



Minutes of the Virtual Annual Holt Town Council Meeting held on Wednesday 5th May 2021 which followed the Annual Town Meeting at 7pm.

Attending: Cllr Rodney Smith (Mayor), Cllr Phil Wright (Deputy Mayor), Cllr Ray Moore, Cllr Bryan Payne, Cllr Liz Traynier, Cllr Martin Batey, Cllr Maggie Prior, Cllr Simon Williams, Cllr Melandra Curley, Cllr Iain Wilson, Cllr Sarah Tribe Town Clerk Gemma Harrison.

County Cllr Sarah Butikofer was present.

1. Election of Chairman for the following year. Chairman to sign declaration of acceptance of office.

1.1 Cllr Wright PROPOSED Cllr Smith as Chairman/Mayor for the following year, this was SECONDED by Cllr Traynier and supported on a majority vote by a further 8 Cllrs. Cllr Smith signed his office of declaration and chaired the rest of the meeting.

2. Election of Vice-Chairman for the following year.

Cllr Smith PROPOSED Cllr Wright as Vice Chairman/ Deputy Mayor, this was Seconded by Cllr Curley and AGREED by all. Cllr Wright signed his office of declaration.

3. Welcome and to consider apologies and reasons for absence.

3.1 Apologies were received by Cllr Ben Philo (family commitment) and District Cllr Georgie Perry-Warnes.

4. To receive declarations of Interest and requests for dispensations by Councillors in any of the agenda items listed.

4.1 None received.

5. Police Matters

5.5 No report received.

6. Announcements by Mayor

6.6 The Mayor announced that he was pleased to represent the town at St. Andrews Church to commemorate the life of HRH Prince Philip.

7. Minutes of the Town Council meeting held on 8th March 2021 to be approved and signed.

7.1 The minutes were amended to reference Cllr Prior's comment on Cllr District Georgie Perry-Warnes statement in section 8.2 regarding the affordable housing for Holt. Clerk to insert the sentence that "the figures should not be dealt with together" meaning the affordable housing ring fenced for Holt should not be considered as a replacement for the affordable housing lost at Cley Road. The minutes (with the above amendment) were PROPOSED by Cllr Prior as accurate and correct and Seconded by Cllr Payne and AGREED by all.

8. Matters Arising on the Minutes (for information only and not included on the Agenda)

- **Industrial Land** – No further progress made.
- **Hopper Bus** – The proposed timetable was circulated, Cllrs have asked to feedback to NCC that they would like to see the bus running later in the day. Cllr Prior stated she would like to see the bus running later to be able to incorporate the later appointment times at the surgery.

9. Reports

• Norfolk County Council –

Cllr Butikofer gave her report. Residents have registered concerns about the Lovells Site, with the number of HGV's still not using Heath Drive, and instead using Hempstead Road, this is being looked at by Highways. Reports regarding speeding on Cromer Road have been received and a SAM2 will be temporarily installed. Cllr Moore suggested a mini roundabout on Cromer Road, this was supported by Cllr Prior who asked that the wall is modified to improve the splay. Cllr Williams stated speeding is more of an issue in the evenings when the parked cars are not there. Cllr Butikofer confirmed that she would happily keep HTC updated on the Industrial land going forward. Concerns have been reported to Cllr Butikofer regarding the

road closures for the markets in Holt on Sundays. Simon Bailey Chief Constable will be leaving in June.

Cllr Moore asked about the Gladman's Appeal and stated his disappointment in the delay for a decision to be made.

Cllr Butikofer left the meeting 19.52

- **North Norfolk District Council** – No report received.
- **Love Holt** – Written report by Love Holt to be circulated after the meeting along with NNDC presentation. Markets will be running from 6th June.
- **Greening Holt** – Cllr Tribe gave her report. Holt Cup has been a success, Great Yarmouth Borough Council have been in touch and are keen to replicate the project. Sadly, the Tree Trail funding bid was unsuccessful. The MTI planting up the town project has now been completed. A million trees for Norfolk is a campaign launched by Norfolk County Council to plant more trees, the application will come out at the end of May. Greening Holt have been in touch with Greshams and are looking at working together creating interactive boards for re-wilding in the church yard and cemetery.

PUBLIC QUESTION TIME

Limited to 15 mins (3 minutes per person)

A local resident raised concerns about the proposed markets and in particular was concerned with parking in Holt on Sundays. Cllrs advised that the markets are being organised by Love Holt and although Cllrs are aware of the plans, they were not part of the organising committee.

10. General Power of Competence

10.1 Cllr Prior PROPOSED that HTC adopt the General Power of Competence for 21/22, this was SECONDED by Cllr Batey and AGREED by all.

11.To agree the Committees and Working Parties for 21/22

11.1 The committee list as circulated prior to the meeting (Appendix A) and was AGREED by all.

12. Fairer Funding Review

12.1 The Clerk circulated draft comments prior to the meeting, Cllr Moore PROPOSED that these comments are submitted as HTC's response to the review, this was SECONDED by Cllr Batey and AGREED by all.

13. Gym Equipment Installation

13.1 The Clerk updated Cllrs on the second consultation to locate gym equipment on the Thompson Ave/Beresford Road site. There have been lots of replies, two strong objections have been received, two comments for amendments received, four comments received for a change of location and over 100 responses in support. Cllrs stated they were keen to get the gym equipment installed but would like to seek further advice on the NNDC license which has granted enabling HTC permission to install the equipment. Cllr Prior PROPOSED to get the NNDC license looked at by a solicitor and to approve the Freshair Fitness quote for £5716.80 for installation (once HTC were satisfied with the advice received from the Solicitor), this was SECONDED by Cllr Traynier and AGREED by all. It was AGREED by Cllrs to locate the equipment on the proposed site between Thompson Avenue and Beresford Road.

14. Neighbourhood Plan

14.1 Item deferred to the next meeting.

15. Planning

15.1 The Planning Report for March and April 2021, (Circulated prior to the meeting) was discussed. A letter has been received regarding PF/21/0917 and as such Cllr Curley was asked to look into the planning application in more detail. Clerk to re-circulate the report with Cllr Curley's comments for approval by e-mail.

16. Finance

16.1 To approve the Financial Report for March and April 2021. The report was PROPOSED by Cllr Smith and SECONDED by Cllr Wright and AGREED by all.

16.2 To approve the quote to remove the excess soil at the Cemetery. Cllr Smith PROPOSED to accept the quotation of £2500 this was SECONDED by Cllr Wright and AGREED by all.

17. Correspondence Received

17.1 HTC has been consulted on whether HTC would like to see the phone box on Shirehall Plain retained, removed or ownership transferred over to HTC. Clerk to ask to retain it as a phone box, Cllr Payne PROPOSED to keep the phone box in place, and this was SECONDED by Cllr Prior and AGREED by all.

18. To note the date of the Next Town Council meeting Wednesday 16th June at the Community Centre.

19. To agree to exclude members of the public under the Public Bodies (Admissions to Meetings) Act 2011 to discuss a personnel matter and a contractual matter. Sandra Roper who was elected as a HTC Cllr from 10th May was allowed to stay and observe the meeting.

19.1 A personnel matter – To approve the Personnel Committee Report to appoint two new members of staff to the Maintenance Team. Cllr Batey PROPOSED the report and Cllr Wright SECONDED the report which was AGREED by all.

19.2 A contractual matter - To appoint an architect and agree the project brief for the Church Street Toilets Refurbishment. Cllr Payne raised concerns with HTC installing a Changing Places toilet and Cllr Prior supported Cllr Payne stating that she felt it should be something delivered by NNDC rather than HTC. Clerk to ask NNDC to confirm if they have any plans to install a Changing Places in Holt and timescales. Item deferred for further discussion at the next meeting.

Meeting ended at 8.50pm

APPENDIX A

Holt Honors Award	
2 HTC Member	Cllr Traynier
	Cllr Payne
	Town Clerk

Neighborhood Plan Finishing Group	
3 HTC Members	Cllr Moore
	Cllr Payne
	Cllr Prior
Holt Town Clerk	Secretary

Personnel Committee	
Mayor	Cllr Smith
Deputy Mayor	Cllr Wright
HTC Member	Cllr Traynier

Spout Hills Committee	
Mayor	Cllr Smith
Vice Mayor	Cllr Wright
HTC Members x2	Cllr Payne
	Cllr Philo
Secretary	Town clerk
4 EX-Officio members	Dr. Tony Leech
	Mrs Fiona Jolliffe
	Mr G Rudd
	Vacant

MTI Committee	
3 HTC Cllrs	Mayor
	Cllr Iain Wilson
	Cllr Liz Traynier
Secretary	Town clerk / Deputy Clerk

Planning and Development (Industrial Land, Big Planning Applications etc.) Steering Group
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Mayor	Cllr Smith
6 HTC Members	Cllr Moore
	Cllr Payne
	Cllr Batey
	Cllr Wright
	Cllr Williams
Secretary	Town Clerk

Play / Exercise Equipment	
	Cllr Traynier
	Cllr Philo
	Cllr Roper
	Town Clerk / Deputy Clerk (Secretary)

Car Parking	
3 HTC Cllrs	Mayor
	Cllr Iain Wilson
	Cllr Moore
Secretary	Town Clerk

Other Council Appointments	
Internal Control Officer	Cllr Wright
Data Protection Officer	Town Clerk
Holt Playing Fields	Cllr Wright
Holt and District Caring Society	Cllr Traynier
SNAP Representative	Cllr
Love Holt	Cllr Wilson
Flag Officer	Andy Turner