



Holt Town Council

Minutes of the Holt Town Council Meeting held on Monday 9th March at 7pm at The Venue (Community Centre), Kerridge Way, Holt, NR25 6DN

Attending: Cllr Rodney Smith (Mayor), Cllr Phil Wright, Cllr Martin Batey, Cllr Ray Moore, Cllr Bryan Payne, Cllr Sarah Tribe, Cllr Philo, Cllr Prior, Cllr Traynier, Cllr Wilson, Cllr Williams and Town Clerk Gemma Harrison.

10 members of the public were present.

1. Welcome

1.1 Cllr Smith welcomed everyone to the meeting and the Clerk advised that the meeting was being recorded.

2. Apologies for absence

2.1 Apologies were received from Cllr Curley due to an existing work commitment. The apologies were accepted.

3. To consider requests for dispensations from the restriction of operating in the discussion or voting on a matter in which a member has a disclosable pecuniary interest.

3.1 Cllr Batey declared an interest in the payments as he had purchased some IT equipment on behalf of the council.

3.2 No other declarations were received.

4. Police Matters

4.1 Graham Gower Smith reported that people should be aware that fake £20 notes had been used around the town. He also reported the latest SNAP priorities will look at rural crime and crime on industrial estates.

5. Announcements by Mayor

5.1 The Mayor announced that he has been invited to represent the Council on 24th May at the Stody Gardens fundraising event.

5.2 The Mayor as trustee of the Youth Project, announced that two members have passed certificates in fire safety and first aid care.

6. Agree minutes of Town Council Meeting

6.1 The minutes of town council meeting held on Monday 24th February 2020 were circulated prior to the meeting.

6.2 On a PROPOSAL by Cllr Wright the minutes were accepted as accurate and correct, this was SECONDED by Cllr Payne and AGREED by everyone. The minutes were signed by the Mayor.

7. Matters Arising if any (for information and not included on the main council agenda).

- A Business Development meeting is being arranged with NNDC.
- The clerk has contacted NCC highways regarding the proposed much needed Norwich Road Footway link.

8. Reports

8.1 County Cllr Sarah Butikofer gave her report. The future summits meeting is starting to look some of the projects over the whole of Norfolk, some of the subjects being discussed are environmental urgency, climate change, rising sea levels and large-scale development. The future of Holt Hall is being looked at, Cllr Butikofer encourages anyone who is concerned to talk to her and she will take her steer from the community. She will formally ask for their accounts so it is clear whether it is running at a loss or not. Cllr Butikofer stated that NNDC have received advice from Council on the Bodham and Selbrigg wind turbines, they have been advised they would be unlikely to win an appeal. Therefore, NNDC have decided it would be unwise to commit further public money to appeal the decision. A press release will be made stating this in the next few days.

8.2 Cllr Butikofer met with Highways to discuss the pinch point on Hempstead Road, this will only become enforceable once the link road has been adopted. Cllr Butikofer also highlighted the proposed footway on Norwich Road, currently this has not been planned for and there is no money identified in the budget. Cllr Butikofer was able to confirm that there will be new salt bins installed on the Holt to Cley road.

8.3 NNDC – The District Council Report was read out by the Clerk; the report can be seen in full at Appendix A.

8.4 Some discussion took place around the proposed care home site which was mentioned in the District Report, it was thought that this site would be ideal for Thurlow Nunn to relocate here, Clerk to raise this with the landowner to make them aware of the situation.

8.5 There was a brief discussion on the Gladman's site, Cllr Prior stated that the proposal was turned down on policy grounds and not turned down on lack of community benefits.

8.6 The clerk was asked to clarify the location of the proposed mast which was also mentioned in the District Report as being in Letheringsett. Cllrs have asked for clarification on parish boundaries as it may be the case the mast is in fact located within the Holt boundary. Clerk to seek clarification.

8.7 Love Holt Report – Love Holt are helping to promote judging days for the Holt Bake Off. Love Holt are now receiving £1831 in monthly donations. There is going to be a big push on perks, with Love Holt encouraging participants to go to 10% discount. The street feast will be 26th July 2020 – volunteers wanted. The next Town Meeting is on 19th May 5.30pm everyone welcome. The Town Diary is now live on the website.

Public Question Time – 10 members of the public present

- A local resident raised concerns about the bad acoustics in the main hall (which was being used for the meeting) and they could not easily hear what was being said. The Mayor apologised and stated that the Town Council would avoid using the room again.
- The same local resident requested that the future ownership of Holt Hall should be given some thought and suggested a school as a potential idea.

9. Neighbourhood Plan – Guest Speaker Iain Withington

9.1 Cllr Smith introduced the NNDC officer Iain Withington and gave a brief introduction on how the Neighbourhood Plan was put together.

9.2 NNDC officer Iain Withington stated that he recognised that putting together a Neighbourhood Plan was an onerous and challenging task. Mr Withington suggested that Holt Town Council should take into consideration the following points.

- A Habitats Regulation Assessment and Sustainability Environmental Assessment should be carried out by NNDC. These are both legal requirements and can be carried out at no cost to the Town Council.
- An editable version needs to be made available in order to allow the Inspector to be able to undertake any modifications and changes.

- Supporting evidence such as background papers and data is required to demonstrate the need of the plan, a review of evidence and how it was led.
- Contact details of local and statutory consultees need to be made available to NNDC.

9.3 Iain Withington stated that the plan has to align with the strategic policies of NNDC and will form part of the overall development plan, there should be no conflict between the two. There are a few conformity issues in the plan which the Town Council may want to look at.

9.4 Iain Withington stated he was keen to help Holt Town Council complete the Neighbourhood Plan.

9.5 The Town Council and steering committee will look at the points mentioned above at a separate meeting.

10. To Approve the Holt Town Council Co-option Policy

10.1 The clerk read the draft co-option policy in full. The policy was PROPOSED by Cllr Traynier and SECONDED by Cllr Williams and AGREED by all. The adopted policy can be seen in full at Appendix B.

11. Transport Matters- Train and Bus Timetable Connections

11.1 The Clerk updated everyone on a recent meeting with a local resident on how there could be better timetabled connections for the Coasthopper bus and No.44 bus from Sheringham and how the train timetabled stops could be looked at in order to provide more consistency for bus departures to Holt from Sheringham. Sometimes the difference between train arrivals and bus departures is only a few minutes. The Town Council appreciates there are other factors at play when setting the timetables, however the Town Council are willing to support the meeting between Sanders and Greater Anglia to better understand the situation and see if anything can be done to make for a smoother transfer between public transport. This motion was PROPOSED by Cllr Wilson and SECONDED by Cllr Williams and AGREED by all.

12. Correspondence

12.1 A Section 38 agreement had been received for the Norfolk Homes development on Cley Road and will need to be signed by two Cllrs.

13. Financial Matters

- 13.1 The invoices were PROPOSED to be paid by Cllr Traynier and SECONDED BY Cllr Payne and AGREED by all.
- 13.2 Cllr Payne requested more information on the two British Gas payments.
- 13.3 The receipts were PROPOSED by Cllr Payne and SECONDED by Cllr Batey. And AGREED by all.
- 13.4 The works on Spout Hills is ongoing and the chipper and further tree work is required once again. Cllr Smith PROPOSED the hire of the chipper and proposed tree works at £120 and Cllr Wright SECONDED the proposal which was AGREED by all.
- 13.5 To agree to delegate the authority to the Finance Manager and Town Clerk to ensure payments are able to be made in the event the Town Council are unable to meet due to an emergency. This motion was PROPOSED by Cllr Smith and SECONDED by Cllr Wright.

14. Planning Matters

- 14.1 The following planning applications were circulated prior to the meeting.

PF/20/0161 – St Andrews Church, Church Street, Holt.

PF/20/0247 – 12 Kerridge Way

PF/20/0295 – 6 Elliot Close

PF/20/0364 Land south of Holt bypass, Heath Farm, NR25 6ES

Cllrs have no objections to the above planning applications, Cllrs support PF/20/0161 as it improves accessibility to the Church.

- 14.2 No further planning applications have been received.
- 14.3 Planning Committee – The council discussed setting up a separate planning committee to focus on planning issues with recommendations being presented to Full Town Council meetings. The proposal was not supported, however there has already been a planning committee set up for site visits. The Clerk to confirm the members and it was suggested more emphasis should be made of this committee for discussing complex planning applications.

15. To approve Nelson House as the Registered Address for the Holt and Neighbourhood Housing Society.

15.1 Cllr smith PROPOSED the above motion and this was SECONDED by Cllr Wright, provided the society continued to meet at Nelson House, this was AGREED by all.

16. Date of next meeting 20th April 2020 – to be confirmed.

Signed:

Cllr Rodney Smith (Mayor)

Appendix A – District Council Report

NNDC report March 2020

Holt Town Council Meeting, 09.03.20

DCB & GPW

1. Sanders.

Working closely with Sanders following deficiencies with their planning application. Mindful of the concerns that some residents have especially with potential noise and ecology. Sanders will submit the relevant required additional application details. It is paramount that they are supported given the employment and vital bus routes they service. They are looking at short term storage for their buses when the through road opens. Robust planning conditions will be sought to mitigate noise impact on local residents.

2. 67 Hempstead Road.

Various concerns raised about the application so there is now a meeting on 19th March at NNDC to update everyone on the application. New case officer Nick Westlake since Sarah Hinchcliffe leaving.

3. 5G Mast (Letheringsett).

Although not our patch it is very close to our boundary. There was a public meeting on 21st February to express location concerns. Although the mast is principally wanted it may be better located so not as close to the walkers' path.

4. Community areas – South side of bypass.

Meeting with Greg Hayman and Milo Creasey on 27th February for an update. Gemma was present so can explain all. Land transfer is taking place to NNDC albeit slowly. HTC to submit outline plan of sites with equipment, but broadly the plan outlined by Gemma is acceptable.

5. Turbines.

Long running saga of both turbines may be set to end with appeal upheld. Turbines now given the go ahead unless NNDC decides to continue with objections, however advice is being taken for counsel opinion. SB will be better placed to update on Monday night.

6. Budget.

NNDC budget passed on 26th February. Council tax increasing by £4.95 per annum. Like most local councils there is continuing pressure on services due to central government reductions in funding. However, this year there was a small increase for NNDC.

7. Care home (Heath Farm)

The date for the Appeal Hearing is 28th April 2020. This is much sooner than we anticipated and means we will hopefully have a decision by mid-June. If you would like to make a representation, you can do so by going to <https://www.gov.uk/appeal-planning-inspectorate> clicking 'start now' then entering the reference number 3244606 into the 'search for a case' box. (The deadline for comments is 13th April.)

8. Housing Stock

NNDC Cabinet passed the approval for the purchase of the first two houses to increase our emergency housing stock - still a very long way to go but we have made a start.

9. Tree Planting

On Wednesday the 11th of March (10am - 2pm) we will be holding another tree planting event at Holt Country Park, where volunteers will be planting 1500 trees as part of North Norfolk District Council's 110,000 trees initiative.

10. Apprenticeships & T levels

NNDC is organising a free information event specifically for local businesses to introduce the new T Level technical qualification. There will also be information about the latest developments in apprenticeships, including funding. The 'Qualifications A to T' workshop is on April 1 2020 between 4pm and 6pm. You can register or ask for more information by contacting economic.growth@north-norfolk.gov.uk

Appendix B – Co-option Policy

Holt Town Council

Co- option Policy

1. Background

The process for co-option is only partially prescribed in law but there is best practice advice and guidelines around certain aspects of the process. Items marked in bold are prescribed in law.

2. Scope and purpose

This policy aims to explain the procedure regarding co-option. The information contained in it is to be used by members of the council and members of the public. The aim of the policy is also to show that the council endeavours to treat all applicants fairly and alike, and to ensure that the process is also seen as fair, open and transparent. This policy details the processes to be followed regarding co-option.

3. When a vacancy arises

A co-option vacancy arises when a member of the Council leaves, and the position is formally advertised for 14 days. At the end of this 14-day period if insufficient names have submitted a request to the District Council to call for an election (this is 10 names) then the Council can fill the vacancy by co-option. (Refer Local Government Act 1972 s86 and 87(2)(b))

4. Applications

We aim to encourage applications from anyone in the parish who is eligible to stand. Councillors or parishioners can approach individuals to suggest that they might wish to consider putting their names forward for co-option. Co-option vacancies will be advertised on the website and on the noticeboards. The advertisement for the co-option will include:

- a) Method by which applications can be made. This will be in writing to the Clerk.
- b) The closing date for applications.
- c) Contact point for potential candidates to obtain more information – the Clerk
- d) Advice that further information is available electronically via the website - a form to complete which includes a maximum of 300

words asking the candidate why they would like to be a councillor; name; address and other contact details.

When applications are received, the Clerk will confirm eligibility. Any candidate found to be offering inducements will be disqualified.

5. Attendance following an application

All eligible candidates shall be invited by letter, to attend an interview. The interview panel will be made up from the personnel committee plus at least three additional Cllrs, the additional Cllrs will be agreed at the Town Council meeting prior to the interviews taking place. Following their interviews eligible candidates will be asked to confirm their attendance at the next meeting. In the event of candidates being unable to attend, this meeting will not be rearranged. All members receive copies of applications and a summary of interviews ahead of the meeting. Applications are to be treated as confidential. A candidate, on confirming that they will attend the meeting will be sent a copy of the agenda and agenda papers.

6. Commitment

The council is keen that potential candidates understand the commitment which is required from councillors. Anyone interested in standing will be encouraged to look at the website for more information on the role of being a councillor, and will receive an information sheet on the work of the council. Candidates will also be told that they are expected to attend an Induction training event which may be held externally or in the parish.

7. The process of Co-option at the Council meeting

The voting of the candidate will be in public and will usually feature as an early agenda item at the next Town Council Meeting following the interviews. Candidates may be asked questions by members. In the event of a candidate being unable to attend, his / her application will still be considered by members. In the event of a candidate being related to a councillor, then the councillor would be expected to declare an interest and request a dispensation to speak and vote.

8. Voting

Only councillors present at the meeting may vote. There will be one vote per vacancy to be filled. (Chairman may have a casting vote). The successful candidate must receive an absolute majority of those present and voting. (Local Government Act 1972 Sch 12). If there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again. The process is to be repeated until an absolute majority is obtained. Cllrs may decide that none of the eligible candidates are suitable for the position and as such they can vote to re-advertise the vacancy.

9. More than one vacancy

If there is more than one vacancy and the number of candidates equal the number of vacancies, all the vacancies may be filled by a single composite resolution. If the number of candidates exceeds the number of vacancies, each vacancy must be filled by a separate vote or series of votes.

10. Any previous election

The council does not consider claims of candidates who were unsuccessful at previous elections. Everyone has to follow the same co-option process whether or not they featured in a previous election or not.

11. Starting as a councillor

The successful candidate (s) are asked to start as a councillor immediately after completing their declarations of acceptance of office. The fact that the new member has not received a summons does not make his / her attendance as a councillor illegal. (Local Government Act 1972 Sch 12, para 10(3)). Where appropriate they will also be appointed to any Council committee. If an absent candidate is successful, members must agree to him / her signing the declaration of acceptance of office before or at the very start of the next meeting. New councillors will also be made aware of the fact that Interests Forms will need to be completed within 28 days of co-option.

12. Filling a Co-option vacancy

The council must fill co-option vacancies within 60 days of the notice of vacancy. There is no obligation to do this if the council only has 6 months left of its 4-year term.

Signed:
(Chairman)

Date of adoption of this policy: 9th March 2020

Date to be reviewed: April 2023