



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 Annual Town Council meeting held on Monday 14th May 2018 at Holt Community Centre.

	PRESENT	ACTION
	Cllrs Prior (Chair), Allinson, Baker, Batey, Hipperson, Moore, Neech, Payne, Reed, Singleton, Smith, Traynier & Wright Elaine Oliver Town Clerk 15 members of the public Graham Gower Smith – Norfolk Constabulary	
1	TO RECEIVE PROPOSALS FOR THE ELECTION OF MAYOR Cllr Neech took the Chair for this item On a PROPOSAL by Cllr Hipperson SECONDED by Cllr Batey, Cllr Prior was elected Mayor for the forthcoming year, 1 abstention, 1 against. The Declaration of office was duly signed.	
2	TO RECEIVE PROPOSALS FOR THE ELECTION OF DEPUTY MANOR On a PROPOSAL by Cllr Prior SECONDED by Cllr Hipperson, Cllr Neech was elected Deputy Mayor for the forthcoming year.	
3	A MINUTES SILENCE FOR JAMES MAWSON & CECIL DAVEY A minute's silence was held for the above former members of our community	
4	APOLOGIES FOR ABSENCE Cllr Singleton will leave the meeting due to a prior meeting after agenda item 6.	
5	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 D Baker mentioned in payments, agenda item 25.1	
6	TO RECEIVE A REPORT FROM THE SAFER NEIGHBOURHOOD TEAM MEMBER AND THE POLICE IF AVAILABLE Graham Gower-Smith was present and gave a report, main points as follows:- • Since last meeting 7 crimes have been reported, including theft of motor vehicle and power tools • Any action that can slow people taking items down such as padlocking and chaining is good. Anything that is convenient and easy to take will be more likely to be stolen. • SNAP meeting next Thursday when new priorities will be set • Issues in the underpass and Woodfield Road seem to have quietened down • 2 hanging baskets stolen from the cemetery • The Police are going to see what can be done about dangerous parking. Photos have been supplied to them and they are going to start knocking on doors. • It was reported there is a Hotpoint van on the end of Charles Road which is parked in a very dangerous position with buses coming from Sanders. • In response to a question from Cllr Smith, PC Gower-Smith reported that all the PCSOs have gone and we will not be getting any more. Holt Police Station is no longer open for front office activities. This is the new model of policing and he is powerless to do anything about it. Cllr Smith felt the PCSOs were conspicuous by their absence Cllr Hipperson as the safer neighbourhood member said he would like to see more people at the SNAP meetings. He thinks that the Safer Neighbourhood team do a good job.	
7	ANNOUNCEMENTS BY THE MAYOR INCLUDING AN UPDATE ON NELSON HOUSE Cllr Prior reported on events in the last month, main points as follows: -	

	• Good news from NNDC, we have been informed that everything is in order with regard to listed building consent and the enforcement team has been advised to close their file and inform the complainants accordingly. • We have met with NNDC and are planning to help them manage the TIC during the interim period if required. • Timelines were discussed with them but there are no set dates at the moment. • The contract with NNDC is being prepared for signing. • We have put an advertisement in the Chronicle for TIC volunteers and we are hoping for a good response • We have some already on the list and we hope that we get a range of people volunteering. • If you or anyone is interested then please contact the Clerk via email • DDA compliance will be finalised when HTC takes ownership of NH and we are seeking professional advice on this • We have employed solicitors to see us through the sale and all the contracts etc. • We will continue to update as and when we have more information.	
8	AGREE THE MINUTES OF THE TOWN COUNCIL MEETINGS 8.1 Town Council Meeting 9 April 2018 On a proposal by Cllr Hipperson seconded by Cllr Traynier the minutes of the Town Council meeting 9 April were agreed and duly signed. 8.2 Extraordinary meeting 3 May 2018 On a proposal by Cllr Traynier, seconded by Cllr Baker, the minutes of the extraordinary meeting 3 May 2018 were agreed and duly signed.	
9	MATTERS ARISING if any (for information and not included on the main council agenda). The Clerk reported that Cllr Singleton has agreed to take on the Holt in Bloom project.	
10	APPOINTMENT OF MEMBERS TO SERVE AS TOWN COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS AND COMMITTEES AND FORMATION OF OWL TRAIL COMMITTEE & INDUSTRIAL LAND STEERING GROUP On a proposal by Cllr Wright, seconded by Cllr Batey the attached was agreed	
11	REPORTS 11.1 Police Already reported 11.2 Norfolk County Council Cllr Butikofer reported the following • The Western link consultation has now opened online, it is proposed to join the two sections of bypass around the NDR. • Concerned about the increase of fly tipping and trying to fight, what they think is an illegal charge, for DIY waste tipping. • NCC say it is legal to charge for demolition waste, which is a different matter. • Continuing to fight the Fire service being taken over by the Police & Crime Commissioner and is working with a cross country working party to combat this proposal • Route changes to bus no 5 is causing problems and Cllr Butikofer is speaking to the Commissioner about this. • A lot of coaches are being put on this route and there should have been notice about that. • Coaches are not a good thing for pushchairs and wheelchairs • NCC are going to concentrate on resilience planning for major events, with reference to coastal villages • Cllr Butikofer asked if we were away of the local plan which includes extraction sites for sand and gravel. The site in Holt is expansion of existing land west of Lodge Farm. • Cllr Batey stated HTC had been against this originally due to the proximity of houses and Cllr Butikofer agreed to take this objection forward. • The idea of a traffic survey was expanded. Main points of this was parking and speeding in the town. • These two issues could be pursued under Cllr Butikofer's budget. • Various resources and ideas can be used maybe a questionnaire where the data collected	

	can be looked at in different ways and used to alleviate problems. • Talking to Tom McCabe Cllr Butikofer discovered there is going to be some market town work done on traffic surveys. • Wondered if the hopper bus, which will come with S106 money, could be brought into fruition by using market money. • Cllr Prior felt there was different priorities for every town. 11.3 North Norfolk District Council Cllr Baker reported the following The Vitfoss application has some issues surrounding it. • People were feeling there was something underhanded going on. • NNDC realised that the notices were not in the right place and now a new application will go in. • Cllr Baker asked residents to call them if there is something they feel is not right and they will try and do their best for you. • Cllr Prior reported some of the trees around the site have been cut down so there is a genuine concern as to what happens. Cllr Hipperson reported that people are not happy with the silos running 24/7. NNDC put some constraints on it, but dust is coming in and spilling into people's gardens. • Cllr Prior reported the application is now for closed silos so that issue is being addressed, and they are still awaiting reports about the noise level 11.4 Holt Chamber of Trade Cllr Smith reported the following main points • Hennie Gilham has put forward as a nominee for the Chair, should be ratified at the next meeting • Ian Furniss has been chair for the last 5 years • The Holt Society (Lindsay Furniss) have produced a publication, in conjunction with the Owl trail. • Funds are needed to bring this into fruition, this will retail at £4.99 and will be aimed at children. • Shops are being encouraged to put red white and blue bunting out etc for the Royal Wedding • Colin Rawlings has already confirmed he will buy an owl costume hoping to attract attention for Norfolk day. • A brief GDPR overview was given. GDPR will take effect from 25 May 2018 • Larners are trialling summer Sunday opening from 29 July for a 6 week period • Next meeting 11 July 2018 Cllr Prior reported she was curious about an article in EDP that finished by saying the Chamber has decided to further a plan to bring into prominence the architectural beauties of Holt. Cllr Smith will double check this. 11.5 Holt Youth Project Cllr Allison reported the following:- • Contrary to rumours the Holt Youth Project is not closing • This has been caused by lack of information. • With no reports at TC recently, no information has been going out. • HYP is managed by Ormiston and he is unable to comment on their activities • Stody is having a fund raising garden event. • The Youth Centre has been relaunched with 55 members • The junior band has been relaunched and they will be cutting a CD soon. • A Summer programme has been compiled • Andrew Chapman has resigned as Chair • Asked a local business person to take his place Cllr Smith reported that the band played at the Holt Festival.	
	PUBLIC QUESTION TIME – limited to 15 minutes (Three minutes per person) Comments made as follows • 2 questions about the wall on High Silver as the plaster has deteriorated badly in the last week	

	<i>Cllr Prior will look at this via NNDC</i> • Asked if TIC volunteers have any age restrictions put on them from the insurance company. <i>The Clerk had checked insurance but will double check with the insurers.</i> • A resident south to allay fears about the recent EDP article as it was made clear that the EDP article was written many years ago and referred to the Chamber of Trade "Brighter Holt" campaign run by Mr. King • A resident asked what the payment for Watson's was for on 20.3.18. • <i>The Clerk stated this was for a valuation.</i> • With relation to H04, land south of Lodge Close with provision for houses and new school will Holt Town Council as in 2015 be opposed to any further development Cllr Payne reported that 2015 this site was put forward prematurely as there was already three sites, however, NNDC considered it a good site but the other sites were listed first. • The resident was concerned that the TC would maintain its stance not to have residential at this site The Council agreed they would bear it in mind and would do nothing until it comes before them • A resident stated that another 100 homes and movements for school is unacceptable. • An update on the Owl book was given as the funding has been achieved and it hopefully will now be published later in the year. • A resident asked about Holt in Bloom <i>We will be doing the plant pots and have a meeting later this week. Only a couple of volunteers came forward to help with the planting.</i> • When the car park on Cley Road is formed, the S106 will provide for the building of it, so should car parking be offered free Cllr Baker reported that in discussions the Council were mindful that this car park should offer favourable rates and not be dictated by NNDC charging regime. Cllr Allison reminded the meeting that the car park will have 84 spaces but there are only 18 spaces on the road parking and it was envisaged that it would be a mix of pay and display and permit holders. • See that there is a policy on public speaking. It is a shame that the public can't speak about things that may be later on the agenda. <i>This is not a radical policy rather setting out procedure for Cllrs and public.</i> • The Council website's information, regarding the town, are out of date, such as the Friday market has not been going for four years and the Holt Allotments information is wrong. As it was established after the 1st world war not the second. This will be looked at. • Could the public speaking time be extended to 20 mins? • It was reported at the last meeting that black bins could be used as dog bins, however from Holt through to beyond there is no black bins and dog owners are picking it up and dropping it would be useful to have a bin along Cromer Road Cllr Prior reported that she would enquire, at NNDC, about the route of black bins and if the provision is insufficient for the job and report back • Grass is not cut at the section of Barratt Road, Grove Lane and Grove Close. <i>Cut only cut what is on the contract.</i> Cllr Moore reported other towns have waste bins. It was agreed to review this.	
12	CORRESPONDENCE 12.1 NNDC Cutting Contracts It was agreed that the TC was interested in looking at this contact. Cllr Moore stated that there are three Victory Housing and Peddars Housing all cut small sections and maybe we would be more cost effective doing it. Cllr Hipperson reported that our maintenance men are doing an excellent cut 12.2 Police Newsletter 12.3 N Lamb/J Thomson Integrated public transport 12.4 Various Owls in Memorial Garden	

	12.5 LATE CORRESPONDENCE 12.6 Bowls Club Update on grant used 12.7 T T Jones Electrical inspection It was agreed that we should carry out this inspection over a phased time.	
13	TO DISCUSS WORK AT PEACOCK PLAYING FIELD It was reported that a couple of residents had written to the TC to ask if the football field could be improved at the Peacocks play area. Cllr Wright felt a lot of money goes into the cemetery etc and money should be spent in this area. It was thought that football nets and astro turf in the goal mouths would be useful. Cllr Traynier asked why they couldn't go down to the Football field and apparently the children felt intimidated going out of the area they know It was asked if the goalposts could be moved every now and again to prevent grass erosion but Cllr Moore reported that the FA are strict on this and like fixed goals for safety reasons. Cllr Prior felt we should be wary of H & S obligations and when the play area was set up it had an age range in mind. Cllr Wright agreed to look at other sites and research it. Cllr Traynier asked what could be done to make the football field more likable for children.	
14	TO CONSIDER TRAFFIC SURVEY IN HOLT Cllr Butikofer had spoken about this earlier and Cllr Smith thought a good thing would be a one way circuit around the town and banning articulated vehicles from the town. Cllr Baker reported the car park working party set up a couple of years ago researched various ideas and perhaps they could be looked at no there was a budget of money. Cllr Neech felt the problems were seasonal On a proposal by Cllr Reed seconded by Cllr Wright it was agreed that a questionnaire about all aspects of parking should be prepared. Cllr Smith felt if the car park that had been discussed for many years and had planning permission could be discussed again and if passionate about doing the right thing, this car park would solve a lot of problems. Cllr Prior stated that planning permission had been granted and it is now up to the owner to find some backers.	
15	TO CONSIDER IDEAS FOR NORFOLK DAY Cllr Allison suggested a classic car exhibition. The Fakenham car club has agreed to put it in the diary ask for members to come to Holt for this day. 15 people at least are interested in bringing their cars along. It was thought, after much discussion, that the Gresham's field would be a suitable location by the second section of Church Street. Cllr Allison will investigate the possibility and discuss with Gresham's particularly as it is Festival week and the church will have activities. Cllr Allinson offered to marshal it along with 2 other volunteers. It was agreed to think about the beacon.	Cllr Allison
16	TO CONSIDER INCLUSION IN RATION BOOK FOR 1940s On a proposed by Cllr Wright, seconded by Cllr Batey, it was agreed to enter the ration book for £35	
17	TO CONFIRM GENERAL POWER OF COMPETENCE The Clerk confirmed that the Council still meets the criteria for this and on a proposal by Cllr Batey seconded by Cllr Wright this was duly adopted	
18	TO CONSIDER AND ADOPT POLICY FOR PUBLIC SPEAKING AT HTC MEETINGS On a proposal by Cllr Baker seconded by Cllr Wright this was duly adopted	
19	TO CONSIDER ENVIRONMENTAL WEIGHT RESTRICTION & PROHIBITION OF WAITING NEAR DEVELOPMENT ON HEATH DRIVE The Council were very concerned about this proposal and didn't think it was practicable or possible on an industrial area. Cllr Payne explained that it was originally proposed that Hempstead Road would have the weight	

	and width restriction, except for buses. It was felt further explanation was needed.	
20	TO DISCUSS PURCHASE OF 20.1 Watering cart This was agreed on a proposal by Cllr Baker seconded by Cllr Neech 20.2 Wheeled strimmer It was proposed by Cllr Prior seconded by Cllr Hipperson that Elaine would continue to research these items and purchase the most appropriate items.	
21	REVIEW OF 21.1 STANDING ORDERS With an amendment of monthly Town Council meetings not exceeding 3 hours and on a PROPOSAL by Cllr Prior, SECONDED by Cllr Wright these were agreed Cllr Smith felt it was down to the chair to manage the time in these meetings 21.2 FINANCIAL REGULATIONS On a PROPOSAL by Cllr Hipperson, SECONDED by Cllr Traynier these were agreed unanimously. 21.3 COMPLAINTS PROCEDURE On a PROPOSAL by Cllr Hipperson, SECONDED by Cllr Traynier, these were agreed unanimously. 21.4 PRESS & MEDIA POLICY On a PROPOSAL by Cllr Hipperson, SECONDED by Cllr Traynier these were agreed unanimously	
22	TO DISCUSS GDPR & APPROVE FOLLOWING DOCUMENTS 22.1 DATA PROTECTION POLICY/PRIVACY STATEMENT 22.2 RETENTION OF DOCUMENTS The Clerk explained the implications of GDPR and how it affected all Councillors. It was thought it would be good for all Councillors to have a generic email address. Cllr Neech recognized the hard work to bring the policies to Council and that GDPR was a moving target. On a proposal by Cllr Batey, seconded by Cllr Prior these policies were unanimously adopted.	
23	APPOINTMENT OF INTERNAL AUDITOR On a PROPOSAL by Cllr Moore, SECONDED by Cllr Batey it was agreed Douglas Harrow would be the Internal Auditor for the year.	
24	APPOINTMENT OF DDA COMPLIANCY EXPERT It was reported that our solicitors or Purslow could give us advice on DDA compliance, so it was agreed that we would appoint once the purchase of Nelson House had gone through.	
25	FINANCIAL MATTERS 25.1 Approve payments of invoices as attached On a PROPOSAL by Cllr Wright SECONDED by Cllr Moore the payments were approved, unanimously agreed 25.2 Annual Governance Statement Inc Asset Register On a proposal by Cllr Wright, seconded by Cllr Neech this was agreed Approve Accounts and Annual Return for 2017/18 On a proposal by Cllr Baker seconded by Cllr Hipperson this was duly approved unanimously 25.4 To Consider insurance cover The Clerk is meeting with the Insurance company this week and will report back.	
26	PLANNING MATTERS 26.1 Planning applications to be considered. PF/18/0554 Erection of three storey side extension at The Gate House, The Grove, Cromer Road, Holt. On a proposal by Cllr Payne seconded by Cllr Wright it was agreed to object to this application as the modern extension was out of keeping and character of the original house. PF/18/0600 Erection of single storey detached residential annexe at The Laurels, Norwich Road, Holt. Cllr Hipperson proposed an objection to this due to the proximity to the house but did not get a	

	seconded. Cllr Payne proposed no objection, seconded by Cllr Reed seconded, duly agreed. Cllrs Prior Wright & Traynier abstained PF/18/0714 Variation of condition 2 of planning permission PF/16/1303 to allow for reopening of first floor window and increased depth of 4 no. existing window openings. The Old antique Cllr Payne reported that more information needed PF/18/0643 Erection of two storey rear extension to 10 New Street; second floor rear extension to 12 New Street with associated works; detached outbuilding for No. 10 10 New Street, Holt, NR25 6JJ On a proposal by Cllr Reed, seconded by Cllr Payne no objection, agreed unanimously 24.2 _Decisions received since last meeting None received	
27	DATE OF NEXT MEETING 11 JUNE 2018 The meeting dates were confirmed as attached. A proposal from Cllr Smith, seconded by Cllr Prior to not have an August meeting was defeated.	
28	TO CONSIDER A RESOLUTION (UNDER THE PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC IF APPLICABLE	
	No members of public present Discussion was had about visitors to the Town Council office that are aggressive. It was agreed to produce a sign. Cllr Neech gave an update on FOI requests	

M Prior (Mayor).....Date.....