

HOLME HALE PARISH COUNCIL

**The next meeting of Holme Hale Parish Council will be held at
7.30pm on Monday 5th January 2026,
in the Tony Evans Centre, Holme Hale Village Hall.**

Holme Hale Parish Council welcomes the public and press to its meetings and you are able to address the Council during the Public Participation session. Our Standing Orders do not permit members of the public and press to take part in the debates.

AGENDA

- 1. Welcome and apologies for absence.**
- 2. To receive any declarations of interest and consider any dispensations.**
- 3. To approve the minutes of the meeting held on Monday 3rd November 2025.**
- 4. To receive County/District Councillor reports.**
- 5. Open Forum for Public Participation (max 15 minutes).**
- 6. Planning Matters**
 - a) To consider any new planning applications.
 - Applications received after the publication of the agenda
(<http://planning.breckland.gov.uk/OcellaWeb/planningSearch>).
 - b) To note any planning decisions (information only).
 - PL/2025/1170/FMIN – 34 Station Road – construction of a 2 storey, 4 bedroom detached house.
 - PL/2025/1618/FMIM – 34 Station Road – change of use from agricultural field to mixed use agricultural/storage/sui generis for enclosed dog walking facility with associated parking area.
 - c) To receive an update regarding the Breckland Local Plan.
- 7. To receive an update in respect of the proposed High Grove Solar Farm; and other solar farm matters.**
- 8. Highway Matters**
 - a) To receive updates on highway faults previously reported and to receive any new reports.
 - Road drains, asphalt surround too high with steel work showing nr St Andrews Close (x2), – reported to Highways again.

- Overgrown hedge on School Road – Highways instructed householders to deal.
- Ashill Road – drains are blocked following the resurfacing and Highways have now cleared them.
- Nr No 7 Lower Road, pothole – reported to Highways and now repaired.
- Fingerpost at junction of Lower Road and Bradenham Road – post rotting and sign leaning – reported to Highways and programmed for repair.
- Adjacent to Willow House, Bradenham Road – large trees hanging low over highway – reported to Highways but does not currently meet intervention criteria – will be monitored.
- Corner of Church Road and School Road – overgrown hedge obstructing post box – household will deal.

9. Council Assets.

- a) To receive an update in respect of the Station Road Notice Board.

10. To consider the grass cutting contract for 2026.

11. To consider the future of The Pavilion and the Playing Field Trust due to the imminent resignation of key members of the committee (Cllr McNeil on behalf of the HHPFT).

12. Finance and Governance

- a) To receive a financial report for the year ending 31st March 2026.
- b) To consider approval of the following policy documents (with major changes):
 - Standing Orders - updated to include new Procurement Regulations.
 - Financial Regulations - updated to include new Procurement Regulations.
 - Code of Conduct - Local Government Assoc model policy.
 - Data Protection Policy - new model policy.
 - IT Policy - new document now required under 'Assertion 10'.
 - Planning Policy - new document to include delegation and dark skies policy (previously within Standing Orders).
- c) To consider approval of the following policy documents (with minor changes only):
 - Risk Assessment & Management Policy - now includes Reserves (as advised by our internal auditor), the SAM II sign and Data Protection.
 - Asset Register - document is updated as and when necessary.
 - Publication Scheme - only minor changes, nothing of note.
 - Retention & Disposal Policy - updated as the advice re the length of time to keep some documents has increased.
- d) To consider approval of the following policy documents (remain up to date and accurate):
 - Safeguarding Policy
 - Health & Safety Policy
 - Disciplinary Policy
 - Equality Policy
 - Complaints Procedure
 - Grievance Policy

- e) To receive a report regarding the Annual Governance Statement - Assertion 10.
- f) To consider the draft budget and set the precept for the year 31st March 2027.
- g) To consider approval of the following payments and note any receipts.

PAYMENTS

ICO Data Protection – Annual Fee	£52.00
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Bank Charges (x 2)	£12.00
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**, SO or DD indicates payment has been made previously*

RECEIPTS

HMRC PAYE	£103.94
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13. To consider any correspondence received.

(any correspondence received after the agenda has been published will be circulated at the meeting)

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

15. To confirm the next meeting of the Parish Council will be held at 7.30pm on Monday 2nd March 2026 in the Tony Evans Centre, Holme Hale Village Hall.

Sheryl Irving

Clerk to the Council

clerk@holmehaleparishcouncil.gov.uk

Monday 22nd December 2025