

HOLME HALE PARISH COUNCIL

Minutes of a meeting of Holme Hale Parish Council held at 7.30pm on Monday 2nd September 2024 in the Tony Evans Centre, Holme Hale Village Hall.

Present: Cllr Andy Scarlett (Chair)
Cllr Simon Joll
Cllr Andy West
Cllr Wendy McNeil (arrived late)

One Member of the Public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs McBrien and Broke were approved and it was noted that Cllr McNeil would be arriving late. District Cllr Wilkin also tendered his apologies.

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 1st July 2024.

Cllr Joll proposed that that the minutes 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.

4. To receive County/District Councillor reports.

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

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

The member of public raised the issue of the graffiti around the village and the Chairman confirmed this was an ongoing issue and would be discussed later in the meeting.

The member of public also raised the issue of parking on the pavements, particularly in School Road and on the Village Green, and that cars were being parked directly opposite a junction which he understood was illegal. The Chairman said that, although this was not strictly a parish council matter, the Council will ascertain the legal position and put an article in Moonraker and on Facebook, with notes put on offending cars also an option.

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

Council noted there had been no interest in the vacancy and advised to speak to anyone who may be interested to encourage them to come forward.

7. Planning Matters

a) To consider any new planning applications.

There were no new applications to consider.

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

There were no decisions to note.

c) To receive an update regarding enforcement matters.

There was no update in respect of the Brown's Lane matter.

d) To receive an update in respect of Norfolk Offshore Wind Zone and the site at Necton and consider any action and to consider Planning Application 3DC/2024/0155/DCO - Vanguard Sub-Station Necton.

The Chairman outlined the background to the Necton site and said that, together with Necton PC, a large amount of work had been carried out by the Parish Council over the years regarding the location, appearance and size of the development and agreeing a design review with Breckland. However, it appeared that little notice has been taken of the advice as the Parish Council had wanted better visual mitigation than was proposed.

At this point in the meeting, Cllr McNeil arrived.

Council members will consider any comments made by Necton PC, and the complex planning documents and submit any comments to the Clerk, to meet the 17th September deadline.

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

Council noted that the Local Plan, which was being updated, is now having to be revisited due to the increase in housing numbers required by the new Government.

f) To consider the proposed Drovers Solar Farm and the Invitation to a Briefing.

Council noted that this solar farm will be located between Swaffham, Narford and South Acre and Cllr West will attend a virtual meeting with the developers and update Council in due course.

8. Highway Matters

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

Council noted the following updates:

- Road drains, asphalt surround too high following repairs nr St Andrews Close (2), and corner of School Road and Cook Road (1) – reported to Highways with works programmed, however, Council noted that there had been substantial flooding during the recent heavy storms and the Highway Rangers will be asked to deal with the matter.

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

- Overhanging trees etc, encroaching on Station Road/Church Road footpath – the landowner has been asked to investigate and has cleared the pathway but the trees are yet to be cut back.
- Lower Road potholes – reported to Highways but no action to date. The Highway Rangers will be asked to deal.
- Browns Lane, speed signage faded – reported to Highways and works completed.
- 30mph speed activated sign Station Road (west) – no longer working and will be repaired.
- Large verge on Cook Road, nr St Andrews Close - large trees need maintenance works, the pavement is covered by low branches and the roots are lifting the pavement. The Chairman reported that investigations revealed this land belonged to Norfolk County Council and they have been asked to investigate and deal.
- Damaged Holme Hale sign on Cook Road – will be reported to Highways.

b) To receive an update in respect of the Village Gates signage and incorrectly fitted bracing.
Council noted that the previous Highways Engineer had failed to order the signage but the new officer has done so and it is expected the works will be completed soon.

c) To receive a report regarding the resurfacing of Cook Road into School Road.
Council noted that no response had been received from Highways and it was agreed to remove this item from the agenda.

d) To note the Parish Partnership Scheme and to consider any projects for 50/50 grant funding.

Council considered a request from a member of the public to site the SAM II sign in School Road near the Church Road corner but agreed it was not likely to stop vehicles driving over into the middle of the road.

9. Council Assets.

a) To consider any action re the loose post at footpath bridge.
Cllr West will check to see what action is required.

b) To receive an update re maintenance of the Phone Box.
Council noted the serious damage done to the Phone Box by vandals, with most of the glass now broken. The Neighbourhood Group will be contacted to see what repairs they wish to carry out.

c) To receive an update re action in respect of graffiti.
Cllr West reported that he had done all he could in respect of the graffiti on the wall. It was relatively easy to remove it from the brickwork but the pointing became loose when scrubbed so was best left.

Council noted that graffiti and other vandalism was widespread in the village with the Bus Shelter Notice Board badly damaged, graffiti on another notice board and the Bus QR code notices. Council agreed to see what action can be taken, it may be that Breckland have CCTV that can be borrowed, or appropriate signage.

d) To consider the installation of additional dog bins.

e) To consider the installation of additional benches.

The Chairman agreed to consider these two items together. Cllr McNeil suggested a dog bin at Church Lane, near to the grit bin, and a bench on the verge opposite the phone box and one at Red Lion Close. The Clerk will check permissions and costs for a November meeting decision.

f) To receive an update in respect of the School Road Bus Shelter renovation.

Cllr Joll reported that the ivy has been removed, the shelter cleared and trees lifted from the roof, with repairs and painting due to be carried out next week.

10. Finance and Governance

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

Council noted the financial report (attached).

b) To appoint an internal auditor for the year ending 31st March 2025.

Cllr Joll proposed approval of the appointment of Mr Goreham at the cost of £45, this was seconded by Cllr McNeil and unanimously agreed by Council.

c) To receive a report regarding Council banking options and to consider moving providers.

Council noted that Nationwide do not provide an appropriate account for parish councils and the Co-op has advised an application for a Community Direct Plus account which would provide online banking services, free of charge. Cllr Joll proposed approval of an application, this was seconded by Cllr West and unanimously agreed by Council. It was also agreed that the signatories should remain as Cllrs McBrien, Scarlett and Broke, with Cllr McNeil as the Internal Control Officer.

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

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

PAYMENTS

Street Lighting Inspection	£126.00
Clerk (Salary & Office Allowance) – August	£281.80 (SO)
HMRC – PAYE	£4.20 (deducted from credit)
Clerk (Salary & Office Allowance) – September	£281.80 (SO)
HMRC – PAYE	£4.20 (deducted from credit)
Grass Contractor (2 of 4)	£567.00
Grass Contractor (3 of 4)	£567.00
Clerk – Postage	£10.00
Permissive Path Annual Payment (Year 2 of 2)	£618.20

11. To consider any correspondence received.

The Introduction of Car Parking Charges within Breckland – this was noted by Council and no action was required.

There were no new items for the next agenda.

Council noted the date of the next meeting and the Chairman then closed the meeting at 9.12pm.

Signed:

Date:

HOLME HALE PARISH COUNCIL							
YEAR ENDING 31ST MARCH 2025							
FINANCIAL REPORT - SEPTEMBER 2024							
BUDGET UPDATE	Budget	To	%		Balance at 01.04.2024	9,089.36	
	2024/25	date	Spend		Plus Receipts at 25.07.2024	5,279.92	
					Less Payments at 25.07.2024	3,529.30	
PAYMENTS*					TOTAL	10,839.98	
Admin	1,313	801	61%				
Salary	3,516	1,631	46%		Bank Balance at 25.07.2024		
Permissive Pathway	619	618	100%		Current Account	6,054.94	
Grass Cutting	1,978	1,460	74%		Business Reserve Account	4,911.04	
Street Lights	350	458	131%		TOTAL	10,965.98	
Grants/Donations	1,220	-	0%		Less outstanding payments	126.00	
Projects**	25	-			Plus outstanding deposits	-	
TOTAL	9,021	4,968	55%		TOTAL	10,839.98	
			Received				
RECEIPTS							
Precept	8500	4,250	50%				
Bank Interest	25	23					
Grants	0	-					
Salary	0	7					
TOTAL	8525	4,280	50%				
SURPLUS/DEFICIT	-496	(688)					
*includes payments as listed on agenda.							