



Holt Town Council

A Report from Holt Town Council dated **Thursday 9th April 2020**. During the current Coronavirus Crisis (and following Government advice which states face to face meetings cannot be held) reports will be written instead of minutes to keep a record of what has been achieved during the month. The report will be emailed to Cllrs and made available on the website.

1. Coronavirus Government Advice

- 1.1 As per government advice Nelson House has been closed to the public and instead members of the public have been advised of our temporary new number which is 07385579068. Voicemails can still be picked up from the Nelson House phone line remotely.
- 1.2 The public toilets on Church Street, the Memorial Gardens, George V playing field and the cemetery are locked and notices have been displayed with the temporary contact number on.
- 1.3 Public meetings are unable to take place, essential financial decisions have already been temporarily delegated to the Clerk and Finance Manager, however these are still shared with all Cllrs along with other essential decisions which have been made via e-mail. These decisions will be recorded in this report for all to see.
- 1.4 The Clerk and Finance Manager would like to thank Cllrs for responding promptly to e-mails which has made moving forward on important decisions a smooth and easy process.

2. Maintenance

- 2.1 The full time maintenance man is still on long term sick, the part time maintenance man is carrying out essential tasks such as emptying the bins, carrying out DEFIB checks and looking after the cemetery.
- 2.2 The grass cutting carried out by our contractor is continuing but has been scaled back to monthly rather than fortnightly. This is under continuous review and we will be guided by the latest Government advice.

3. Website

- 3.1 The Administrative Assistant is working from home and among other tasks is keeping the website updated. The website now has a Coronavirus link on every

page directing people to sources of useful information which as you will be aware is constantly changing.

4. PAYE

4.1 The Finance Manager has successfully submitted the end of year PAYE for all staff. We are currently following information coming from the government but it is appearing increasingly certain that we will not be able to furlough any staff.

5. Coronavirus Grants

5.1 Holt Town Council have made some money available to local charities to help them during the Coronavirus crisis. Cllrs have seen the grant application forms received from both The Treehouse Café and Holt Youth Project and on a majority vote by 10 in favour it was AGREED to grant both charities £500 each. Cllr Smith is currently unwell and sent his apologies, Cllr Wright, Cllr Philo, Cllr Tribe, Cllr Batey, Cllr Prior, Cllr Moore, Cllr Traynier, Cllr Wilson, Cllr Williams and Cllr Payne voted in support. No vote was received by Cllr Curley.

6. Payments and Receipts

6.1 The list of payments and receipts can be seen under Finance on the Holt Town Council website and available from the Finance Manager by request to holttownfinance@gmail.com.

6.2 The payments were Approved by a majority vote received from 9 Cllrs. Cllr Smith sent his apologies as he is unwell, Cllr Wright, Cllr Philo, Cllr Prior, Cllr Tribe, Cllr Williams, Cllr Traynier, Cllr Payne, Cllr Moore and Cllr Batey all voted to approve the payments. No vote was received from Cllr Curley or Cllr Wilson.

7. Cemetery

7.1 Holt Town Council have been contacted by Norfolk Registration Service who have advised of a temporarily different approach to how the paperwork for the burials will be processed. The burial forms will all be dealt with electronically and will be sent direct to burying authorities instead of the undertakers, all burial forms have to be completed and returned within 24 hours of burials taking place.

7.2 The Finance Manager is leading on cemetery management during the Coronavirus outbreak with support from the Administrative Assistant and the maintenance man. It goes without saying that this element of the work is the Town Council's priority and we will be following the newly emerging government advice for burial authorities very closely.

8. Community Support

8.1 Holt Town Council are working to support the local community during the Coronavirus crisis. The council are receiving a huge amount of phone calls from concerned residents who are having difficulty getting food or need help getting their prescriptions. We are working closely with Boots Pharmacy who are referring Holt residents to us to do their deliveries. We have currently helped 59 people get their prescriptions and food delivered, some of these people are on weekly repeat prescriptions which we are now dealing with going forward. We are working closely with Budgens to deliver food (using volunteers) to Holt residents when they are unable to meet the demand. The Town Clerk is taking the lead role in this project.

8.2 We are also working with NNDC and their community hub at the Community Centre to share information about those shielded residents and those vulnerable older residents who have special needs. We have daily catch ups as sometimes requests can be duplicated. All prescription requests coming through to NNDC are being passed to us to deal with.

8.3 Georgie- Perry Warnes has been phoning the council giving us weekly updates on support which is on offer. This information is going on the website and when particularly relevant is shared with Cllrs.

8.4 The Finance Manager has successfully applied for £1000 Community funding from the Covid 19 Community Response Fund, the money has been transferred into our community account. The money is ring fenced for providing support during the Covid crisis, for example volunteers fuel can be reimbursed, essential food items can be purchased etc. We will be liaising with NNDC to ensure those on the shielded list have priority.

9. Planning

9.1 The following planning applications have been received;

PF/20/0597 Greshams School, Cromer Road, Holt, NR25 6EA – Ongoing, comments not due from Cllrs for another week.

PF/20/0558 9 Elsdon Close, Holt, NR25 6JW – No Objections from Cllr Williams, Cllr Traynier, Cllr Payne, Cllr Moore, Cllr Batey, Cllr Wright apologies sent from Cllr Smith, no other responses received. Clerk to respond with NO OBJECTION.

PF/20/0516 21 Charles Road, Holt, NR25 6DA – Objection from Cllr Prior, Cllr Batey, Cllr Payne and Cllr Moore due to sight lines to vehicles using Beresford Road, concerns regarding car parking and the change of layout of the estate and overdevelopment, No objection from Cllr Wright, apologies from Cllr Smith, no other responses received. Clerk to respond with OBJECTION on the above grounds listed.

PF/20/0037 61 Cromer Road, Holt, NR25 6DY – Notice from NNDC that the application has been withdrawn. NO RESPONSE REQUIRED.

PF/20/0443 29-31 New Street, Holt, NR25 6JJ – No objection from Cllr Wright, Cllr Wilson, Cllr Payne and Support from Cllr Moore. Apologies received from Cllr Smith and no other responses received. Clerk to respond with NO OBJECTION.

PF/20/0499 and LA/20/0500 11 New Street Holt. – Cllr Wright and Cllr Philo suggested we raise the concerns submitted from a local resident, support from Cllr Moore, no objection from Cllr Payne and apologies from Cllr Smith, no other responses received. NO OBEJCTION, clerk to raise concerns from local resident.

10. Street Lighting Contract

10.1 The street lighting contract was due for renewal at the end of March, we have extended the contract with the current supplier on the same terms and conditions for six months, where will be in a better position to go out for tender.

11. Date and Time of Next Meeting

11.1 Until the government relaxes the current restrictions there are no Council meetings planned, the next report will be circulated W/C 4th May. Please do not hesitate to contact the Town Council if you have any queries, require support or wish to volunteer to help the vulnerable and at risk in our community.