



Minutes of the Holt Town Council Meeting held on Monday 14th February 2022 at 7pm at the Playing Fields meeting room, Woodfield Road.

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

0 members of the public present.

County and District Cllr Eric Vardy was also present.

1. Welcome

1.1 Cllr Wright welcomed everyone to the meeting.

2. Apologies for absence.

2.1 Cllr Smith, Cllr Batey, Cllr Wilson, Cllr Roper and Cllr Philo gave their apologies along with Cllr Georgie Perry- Warnes. Apologies 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 None received.

4. Police Matters

4.1 PC Graham Gower-Smith asked the Town Clerk to report that he was aware of a loud quad bike which often frequented town. Graham asks anyone who sees the bike to report it immediately via 101 to help officers track it down.

4.2 Cllrs reported seeing the bike on Cromer Road.

5. Announcements by Mayor

5.1 None.

6. Agree the Minutes of Holt Town Council Full Meeting on 13th December 2021.

6.1 The minutes were PROPOSED by Cllr Curley as accurate and SECONDED by Cllr Williams and AGREED by all.

7. Matters Arising (for information and not included on the main Agenda).

7.1 Cllr Moore stated that he had seen the Mini Forests initiative from NNDC and thought it may be suitable for the Land off Swann Grove. Cllr Tribe was also aware of the Mini Forests initiative and will contact NCC to discuss the future use of the site. **ST**

8. Reports; To be Circulated in advance of the meeting

- Norfolk County Council / North Norfolk District Report – Cllr Vardy stated that on 7th February a meeting took place with NCC to discuss the Holt Vision, there was an excellent presentation by Cllr Wilson which was received very well by Officers. North Norfolk District Council has been awarded 15 million pounds over a 10-year period. Hospitality and Leisure grants are now available for up to £6000, the application is online. Cllr Vardy stated he represented HTC views at Full Council and asked for Holt to be given some recognition and funding for a new/ refurbished toilets in the town. Cllrs thanked Cllr Vardy for representing them and look forward to hearing some positive news from NNDC.
Cllr Moore asked a question regarding Holt Hall; 23 bids have been received altogether with the final 3 bids now going through due diligence checks. The final announcement will be made shortly.
- Cllr Payne and Cllr Batey attended a site visit at Hunworth Road to discuss a current planning application. Cllr Vardy explained that he abstained on ethical grounds. Cllrs expressed disappointment that neither District Cllr was able to represent HTC on this matter as Cllrs were keen to see the proposal supported at District and planning permission granted.
- Love Holt – No report received.
- Greening Holt – Cllr Tribe gave her report, swift boxes and insect boxes have now been installed in the Church yard. Cllr Tribe to go back to NCC regarding land off Swann Grove. Cllr Tribe will speak with NNDC and NCC for some further advice for planting on the bypass. **ST**

PUBLIC QUESTION TIME

The Clerk read aloud an email from a member of the public requesting various assurances from HTC regarding road closures and event control for future events to be held in Holt, which are organised and managed by other parties.

9. Finance

9.1 The payments, receipts and bank reconciliation (Appendix A) were circulated prior to the meeting. A discussion took place regarding removing the gas metre from Nelson House as this was now incurring a monthly charge. The payments were PROPOSED by Cllr Traynier and SECONDED by Cllr Payne and AGREED by all. GH

9.2 The Internal Auditor was suggested as local auditor David Wright for the 21/22 accounts, this was PROPOSED by Cllr Moore and SECONDED by Cllr Williams and AGREED by all.

9.3 The HTC Financial Risk Management Policy was circulated prior to the meeting. It was PROPOSED by Cllr Moore and SECONDED by Cllr Traynier and AGREED by all.

9.4 The quote for the forthcoming tree works was circulated prior to the meeting. It was PROPOSED by Cllr Moore and SECONDED by Cllr Williams and AGREED by all.

9.5 The quote for the new circular bench in the Memorial Gardens was circulated prior to the meeting. This was PROPOSED by Cllr prior and SECONDED by Cllr Traynier and AGREED by all.

10. Planning (all applications and report circulated prior to the meeting)

10.1 The January Planning Report was circulated prior to the meeting. The report was PROPOSED by Cllr Traynier and SECONDED by Cllr Prior and AGREED by all. GH

10.2 No further planning applications have been received since the agenda closed.

10.3 The Draft HTC response to the Regulation 19 Local Plan consultation was circulated prior to the meeting. With the addition put forward by Cllr Moore regarding the employment land, the response was PROPOSED by Cllr Prior and SECONDED Cllr Payne and AGREED by all. Clerk to amend and submit to NNDC. GH

11. Cemetery

11.1 The updated Cemetery Rules and Regulations were circulated prior to the meeting. These were PROPOSED by Cllr Prior and SECONDED by Cllr Williams and AGREED by all. Clerk to speak to Fr Howard regarding ornaments on headstones.

GH

11.2 It was AGREED to delay the cemetery inspections to allow for a more detailed post to be included in the Holt Chronicle warning people of the inspections and reminding them of the rules and regulations. GH

11.3 The Cemetery Fees were circulated prior to the meeting and PROPOSED by Cllr Moore and SECONDED by Cllr Wright and AGREED by all.

12. Land off Beresford Road

12.1 The Draft License was circulated prior to the meeting. After discussion Cllrs AGREED that the license should be signed in order to progress with sites and get the gym equipment installed ASAP. A vote took place and all Cllrs present voted to sign the agreement as drafted. GH

12.2 The future plans of the larger Land off Beresford Road site was discussed, and it was AGREED to put on hold for the time being.

13. Dark Skies

13.1 It was AGREED that the Clerk draft a Holt focused Dark Skies Policy and circulate to Cllrs for comments. GH

14. Jubilee

14.1 The Jubilee timetable was circulated prior to the meeting and AGREED.

14.2 Details relating to the Commemorative Slate were circulated prior to the meeting, it was PROPOSED by Cllr Curley and SECONDED by Cllr Tribe to purchase the slate. Alternative locations were preferred by Cllrs, these are the Tree opposite Nelson House, Shirehall Plain, Obelisk Plain and Apple Yard.

14.3 Jubilee Budget was deferred. It was AGREED that Cllr Curley and the Clerk meet to discuss the events programmed for 2nd June. GH/MC

14.4 The Clerk updated everyone on the Friends of Holt Library Fairy Trail. The trail would take place on Little Hills, George V playing field and in the Memorial Gardens. The trail was PROPOSED by Cllr Prior and SECONDED by Cllr Williams and AGREED by all.

15. Correspondence

15.1 Correspondence has been received regarding moles at the cemetery. This was noted.

15.2 Spout Hills Clearance. Cllr Wright and Cllr Payne have spoken to the two people who have raised concerns about the recent hedge clearance. No further action needed at this time.

15.3 Cllr Payne suggested contacting the owner of the land at the rear of the west row of houses at The Fairstead to see if they would consider gifting the land to the town.

GH

15.4 Cllr Wright suggested planting memorial trees on Spout Hills and a Jubilee Tree was also discussed. Both items to be added to the agenda next month for further discussion. GH

15.3 Litter pick request. It was AGREED to hold a litter pick this year and work with local community groups to promote. GH

16. Church Street Toilets

16.1 The plans for the Church Street Toilets were circulated prior to the meeting. It was AGREED that there will be a disabled toilet, a men's toilet with urinal, one lady's toilet and one unisex toilet. All four toilets will have an external door to the front of the existing building. The rear of the building will be storage for the maintenance team. This was PROPOSED by Cllr Curley, SECONDED by Cllr Traynier and AGREED by all.

16.2 It was AGREED that the Clerk get some quotes for the repair to the toilets as concerns were raised about when the refurb could be completed, Cllrs were keen to see the toilets opened up for the summer. GH

17 Road Closures

17.1 The Traffic Management Plan was circulated prior to the meeting. It was suggested an additional map should accompany the Management Plan detailing where traffic cones should be positioned. It was also noted that there needs to be a clear point of contact for each event. The plan was PROPOSED by Cllr Curley, SECONDED by Cllr Payne and AGREED by all.

18. Allotment Committee

18.1 The Terms of Reference was circulated prior to the meeting (Appendix B), they were PROPOSED by Cllr Prior, SECONDED by Cllr Williams and AGREED by all.

18.2 The members of the Committee were AGREED as Cllr Wright, Cllr Tribe and Cllr Philo.

19. Agree date and time of next meeting Monday 14th March at 7pm at the Playing Fields.

MEETING ENDED 21.14

Appendix A

Holt Town Council

11 February 2022 (2021-2022)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/01/2022		
Cash in Hand 01/04/2021		
ADD		
Receipts 01/04/2021 - 31/01/2022	299,867.59	A
SUBTRACT	184,622.97	
Payments 01/04/2021 - 31/01/2022		
Cash in Hand 31/01/2022		
(per Cash Book)		
484,490.56		
156,042.83		
328,447.73		
Cash in hand per Bank Statements	0.00	B
Less unpresented payments	13,425.84	
Plus unpresented receipts	49,337.02	
Adjusted Bank Balance	265,923.30	
328,686.16		
274.43		
328,447.73		
36.00		
328,411.73		
A = B Checks out OK		

Cash 31/12/2021 Barclays Business Saver Account 31/01/2022 Barclays Business Tracker Account 31/01/2022

Barclays Community Account 31/01/2022

Appendix B

HOLT TOWN COUNCIL

ALLOTMENT WORKING PARTY TERMS OF REFERENCE

1. Name

1.1 This Working Party will be called ALLOTMENT WORKING PARTY.

2. Aims and Objectives of the Working Party

2.1 The Working Party aims are to assist the Council in the management of the allotments, including general maintenance and providing recommendation to full council on improvements and enhancements.

2.2 To discuss any disputes which may occur between tenants and recommend a suitable course of action.

2.3 To review allotment rents and charges on an annual basis.

3. Meetings

3.1 The working party will meet at least 2 times a year, and as and when needed in between. An agenda will be prepared for each meeting and action points written from each meeting. Action Points are presented to the next full council meeting by the Chairman of the Committee/ or the Clerk for adoption by the Council.

3.2 Decisions made by the Working Party should normally be by consensus at Working Party meetings. Where a vote is required, each member shall have one vote. A simple majority will be required to support any motion, The Chair will have one casting vote. Members shall vote by show of hands.

4. Membership

4.1 The Working Party will be made up of at least 3 councillors. A Chairman for the year, will be elected at the first meeting and then thereafter at the first meeting following the Annual Parish Council Meeting.

4.2 Members of the Group will work together for the benefit of their community and treat other members of the Group with respect, allowing Members to air their views without prejudice and interruption.

5. Finance

5.1 The Working Party will have no budget. All expenditure will be approved by Holt Town Council, any grant funding received will be awarded to the Town Council and managed by the Clerk.

6. Distribution of Terms of Reference.

6.1 A copy of the Terms of Reference shall be given to each member of the Working Party. The Clerk shall ask each member to sign a declaration of receipt of this document (or any superseded version).

Working Party TOR agreed by full council on – 14TH February 2022

Review date - February 2025