



Minutes of the Holt Town Council Meeting held on Monday 12th December 2022 at 7pm at The Holt Playing Fields Association, Woodfield Road, Holt.

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

2 members of the public present.

County Cllr Eric Vardy was also present.

1. Welcome

1.1 Cllr Smith welcomed everyone to the meeting.

2. Apologies for absence.

2.1 Apologies have been received from Cllr Iain Wilson (family commitment). 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 Ben Philo stated an interest in item 11.2

4. Police Matters

4.1 No report received.

5. Announcements by Mayor

5.1 No announcements.

6. To agree the minutes of the Town Council Meeting dated Monday 14th November 2022.

6.1 The minutes were circulated prior to the meeting. They were PROPOSED by Cllr Prior and SECONDED by Cllr Wright and AGREED by all.

7. Matters Arising

7.1 Community Orchard – Unfortunately the funding for the Miyawaki Mini Forests has expired. It was AGREED that the Clerk could use Cllr Eric Vardy's NCC Budget (if available) towards planting a small community orchard on the site off Beresford Road.

7.2 Outdoor Gym Equipment – The equipment has now been installed with an official launch planned for the New Year. Cllrs to feedback to the Clerk their ideas on what the site should be called. Clerk to organise the launch. GH

A local resident has raised a concern regarding a privacy issue, Cllrs discussed the concern and AGREED that the view into the resident's garden has not changed since the installation of the gym equipment. Cllrs proposed no further action. Clerk to report back to the resident. GH

7.3 Neighbourhood Plan – The consultation has now ended, and an examiner has been appointed.

Cllrs raised concerns following correspondence NNDC received from the Heath Farm landowner's agent earlier in the year, withdrawing the proposed employment land at Heath farm, from the Emerging Local Plan. Clerk to ensure all Cllrs and Cllr Vardy have a copy of the correspondence and seek an update from NNDC on what happens next. GH

Clerk to confirm a date in January for a meeting with Senior Council Officers/Cllrs to discuss employment land in Holt. GH

7.4 Cllr Moore asked the Clerk to clarify how many second homes in Holt are registered as businesses. Those registered as a business do not pay Council Tax and therefore do not contribute towards the Town's precept. GH

7.5 It was noted that the signage along Norwich Road for the Industrial Estate does not continue at the Norwich Road roundabout and Cllrs felt this was confusing for drivers. Cllr Vardy AGREED to look into the signage at the roundabout and report back to Cllrs at January's meeting.

Public Question Time

- Kings Meadow Site Visit – A local resident asked that HTC liaise with Hopkin Homes on installing a chicane on the Public Footpath which crosses the A148. It was suggested that HTC maybe able to help install the chicane if Hopkin Homes covered the costs. Clerk to contact Group Managing Director Lee Barnard to discuss further.

8. Reports

8.1 Norfolk County Council – The report was circulated prior to the meeting. Cllr Vardy stated that Holt Library was now a registered warm space. Cllr Vardy stated that he is aware of the ongoing issues with HGV's on Hempstead Road and the matter is now an enforcement issue, PC Graham Gower- Smith is aware. Cllr Vardy updated Cllrs on his new carbon literacy programme which will be distributed to Town and Parish Councils in the coming weeks.

Cllrs raised the live planning application ADV/22/2707 with Cllr Vardy and requested that the application is called into committee as HTC are objecting. Clerk to email Cllr Vardy and Georgie Perry- Warnes with HTC's comments.

It was noted that there will be a new cash point in Budgens. (Through the wall cash access) and the cash point at Barclays will be withdrawn.

The Edinburgh Road/ Charles Road junction was discussed with Cllrs stating they felt the junction was dangerous. Cllr Batey PROPOSED that HTC fully support the proposal of a mini roundabout at this junction, this was SECONDED by Cllr Moore and AGREED by all. Clerk to send an update to the Highways Officer and County Cllr Eric Vardy.

Cllr Eric Vardy stated that he had received a complaint regarding parked cars along Kelling Road which restrict visibility for other road users. Cllr Smith stated he would be happy to attend a meeting with Cllr Vardy and the residents to discuss further.

Love Holt – No report received.

Greening Holt – The report was circulated prior to the meeting. Cllr Tribe stated that there would be a re-launch in early January.

9. HTC Grants

9.1 A summary of the grant applications were circulated prior to the meeting. Cllrs discussed the applications and the following grants were PROPOSED by Cllr Curley;

- Sanders £180 – contribution towards advertising for the Holt Hopper
- Library £400 – towards the Library Garden
- Playing Fields £1000 – contribution towards new lighting
- Treehouse £750 – contribution towards their warm space
- 1960's £650 – payment for the 1960's committee's Christmas Dinner

The above grants were SECONDED by Cllr Wright and AGREED by all.

10. Glaven Valley Conservation Appraisal

10.1 Cllrs discussed the appraisal. It was noted that the Gladman site and Lodge Farm had been included in the conservation zone. Cllrs stated they found the maps difficult to read. All comments to be emailed to the Clerk who will draft a response for approval via email. GH

11. Policy Revisions

11.1 The revised LGA model Code of Conduct was circulated prior to the meeting. The policy was PROPOSED by Cllr Wright and SECONDED by Cllr Batey and AGREED by all.

11.2 The Sickness and Absence policy was circulated prior to the meeting, the policy was PROPOSED by Cllr Batey and SECONDED by Cllr Wright and AGREED by all except for Cllr Philo who abstained.

12. Correspondence

12.1 Discussed under item 8 Reports.

13. Finance

13.1 The payments, receipts and bank reconciliation (Appendix A) were circulated prior to the meeting. The payments of £15,168 were PROPOSED by Cllr Batey and SECONDED by Cllr Wright and AGREED by all.

13.2 The Budget was put together by Cllr Smith, Cllr Wright, Cllr Moore and the Town Clerk. The budget was circulated to all members prior to the meeting. The budget sets the precept for 23/24 as £156,007 which is £81.96 per Band D property a rise of £2.34

per year. This was PROPOSED by Cllr Wright and SECONDED by Cllr Batey and AGREED by all.

13.3 The quote provided by NCC for an experimental order for Fish Hill was circulated prior to the meeting. Cllr Batey PROPOSED the payment of £15,000 which will come out of MTI Funds for the order to be made, this was SECONDED by Cllr Wright and AGREED by all.

13.4 The quote provided by NCC for a feasibility study for public realm space around the war memorial and an improved junction at Obelisk Plain was circulated prior to the meeting. Cllr Wright PROPOSED the spend of £10,000 from S106 funds for the study, this was SECONDED by Cllr Moore and AGREED by all.

14. Planning Report

14.1 The planning report was circulated prior to the meeting. Cllrs asked that an additional comment was made to application ADV/22/2707 which is that an advertising board in this location is a distraction to motorists. The report with the additional comment was PROPOSED by Cllr Roper and SECONDED by Cllr Prior and AGREED by all. Clerk to respond to NNDC. GH

15. Date and Time of Next Meeting – Monday 9th January 7pm. The Playing Fields Association on Woodfield Road.

Meeting finished at 8.30pm

APPENDIX A

Holt Town Council

5 December 2022 (2022-2023)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/11/2022		
Cash in Hand 01/04/2022		
ADD		
Receipts 01/04/2022 - 30/11/2022	293,034.10	A
SUBTRACT	197,760.55	
Payments 01/04/2022 - 30/11/2022		
Cash in Hand 30/11/2022		
(per Cash Book)		
490,794.65		
180,821.24		
309,973.41		
Cash in hand per Bank Statements	0.00	
Less unrepresented payments	13,431.65	B
Plus unrepresented receipts	49,358.41	
Adjusted Bank Balance	247,696.87	
310,486.93		
558.52		
309,973.41		
45.00		
309,928.41		
A = B Checks out OK		

Petty Cash 30/11/2022 Barclays Business Saver Account 30/11/2022 Barclays Business Tracker Account

30/11/2022 Barclays Community Account 30/11/2022