

HOLME HALE PARISH COUNCIL

Minutes of the Annual Meeting of Holme Hale Parish Council held at 7.30pm on Tuesday 7th May 2024 in the Tony Evans Centre, Holme Hale Village Hall.

Present: Cllr Andy Scarlett (Chair)
Cllr Neville McBrien
Cllr Andy West

One Member of the Public
Sheryl Irving (Clerk)

1. Election of Chairman and signing of the Declaration of Acceptance of Office form.

Cllr McBrien proposed that Cllr Scarlett be elected as Chairman, this was seconded by Cllr West and unanimously agreed by Council. Cllr Scarlett duly signed his declaration of acceptance of office form.

2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.

In the absence of Cllr McNeil and other members, this item was deferred to the July meeting.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs Broke, Joll and McNeil were approved.

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

There were none declared.

5. To approve the minutes of the meeting held on Monday 4th March 2024 and the extraordinary meeting held on 15th April 2024.

Cllr Scarlett proposed that the minutes of the meeting held on 4th March 2024 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.

Cllr McBrien proposed that the minutes of the extra-ordinary meeting held on 15th April 2024 be accepted as a true record of the meeting, this was seconded by Cllr Scarlett and unanimously agreed by Council. The Chairman duly signed the minutes.

6. To receive County/District Councillor reports.

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

Council noted the clarification received from C/Cllr Eagle that, due to boundary changes, he would no longer represent Holme Hale with effect from the 2025 elections.

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

The member of public queried when the drain on the corner of School Road/Cook Road would be repaired. It has been marked for repair but the road surround was deteriorating rapidly – council agreed to report it again to Highways, with a request for urgency.

In response to a question, the Chairman confirmed that the SAM II sign was currently on Station Road. He also said that it had been effective on Cook Road as he had noticed an increase in speed since it was removed from that site.

8. To receive an update regarding the vacancy for a parish councillor.

Council members were encouraged to speak to anyone who may be interested. A notice will be in Moonraker and is on all the notice boards and website.

9. Planning Matters

a) To consider any new planning applications.

- 3PL/2024/0202/VAR – Woodland End, 9A Lower Road - Variation of conditions 4 and 5 of 3PL/2017/0120/VAR for plot 1 only - the scheme of landscaping and the scheme of boundary screening/ Submission of a topographical survey and correspondence from the applicant – Council considered this and agreed no further comment was required to the ‘no comment’ response submitted to the first variation.

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

Council noted the following updates:

Application	Parish Council Comments	Breckland Status
3PL/2023/1019/VAR – Bilmar, Station Road - proposed application – amendments.	Comments supporting amended roof design. No alteration to access.	Undecided.
3PL/2024/0174/HOU – 24 St Andrews Close - proposed front extension & internal alterations.	No objections – concerns re scale and impact on light for neighbouring properties.	WITHDRAWN
3PL/2024/0277/O – 32 St Andrews Close - outline Application all matters reserved except for access for Proposed change of use of garden to one single dwelling plot.	Objections raised -re loss of amenity area, out of keeping with local area and highway matters.	Undecided.

c) To receive an update regarding enforcement matters.

Council noted that two matters were currently with enforcement and it may be some time before a resolution.

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

There was no update in respect of this matter.

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

Council noted that this application was considered at the Breckland Planning Committee earlier today, with the result not yet known. Council agreed that not enough information had been provided by Breckland and that Holme Hale should have been a formal consultee. As it was, the Parish Council had only become aware of the application when it was picked up on the Committee agenda papers, when it was too late to submit any comments.

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

Council noted that the next consultation is due at the end of May and an extra-ordinary meeting will be held, if necessary, to consider the document.

10. 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.
- Cook Road Bridge damaged – the need for urgent repairs reported to Highways and now repaired.
- 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 – with no works at present.
- Nr Entrance to Station Road, from Ashill Road – pothole on carriageway side of drain grating – reported to Highways and now repaired.
- Lower Road pothole – reported to Highways and now repaired.
- Lower Road – pipe under road partially blocked - reported to Highways and now resolved.
- Church Lane – many severe potholes with much of the road now undrivable – some potholes have been repaired but works still required. Water continues to run down the road and the ditch near to No.8 needs cleaning.
- Road south of the Station Road crossroads – blocked drain reported to Highways - on inspection there was no sign of significant standing water, some carriageway edge deteriorations and small potholes now repaired.
- Missing manhole cover on verge of Ashill Road – on private land so landowner is responsible and has been advised.
- Flooding on Church Lane between no's 8 & 11 – reported to Highways.
- Pothole at junction of Church Road and School Road – will be reported to Highways.
- Damaged drain grating at corner of School Road and Cook Road – will be reported to Highways again.

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

Council noted that the wording of the signage has been agreed and installation is awaited.

c) 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 had been approved and accepted, with applications to claim the funding to be submitted during financial year 2024/25.

The Chairman said the left side of the road, as you leave Holme Hale towards Necton, is deteriorating badly and any new post was likely to be damaged by passing traffic. Council agreed that the SAM II sign worked effectively at the alternative location on Cook Road and to leave the application in abeyance, unless Council decides a new post is viable. The verge on Cook Road will be monitored for further damage.

d) To receive an update to the request to Highways for a 30mph speed limit on Lower Road.

Council noted that Highways had confirmed that Lower Road does not meet the criteria for a 30mph speed limit in that it is a rural road, with no facilities present, minimal housing, minimal frontage and no junctions. Additionally, there had been no reported accidents within the last six years. Council agreed there was no more could be done and this item will be removed from the agenda.

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

The following matters were raised as a result of the recent inspection:

- There is a loose post on the fencing adjacent to the wooden bridge on the footpath – Cllr West will inspect and advise any action at the July meeting.
- The phone box is neglected and requires some maintenance – Cllr McBrien will make contact with the Residents Association (if it still exists) who had previously agreed to maintain the phone box. If they no longer exist or do not wish to continue maintaining the box, further action will be considered at the July meeting.
- Street lights – Council noted that they should be inspected on a five-year basis and potential contractors will be considered at the July meeting.

12. Finance and Governance

a) To receive a financial report for the year ending 31st March 2025.

The financial report (attached) was noted.

b) To receive the internal auditors report and consider any recommendations.

Council noted the report and that no action was required. However, they noted the comments regarding online banking and agreed to consider changing banking providers to Barclays.

c) To approve the annual governance statement in the 2023-24 Annual Return.

Cllr McBrien proposed approval of the annual governance statement, this was seconded by Cllr West and unanimously agreed by Council. The Chairman duly signed the statement.

d) To approve the Statement of Accounts in the 2023-24 Annual Return.

Cllr West proposed approval of the statement of accounts, this was seconded by Cllr McBrien and unanimously agreed by Council. The Chairman duly signed the statement.

e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr McBrien proposed approval of the certificate of exemption, this was seconded by Cllr West and unanimously agreed by Council. The Chairman duly signed the certificate.

f) To note the insurance renewal (year 3 of a 3 year deal).

Council noted the renewal, which was the final year of a three-year deal.

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

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

PAYMENTS

Clerk (Salary & Office Allowance) – April	£281.60
(SO - £288.26 – overpayment reimbursed)(includes incremental salary increase)	
HMRC – PAYE	£4.40 (deducted from credit)
Clerk (Salary & Office Allowance) – May	£281.80 (SO)
HMRC – PAYE	£4.20 (deducted from credit)
NALC Annual Membership	£177.84
NALC Website Hosting Fee (annual)	£70.00
Council Insurance Renewal	£436.45
Internal Auditor	£40.00
Npower (street lighting)	£368.83
TTSR – Grass Contractor	£567.00

RECEIPT

Precept 2024/25 (1 of 2)	£4,250.00
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13. To consider any correspondence received.

Council noted the following correspondence.

- Dereham Cancer Care – Thank you letter.
- East Anglia Air Ambulance – Thank you letter.
- Swaffham & Litcham Hospice - Thank you letter.

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

There were no new items for the next agenda.

15. To confirm the next meeting will be held at 7.30pm on Monday 1st July 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 8.15pm.

Signed:

Date:

YEAR ENDING 31ST MARCH 2025					
FINANCIAL REPORT -MAY 2024					
BUDGET UPDATE	Budget	To	%	Balance at 01.04.2023	12,246.18
	2024/25	date	Spend	Plus Receipts at 31.03.2024	9,950.15
				Less Payments at 31.03.2024	13,106.97
PAYMENTS*				TOTAL	9,089.36
Admin	1,313	744	57%		
Salary	3,516	543	15%	Bank Balance at 31.03.2024	
Permissive Pathway	619	-	0%	Current Account	4,301.66
Grass Cutting	1,978	-	0%	Business Reserve Account	4,887.70
Street Lights	350	353	101%	TOTAL	9,189.36
Grants/Donations	1,220	-	0%	Less outstanding payments	100.00
Projects**	25	-		Plus outstanding deposits	-
TOTAL	9,021	1,641	18%	TOTAL	9,089.36
			Received		
RECEIPTS					
Precept	8500	4,250	50%		
Bank Interest	25	-			
Grants	0	-			
Salary	0	7			
TOTAL	8525	4,257	50%		
SURPLUS/DEFICIT	-496	2,616			
<i>*includes payments as listed on agenda.</i>					