is pushing to have the road resurfaced during the summer. When asked about the poor state of Church Lane, which is almost undrivable, C/Cllr Eagle will push to get these works carried out.

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

A member of the public reported fly-tipping in Church Lane and this will be reported to Breckland.

**6. Planning Matters**

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

3PL/2024/0174/HOU – 24 St Andrews Close - proposed front extension & internal alterations – Council considered this application and Cllr Scarlett proposed a no objection response but with concerns that the extension is out of proportion to the locality and may also have a negative light impact on neighbouring properties, this was seconded by Cllr McNeil and unanimously agreed by Council.

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

Council noted that no decision had been made on the following application, however, concerns were raised that a new road entrance appeared to have been created onto Station Road and checks will be made whether this meets current approved planning permissions.

<b>Application</b>	<b>Parish Council Comments</b>	<b>Breckland Status</b>
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) – with amendment	No comments.	Undecided.

Council also raised concerns regarding multiple structures erected at a site on Browns Lane and checks will also be made here to ensure there are no breaches of planning.

**c) To receive an update in respect of Norfolk Offshore Wind Zone and the site at Necton and consider any action.**

Council noted the response from Mr Wood at Breckland Planning to a request for an update, and that there was no new information.

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

There had been no further information regarding this Park and it may be that it is not going ahead.

**e) To receive an update in respect of the Breckland Local Plan review and consider any action.**

Council noted the ongoing consultation, and that Holme Hale does not have a settlement boundary; there was nothing to add. The consultation regarding the call for new development sites has not yet been published.

**f) To consider a Standard Light Clause to include in responses to planning applications.**

Cllr Scarlett proposed approval of a light clause to be included in every planning application response, this was seconded by Cllr West and put to the vote and, with three in favour, one abstention and one against, the vote was carried. This policy will help to control obtrusive light and the reduction of sky glow to enhance conditions for nocturnal wildlife and prevent more light pollution in Holme Hale. Standing Orders will be updated to include the policy.

**g) To consider a household flooding issue likely caused as a result of a new housing development.**

The Chairman reported that a School Road resident had recently experienced extreme flooding in their back garden, which had not occurred previously. It was agreed the recent, severe wet weather was a contributing factor but Council agreed to monitor the situation as it may be that the new development behind the property could also be the cause, as some of the pre-existing surface water drainage system features may have been altered during the course of the development.

## **7. Highway Matters**

**a) To receive updates on highway faults previously reported and to receive any new reports.**

Council noted the following updates:

- Church Lane/Browns Lane junction – sign knocked over – reported to Highways but not yet repaired.
- The posts on the Holme Hale sign on Station Road, just west of the Ashill turn, have rotted away – reported to Highways and now resolved.
- Two large potholes near to 7 Church Lane – reported to Highways and repaired.
- One large pothole near to 8 Church Lane – reported to Highways and repaired.
- Two deep potholes between 4 and 7 Church Lane – reported to Highways and repaired.
- Cook Road Bridge damaged – the need for urgent repairs has been reported to Highways and are now underway with the road due to be closed for one week.
- Cook Road, opposite Red Lion Close pothole – reported to Highways but no action to be taken.
- Cook Road pothole, north of bridge – reported to Highways now repaired.
- Lower Road pothole – reported to Highways and now repaired.
- Lower Road – bank washed away leaving large hole – reported to Highways and sandbags now in place.
- Ashill Road, north of Hunters Lodge, large pothole caused by water erosion – reported to Highways and repaired.
- Browns Lane, north of ford, very deep pothole – reported to Highways and repaired.
- Browns Lane, nr the Oaks, very deep rut – reported to Highways and repaired.
- Browns Lane, nr York Lodge – blocked culvert under road – reported to Highways but does not meet intervention criteria and will be monitored.
- Road drains, asphalt surround too high following repairs nr St Andrews Close (2), bottom of Ashill Road, under railway bridge (1) and corner of School Road and Cook Road (1) – reported to Highways with works programmed. The drain under the railway bridge will be monitored.
- Drain culvert under Ashill Road, just beyond the railway bridge, blocked by five bags of brick rubble which had been fly-tipped in the Beck and these have been removed. The

obstruction, which caused severe flooding of the road, was removed by the local landowner and parish councillors.

- Nr Entrance to Station Road, from Ashill Road – pothole on carriageway side of drain grating – reported to Highways and will be repaired.
- Lower Road pothole – reported to Highways.
- Lower Road – pipe under road, adjacent to Paddock Farm, partially blocked and will be reported to Highways.
- Church Lane – many severe potholes with much of the road now undrivable – this will be reported to Highways and the C/Cllr will follow it up to ensure the works are carried out.
- Road south of the Station Road crossroads – a blocked drain will be reported to Highways.
- Missing manhole cover on private land off Ashill Road – will be reported to Highways.

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

The Chairman reported on the changes suggested by Highways to the signage for the Village Gates, which were narrower than originally planned. The signs will now read: Holme Hale, please drive carefully.

**c) To receive an update in respect of SAM II Speed Sign.**

The Chairman reported that the sign is now in operation on Cook Road. It will subsequently be moved between various, Highways approved, sites in Cook Road and Station Road every two weeks.

**d) To receive an update in respect of the Parish Partnership Application for a new post on Cook Road to site the SAM II Speed Sign.**

Council noted that the application has been approved and will be accepted by the Parish Council, although it may be the new post will not be required as there is little verge to site it on. The Chairman reported the ongoing issue regarding bank erosion and highway damage in the northern section of Cook Road which make the siting of the sign in the approved location impossible. Despite having held two site meetings with the highway engineer, the matter has not been resolved. The highway engineer had made it clear that there was no funding to address the issue.

C/Cllr Eagle said he would support the current location of the SAM II sign and will see if anything can be done about the eroded banks etc.

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

The renovation will take place once the weather has improved.

**f) To consider a request received from a member of the public to apply to Highways for a 30mph speed limit on Lower Road.**

Council agreed to submit a request for a 30mph speed limit in Lower Road, from the junction with Cook Road to the last housing, on the grounds that there has been increased residential development for families, more traffic with the road being used as a rat-run, horse riders and pedestrians using the road. Council noted that, if approved, funding may be difficult to obtain.

**8. To receive a report regarding Council Assets and consider any repairs required.**

This item was deferred to the next meeting.

**9. 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 review the following policy documents.**

- Standing Orders – Cllr McNeil proposed approval of the policy, this was seconded by Cllr Broke and unanimously agreed by Council.
- Media Policy – Cllr West proposed approval of the policy, this was seconded by Cllr McNeil and unanimously agreed by Council. Council noted the new Parish Council Facebook page now has 26 members.
- Donation Awarding Policy - Cllr McNeil proposed approval of the policy, this was seconded by Cllr Broke and unanimously agreed by Council.

**c) To consider a request from the Holme Hale Playing Field Trust for a contribution of £750 towards the purchase/installation of a village defibrillator.**

Cllr McNeil outlined the purchase of the defibrillator which had been obtained under grant funding for the reduced cost of £750 and, as it was for the benefit of the whole village, the Holme Hale Playing Field Trust was requesting a donation of £375 from the Parish Council. Cllr Joll proposed approval of the request for £375, this was seconded by Cllr West and unanimously agreed by Council. Council were grateful to the Trust for organising the purchase, installation and registration of the defibrillator.

**d) To consider any other charitable requests.**

In addition to the donations set out in the budget, a request had been received from Dereham Cancer Care. Cllr Scarlett proposed a donation of £50, this was seconded by Cllr McNeil and unanimously agreed by Council.

Cllr Broke proposed approval of the donations listed below, this was seconded by Cllr West and unanimously agreed.

Holme Hale Playing Field Trust	£450.00
St Andrews Church	£600.00
Swaffham & Litcham Hospice	£50.00
Norfolk Citizens Advice	£50.00
East Anglia Air Ambulance	£50.00

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

Cllr Broke 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) – February	£288.46 (SO - £288.26)
HMRC – PAYE	£5.80
Clerk (Salary & Office Allowance) – March	£264.46 (SO)
Clerk – Expenses	£14.10

### RECEIPTS

Bank Interest – November	£5.80
Bank Interest – December	£5.61
Bank Interest – January	£6.39
Salary Reimbursement	£24.00

### **10. To note the meeting dates for 2024.**

The dates of meetings for 2024 were noted.

DATE & TIME	NOTES
Monday 4 <sup>th</sup> March 7.30pm	Ordinary Parish Council Meeting
Monday 15 <sup>th</sup> April 7.00pm	Annual <u>Parish</u> Meeting
Tuesday 7 <sup>th</sup> May 7.30pm	Annual Parish Council Meeting
Monday 1 <sup>st</sup> July 7.30pm	Ordinary Parish Council Meeting
Monday 2 <sup>nd</sup> September 7.30pm	Ordinary Parish Council Meeting
Monday 4 <sup>th</sup> November 7.30pm	Ordinary Parish Council Meeting

### **11. To consider any correspondence received.**

Norfolk Minerals and Waste Local Plan - Notification of Submission and availability of documents for inspection – this was noted with no action required.

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

There were no new items for the next agenda.

### **13. To confirm the Annual Parish Meeting will be held at 7.00pm on Monday 15<sup>th</sup> April 2024 and the Annual Council Meeting will be held at 7.30pm on Tuesday 7<sup>th</sup> May 2024, both in the Tony Evans Centre, Holme Hale Village Hall.**

The dates of the Annual Parish Meeting and the Annual Council Meetings were noted and the Chairman then closed the meeting at 9.18pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

YEAR ENDING 31ST MARCH 2024							
FINANCIAL REPORT - MARCH 2024							
<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To</b>	<b>%</b>		<b>Balance at 01.04.2023</b>	12,246.18	
	<b>2023/24</b>	<b>date</b>	<b>Spend</b>		Plus Receipts at 25.01.2024	9,914.14	
					Less Payments at 25.01.2024	10,856.35	
<b>PAYMENTS*</b>					<b>TOTAL</b>	<b>11,303.97</b>	
Admin	2,322	1,161	50%		<b>Bank Balance at 25.01.2024</b>		
Salary	3,744	3,393	91%		Current Account	6,428.28	
Permissive Pathway	562	618	110%		Business Reserve Account	4,875.69	
Grass Cutting	2,480	1,846	74%		<b>TOTAL</b>	<b>11,303.97</b>	
Street Lights	350	223	64%		Less outstanding payments	-	
Grants/Donations	1,200	1,200	100%		Plus outstanding deposits	-	
Projects**	3,828	3,223			<b>TOTAL</b>	<b>11,303.97</b>	
<b>TOTAL</b>	<b>14,486</b>	<b>11,664</b>	<b>81%</b>				
			<b>Received</b>				
<b>RECEIPTS</b>							
Precept	8000	8,000	100%				
Bank Interest	0	47					
Grants	0	1,548					
Salary	0	24					
<b>TOTAL</b>	<b>8000</b>	<b>9,619</b>	<b>120%</b>				
<b>SURPLUS/DEFICIT</b>	<b>-6486</b>	<b>(2,045)</b>					
<i>*includes payments as listed on agenda.</i>							
<i>**SAM II £3528 &amp; Bus Shelter Renovation £300 &amp; Bench Refurbishment £45</i>							