



HOLT TOWN COUNCIL

Town Council Office, Holt Community Centre, Kerridge Way, Holt
Norfolk, NR25 6DN
Tel 01263 712149

E mail: holttowncouncil@gmail.com www.holttowncouncil.org

Minutes of the Town Council meeting held on Monday 10th April 2017 at Holt Community Centre.

The meeting was made aware that the proceedings were being recorded

	PRESENT Cllrs Baker (Chair), Batey, Chapman, Hipperson, Moore, Neech, Payne, Prior, Singleton, Reed, Traynier & Wright Elaine Oliver Town Clerk Cllr M Baker NCC 10 members of the public	ACTION
1	WELCOME & SIGNING OF DECLARATION OF OFFICE BY NEW COUNCILLORS Cllr Baker welcomed the three new Councillors who have recently been co-opted, who duly signed their declaration of office	
2	APOLOGIES Cllr Rodney Smith PC Graham Gower-Smith	
3	TO CONSIDER REQUESTS FOR DISPENSATIONS FROM THE RESTRICTION ON PARTICIPATING IN THE DISCUSSION OR VOTING ON A MATTER IN WHICH A MEMBER HAS A DISCLOSABLE PECUNIARY INTEREST The following declarations were made. Cllr M Batey mentioned in accounts and the applicant for agenda 19.1.1 & 19.1.2 is a family member. Cllr D Baker mentioned in accounts Cllr Chapman declared a pecuniary interest in agenda item 13. Cllr D Baker reported it was policy, when a there was a major pecuniary interest, that the person leaves the room, mainly so there was no question of influencing opinion. He duly reported that this had happened in the case of Aldi, when he and Cllr Allison had left the room. Cllr Chapman reported he had spoken to Democratic services and he would not leave the room but just not take part in any discussion. Cllr Prior felt she would be unable to freely discuss the car park agenda item with Cllr Chapman in the room. Cllr D Baker felt that it would stunt free flowing debate if an interested person was party to information that is commercially sensitive. On a proposal from Cllr Neech, seconded by Cllr Prior it was agreed that Cllr Chapman should leave The room. This was carried with one abstention. Cllr Chapman duly left the meeting and did not return	
4	POLICE MATTERS Graham Gower-Smith was not present but it was reported that the toilets had been vandalised this has been reported to the Police. .	
5	ANNOUNCEMENTS BY THE MAYOR Cllr Baker reported on events in the last month, main points as follows:- • Fantastic reception for the Holt Honours awards, which were awarded to the Community Cafe and the Dementia team. • He has found residents to be very happy with Town Council's work and been very positive about Holt in Bloom etc when he has been door calling. • People new to the area appear pleased with the work of the maintenance team. • Feedback is positive and the Councils actions are being noted.	

6	AGREE THE MINUTES OF THE TOWN COUNCIL MEETING 13th MARCH 2017 On a PROPOSAL by Cllr Hipperson, SECONDED by Cllr Batey, the minutes were agreed	
7	MATTERS ARISING if any (for information and not included on the main council agenda). No matters arising	
8	8. REPORTS 8.1 Norfolk County Council Cllr Baker reported the following:- • Apologised for the non response of emails, NCC is continuing to experience poor technical systems. A statement has been issued from NCC. • As long as the signs that are on the roundabout are not moved it is OK for us to replant the roundabout for Holt in Bloom. • NDR signage on Norwich distributor road has been rectified, as it originally appeared Holt had been airbrushed off the map. • The Highways report, is in progress, for the parking on Church Street but is subject to national Govt regulations, which takes 6 months. • He reported that he has just a few days left of being the NCC Councillor for Holt Cllr D Baker thanked Cllr M Baker for all his service over the last few years. The Clerk asked if Cllr Baker could chase up the bridges team for some action on the subways. This has been talked about but still no definite response. Cllr M Baker will follow this up.	M Baker
	8.2 North Norfolk District Council Cllr Prior gave the following report • She reported that we have received notification of a footpath modification, • She explained that this is more relevant to Letheringsett and doesn't affect us, she will respond on our behalf. • Again requested information, from fellow Councillors, about pockets of land that might be available for housing. She asked that any ideas be emailed to her. Cllr Moore reported that it is difficult to comment on any other land until LDF is confirmed. But Cllr Prior requested that Cllrs should come back on any appropriate sites along with the types of houses that are required Cllr Payne explained that in the past the Council did put forward some exception sites and took them to NNDC who didn't want to know. In a response to a question Cllr Prior reported that it is hoped a more detailed plan for site specifics will be published by August. It was agreed that Cllr Prior and the Clerk will work on a map showing who is responsible for what area of grass cutting. It was asked if a price could be obtained for a cost of an extra cut, as already the area is looking unkempt.	Cllr Prior All Cllrs Cllr Prior/Clk Clerk
	8.3 Holt Chamber of Trade Cllr Smith not present. It was reported that the Chamber is reducing their meetings.	
	PUBLIC QUESTION TIME – Limited to 15 minutes (Three minutes per person) Questions as follows Two young people, Grace and Martha, gave a short presentation about their progress in starting a youth club. Main points were as follows:- • They have about 8 people interested • They are meeting regularly and are trying to establish an identity • They have named themselves WHY-FY • They are looking to produce cards and flyers • They hope to go into assemblies and expand the group. • They will concentrate on school years 7 to 10. If the group need any assistance they were encouraged to contact the TC.	

	Further questions asked by members of the public Any news on Aldi? ➤ It was reported there is limited news but as announced Aldi will not be coming to Holt. Cllr Prior asked if people are requiring more information to email here and she will pass on the developers contact details. She did say that the land is not for sale and it is only a rumour about housing as this will be a supermarket site.	
9	TO DISCUSS CEMETERY ISSUES The Clerk reported that there are more and more sentimental items being placed on graves, which is in contravention of the cemetery regulations. It has got to a point where something will have to be done about this as it is getting more and more difficult to mow. It was suggested that over a course of a few weeks notices will be placed in the cemetery and in The Chronicle and we will try and talk to relatives when and if we see them. In response to Cllr Payne's question it was agreed that when the forms are revised, we should have a separate form to sign making the rules and regulations very clear. Cllr Reed felt that often it is not relatives but other friends and families who place items on the grave. It was agreed that the Cemetery should be made into an Oasis for wildlife with bird feeding stations and planting to encourage butterflies and other insects. This will be entered into the category for cemeteries in the HIB project. On a suggestion by the Clerk it was agreed to allow people, for a nominal fee, to have an engraved brass plaque placed in the gazebo in memory of a loved one. This could be somebody who is buried somewhere else but who needs to be remembered.	
10	TO DISCUSS PROVISION OF RUBBISH BIN It was reported a resident has enquired about provision of a rubbish bin on Station Road. It was agreed to clarify, emptying costs from NNDC and also clarify desired site. It was also noted at the cooption interviews it was reported there is no waste bin between the town and railway station. However there is one on the corner of Kelling Road. In a response from Cllr Neech it was agreed dog bin costing will be obtained.	Clerk Clerk
11	TO CONSIDER SHED AT CEMETERY On a proposal by Cllr Batey seconded by Cllr Moore, it was agreed, unanimously, to purchase a 10 x 8 shed for the cemetery.	Clerk
12	TO DISCUSS HOLT OWL TRAIL Cllr Baker gave an update on the trail as follows:- • Late last year we were awarded £10,000 from the NNDC Big Society fund. • We now have until the end of the year to use this grant. • There is a committee of 9 people including M Hill and P High. • There is representation from the Chamber of Trade, The Holt Society, District Town and County Council. • We now have complete costings to take the trail forward. • Original costs were for 24 plaques to be set into the ground, along with noticeboards and leaflets. • Cllr D Baker is now Chair • The scheme has gone dormant until now and action has been taken so we can facilitate delivery of the project. Cllr Batey was concerned what it will cost the Town Council. • Cllr D Baker reported that the Chamber and Holt Society are coming back with their pledges and there is ideas for sponsorship • He felt that the TC should make a donation to the final project. • Before costs are discussed he would like the Committee to meet. • He felt the extra £26,000 raised by increasing our precept could be utilised for collaborative schemes, such as this. Cllr Hipperson enquired about the plaques being drilled into the pavement • Cllr D Baker reported that the 9 committee members need to discuss on the path the project takes. Dependent on that discussion and projected costs the scheme will be finalised. Cllr Payne stated that at the original slide presentation it was reported there would be money from various sources but he was not aware this was a Town Council project. • Cllr Baker wants it to be a Town Council project and feels we should deliver it	

	Cllr Payne was concerned that this had not been put in the 2017/8 budget and that the public were concerned that this could cost a potential £26,000. Cllr Batey reminded the meeting that our funds are public funds and any contribution needs to be kept in sensible proportions and be good value for money. Cllr Moore felt that it was difficult to take ownership of the scheme if full details were not known. Cllr Prior felt that if we cut down on number of plaques, we may be able to cut down on costs. • Cllr D Baker reported he is mindful of the costs.	
13	TO DISCUSS CONTRACTS FOR CLEY ROAD CAR PARK After much discussion on a proposal by Cllr Hipperson and seconded by Cllr Prior it was agreed to award the construction contract and the lighting contractor to the cheapest individual contractors who are best prepared to deliver it and most experienced. On a recorded vote this was agreed unanimously It will be agreed at a later date whether to have metal or wooden barriers Cllr Payne felt that metal bars would be most appropriate. This will be projected managed by the Clerk. UKPN would need to supply a metered supply for approx £950 who would work closely with the lighting contractors. This could be the longest delay as construction will take 6-8 weeks. Cllr M Baker was concerned about the contractors who refused to quote. It was explained that this was just wording and they declined to quote. Cllr Hipperson thinks we need to get this car park moving. This contract will not be awarded until the lease has been fully signed. It was explained, in response to a question from Cllr Moore, that the yellow lining order for Cley Road is in place and could happen at any time. Cllr Prior mentioned that when Gresham's is on holiday we will have another 50 odd spaces. Cllr Moore asked if we know any more about Thornage Road car park. Cllr Baker reported that Cllr Chapman is thinking about issuing a statement on the position of this project.	
14	TO DISCUSS 1940S WEEKEND Cllr Baker reported that this event is now in its third year, and felt that it is good for the TC to show support It was proposed by Cllr Hipperson, seconded by Cllr Prior to employ Crazy Bananas for the day. It was also agreed to have a 1940s style fete with food. Further details to be supplied at future meetings.	
15	TO CONSIDER MODIFICATION APPLICATION FOR ADDITON OF A FP Already discussed under agenda item 8.2.	
16	TO DISCUSS HOLT IN BLOOM It was explained that on 19.5.17, we will have a community B B Q to kick-start our campaign. This will be for the whole community including a planting activity for the children. We will concentrate on the Cemetery for a special award. Anyone who wants to be involved in this scheme please speak to Elaine	
17	TO CONFIRM ITEMS FOR NEWSLETTER The following items were confirmed - New Councillors 1940s weekend - Holt in Bloom	
18	CORRESPONDENCE 18.1. NCC Roundabout at A148 Holt Heath Farm 18.2. NNDC Invite to Crime Commissioners 18.3. Late correspondence 18.3.1 R Jackson Thank you to NCC 18.3.2 Houses of Parliament UK Parliament 18.3.3 NPF On a proposal by Cllr Hipperson, Seconded by Cllr Traynier it was agreed to adopt the NPF employee contribution rates Hipperson and Traynier	
19	FINANCIAL MATTERS Approve payments of invoices as attached. On a PROPOSAL by Cllr Hipperson, SECONDED by Cllr Payne the payments were approved, unanimously agreed	

20	PLANNING MATTERS 20.1 PLANNING APPLICATIONS TO BE CONSIDERED 20.1.1 PF/17/0339 Erection of attached garage loft conversion with 5 x roof lights and enlargement of dormer to front of bay windows to front of bay windows to side elevations at 1 Burrell Close. 20.1.2 ADV/17/0453 Installation of TV screen to front elevation to display advertisements and replacement fascia signage at 29 Market Place, Holt. On a proposal by Cllr Reed, seconded by Cllr Traynier there was no objections to the above applications. 20.1.3 PF/17/0452 Alterations to shop front including relocation of external ATM and locking of existing ATM opening at 29 Market Place. On a proposal by Cllr Reed, seconded by Cllr Traynier, this application was objected as being out of keeping within a conservation town. Cllrs Prior and Batey abstained from all the decisions. 20.2 DECISIONS RECEIVED SINCE LAST MEETING 20.2.1 NMA1/15/1304 Non-material amendment to allow reduction in size of the 2 windows in west elevation at 11 Fish Hill. APPROVE 20.2.2 PF/17/0172 Conservatory to shop front at Feathers Barn. APPROVE 20.2.3 PM/16/1204 Reserved matters submission of appearance, landscaping, layout and scale for erection of 213 dwellings, public open space, highway and other infrastructure, in respect, in respect of outline planning application PO/16/0253 APPROVE 20.2.4 PF/17/0344 Demolition of car port and erection of two storey side extension to form annexe at 6 Kelling Road. PERMIT 20.2.5 PF/17/0217 Erection of single and two storey extension to dwelling at 55 New Street, Holt. PERMIT	
21	NEXT MEETING DATES Annual Town Council Meeting 8.5.17	
22	TO CONSIDER A RESULTON (UNDER THE PUBLIC BODIES ADMISSTION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC On a PROPOSAL from Cllr Batey, SECONDED by Cllr Hipperson members of the public and press were excluded.	
23	PERSONNEL MATTERS Salaries and personnel matters were discussed and logged as a confidential minute. The meeting was reminded of the importance of confidentiality and the need to address all emails to the Clerk.	

D Baker (Mayor).....Date