Minutes of the Annual Holt Town Council Meeting held on Monday 13th June 2022 at 7pm at the Playing Fields meeting room, Woodfield Road.

Attending: Cllr Rodney Smith (Mayor), Cllr Phil Wright (Deputy Mayor), Cllr Ray Moore, Cllr Bryan Payne, Cllr Sarah Tribe, Cllr Maggie Prior, Cllr Simon Williams, Cllr Ben Philo, Cllr Liz Traynier, Cllr Sandy Roper 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 Smith welcomed everyone to the meeting and extended a warm welcome to Cllr Roper who had been unwell.

2. **Apologies for absence.**

2.1 Apologies were received from Cllr Curley (work commitment), Cllr Wilson (family commitment) and Cllr Batey (family commitment) .

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 Philo stated he was a paid member of the Maintenance Team.

4. **Police Matters.** Clerk updated everyone on the vandalism of the Fairy Doors. It was AGREED to keep a close eye on the Fairy Trail and ensure parents remain happy with how it is being managed. Unfortunately, there is a spate of vandalism in the town, anti-social behaviour has been reported on Woodfield Road, aswell as graffiti on the underpass and bottles and rubbish being left on Spout Hills and at George V Playing Field. The Local Beat Officer is aware and has increased patrols on the area.

5. Announcements by Mayor.

5.1 Cllr Smith announced he attended the Jubilee Service at St. Andrews Church. Cllr Smith gave a brief overview of the successful Jubilee celebrations and stated that thank you letters had gone out to all that had helped out

6. To agree the Minutes of the Town Council Meeting dated Monday 9th May 2022.

6.1 The Minutes were circulated prior to the meeting; they were PROPOSED as accurate and correct by Cllr Payne and SECONDED by Cllr Wright and AGREED by all.

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

(Cllr Williams arrived at the meeting at 19.14.)

7.1 Cllr Vardy stated that he and the Clerk had discussed the off-road link to the Country Park. A trod or similar seemed like an ideal solution, the idea has been raised with Highways who have agreed to work with the Town Council in seeing if it would be feasible. GH

7.2 Cllr Philo stated that the Maintenance Team were going to look to repair a number of gravestones in the Cemetery whereby the owners of the Exclusive Right were no longer traceable. This was AGREED by all. BP

7.3 Cllr Philo asked whether it was possible to have a sanitary bin for the men's toilets. It was AGREED for the Clerk to arrange for this to take place. GH.

7.4 Cllr Moore asked whether there was an update on the new owners of Holt Hall. There was no further news.

7.5 Cllr Philo and Cllr Moore will look at lighting columns in the next week in relation to the recent Cozens survey. BP/RM

7.6 Clerk tom speak to Highways with regards creating some additional temporary parking on Church Street. GH

7.7 The Clerk confirmed that a new Holt Town Guide was being produced by David Burns.

7.8 The clerk confirmed that the outdoor Gym equipment required a new quote and that this has been chased.

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

8.1 Cllr Traynier PROPOSED the May planning report, this was SECONDED by Cllr Moore and AGREED by all.

9. Industrial Land

9.1. Clerk to chase NNDC to see what happened to the previous proposal for some new starter units in Holt. The units were due to be funded by NNDC and the project was being led by Cllr Butikofer and Cllr Kershaw. Cllr Vardy stated he was keen to support the proposal. GH

9.2 Cllr Prior asked about whether there was an update on a local engineering firm who had previously expressed an interest in setting up premises in Holt. Clerk to ask NNDC for an update. GH

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

- Norfolk County Council – Full report can be seen at Appendix A.
  - A discussion did take place regarding CCTV for the town. Cllr Vardy stated that he had experience with installing CCTV in a town previously and suggested looking at what funding streams may be available.
- North Norfolk District Council – Full report can be seen at Appendix B.
- Cllr Moore asked about an old road scheme proposed in 1970's for a bypass from Back to the Garden. Clerk to write to Steve White to find out if he has a copy of the old plans from 1970's. GH
- Cllr Vardy stated how wonderful the Jubilee was and thanked everyone for their efforts.
- Love Holt – Circulated prior to the meeting.
- Greening Holt – Cllr Tribe stated that a Magnolia tree was planted on land owned by Bakers and Larners as a commemorative tree for the Platinum Jubilee celebrations. Thanks was given to Bakers and Larners and to Cllr Philo for digging the hole.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

None

11. Finance

11.1 May's Financial Statement was circulated prior to the meeting. Payments of £34264.46 (ex VAT) were PROPOSED by Cllr Traynier and SECONDED by Cllr Roper and AGREED by all.

11.2 The clerk updated everyone on the internal audit, the email from the auditor has been shared with all Cllrs. The Council passed the audit, with the only comments made on the Clerk's salary being below the suggested rate. It has been noted that this is due to be reviewed at the next budget.

11.3 Section 1 of the AGAR Annual Governance Statement for 21/22 was circulated prior to the meeting and read aloud by the Clerk, it was PROPOSED by Cllr Wright and SECONDED by Cllr Williams and AGREED by all.

11.4 Section 2 of the AGAR the Accounting Statements for 21/22 was circulated prior to the meeting and read aloud by the clerk, it was PROPOSED by Cllr Payne and SECONDED Cllr Traynier and AGREED by all.

11.5 The Clerk read the Notice of Public Rights to Cllrs and advised them of the dates whereby accounts are open for inspection. The Notice was AGREED by all.

12. Platinum Jubilee Celebrations

12.1 The Platinum Jubilee was a huge success. All staff were thanked along with Cllr Smith, Cllr Philo, Cllr Williams and Cllr Tribe for all their hard work. Cllr Roper was thanked for generously purchasing all the materials for the children's crafts/decorations and for her part in organising for this to be carried out. Fr. Howard, Carolyn and Anthony Burn, NNDC (for the photo display boards) and Bakers and Larners were also thanked. Special thanks were extended to Keith Gosden at the Holt Society for his part in arranging the commemorative slates and to Jason Bell for his excellent job in being Holt's Town Crier for the day.

12.2 To judge the Queen's Portrait Competition. Cllrs gathered around to judge the Children's Queen's portrait competition. Two winners were chosen, and it was

AGREED that the winner would have a £20 Starlings gift voucher each. Clerk to let children know. GH

13. HTC Grants

13.1 It was AGREED to postpone HTC Grants to September with the decision being made in October's meeting. This is to reflect the additional needs which may occur through the cost-of-living crisis.

14. Neighbourhood Plan Submission

14.1 The amended Neighbourhood Plan was circulated prior to the meeting. It was PROPSOED by Cllr Wright and SECONDED by Cllr Payne to formally submit the Neighbourhood Plan to NNDC. Cllr Smith abstained from the vote, all other Cllrs present AGREED to send the plan to NNDC for formal submission.

15. Correspondence

15.1 Parking Bay Closure Requests. Clerk to explore with Kings Lynn West Norfolk what criteria they apply (if any) for distributing car parking passes. The price seems to make the passes attractive, a suggestion to increase charges or increase charge by the day was discussed. GH

15.2 A discussion took place on a possible HTC policy to be used for deciding whether to object or support a car parking bay closure request. Clerk to draft a policy and circulate for comments then bring back to the July meeting for adoption. GH

15.3 Concerns were again raised by Cllrs about the lack of representation at District. Cllrs asked the Clerk to raise these concerns with the Leader of the Council.

16. Date and time of next meeting. 11th July 7pm at Playing Fields Association on Woodfield Road.

Meeting ended 20.40pm

Appendix A – NCC Report

Get urgent help at home (Norfolk Swift Response Team)

Norfolk Swift Response is a free 24-hour service you can call if you have an urgent, unplanned need at home but don't need the emergency services. If, for example, your partner or carer is suddenly admitted to hospital, the Swift Response team can assist you with getting up, washing and dressing. They can also help if you have a fall but are not seriously injured and can bring special lifting equipment to help make moving as safe as possible for you.

Who can get assistance from Norfolk Swift Response?

Norfolk County Council operates a 24-hour countywide Norfolk Swift Response Service. This service is for people who are over 18, living at home and require physical or practical support with daily living tasks.

This includes:

- People with physical illness or disabilities
- People with learning disabilities
- People with mental health problems
- Carers

How much does it cost?

Norfolk Swift Response is a free service for people living in Norfolk.

Contact

Call Norfolk Swift Response on 0344 800 8020 and select option 1.

Community alarms

Some people are referred to Swifts using community alarms. These are usually pendants that you wear, so that you can reach help at the touch of a button.

What will happen when Swifts arrive?

The Norfolk Swift Response team will always:

- Show their identity cards when they visit you for the first time
- Be dressed in the team uniform
- Behave professionally and politely and respect your privacy and dignity

- Ensure you receive prompt, appropriate support and let you know if there is a delay
- With your agreement, and if appropriate, make ongoing referrals to other services and support

Update: 1 Million Trees for Norfolk

The 1 Million Trees for Norfolk project is an ambitious initiative to work in partnership with communities, landowners, other agencies, businesses and individuals across the county to enable one million trees to be planted over five years.

In the 2021/22 planting season, the 1 Million Trees team enabled nearly 45,000 trees to be planted through a range of innovative projects. Now the team is launching new initiatives to get even more trees planted in the 2022/23 planting season.

New tree planting scheme for Norfolk

On 30 May 2022, we launch Jubilee Trees for Norfolk, supporting the Queen's Green Canopy – a scheme to coincide with the celebrations to mark the Queen's Platinum Jubilee. This will enable up to 40,000 more trees to be planted.

Norfolk County Council are offering tree packs at 50% cost, (subsidised by DEFRA and NCC) the scheme is open to everyone.

There is an application process for the scheme and tree packs will be ready for collection in the planting season between November 2022 and February 2023. Please contact: tree.planting@norfolk.guv.uk

Appendix B - NNDC Report

NORTH NORFOLK COMMUNITY TRANSPORT

North Norfolk Community Transport is a charity operating in North Norfolk which provides safe, accessible and affordable minibus transport to residents who are without, or unable to use, public transport. Their service is targeted at those who through ill health, disability or simply lack of service cannot get to larger local towns to shop, attend medical appointments or socialise. They offer four different services; their Access Car provides bookable wheelchair accessible transport to take people to medical appointments or social events; Dial-a-Ride picks up people up from their homes and takes them to North Norfolk towns where they have up to 2.5 hours before they can be dropped back at their door again. They offer group hire to community groups, charities, schools and colleges, and they also run lottery funded excursions so people can visit places of interest – and they choose these for themselves. They have two bases; in North Walsham and Holt, and run 11 vehicles – including one electric car. A combination of staff and volunteer drivers complete around 45 journeys a week.

Their services help keep transport affordable. For example a return taxi from some areas of North Norfolk to the Norfolk and Norwich University Hospital can cost up to £100, through their Access Car service it can cost as little as £25, with the added benefit of a two hour waiting time included in the price.

Contact 01692 500840

Email info@nnct.org.uk