



Minutes of the Holt Town Council Meeting held on Monday 13th February 2023 at 7pm at The Holt Playing Fields Association, Woodfield Road, Holt.

Attending: Cllr Rodney Smith (Mayor), Cllr Maggie Prior, Cllr Simon Williams, Cllr Liz Traynier, Cllr Sandy Roper, Cllr Bryan Payne, Cllr Ray Moore, Cllr Martin Batey, Cllr Simon Williams, Cllr Iain Wilson, Cllr Ben Philo and Town Clerk Gemma Harrison.

1 Member of the public present.

1. Welcome

1.1 Cllr Smith welcomed everyone to the meeting.

2. Apologies

2.1 Cllr Wright sent his apologies (due to illness). Apologies were accepted.

2.2 County Cllr Eric Vardy sent his apologies.

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 Curley stated an interest in item 17.4 as Cllr Curley rents a room at Nelson House.

4. Police Matters.

4.1 It was noted that there have been vandals at Station Road Car park. PC Graham Gower-Smith has updated the Clerk that the Station Road Car Park is now being closely monitored as part of his patrols.

5. Announcements by Mayor.

5.1 The Mayor welcomed the first residents at the new Heath Lodge Care Home.

6. To agree the minutes of;

• Town Council Meeting dated Monday 9th January 2023

The minutes were circulated prior to the meeting, they were PROPOSED by Cllr Traynier and SECONDED BY Cllr Roper and AGREED by all.

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

- There has been no update on the new charges proposed for on street parking. Clerk to ask Cllr vary for an update. GH
- Albert Street Toilets– the steps to the toilets are high and it was reported that the toilets were locked at the weekend. Clerk to contact NNDC and request an update. It was noted that the Clerk has submitted a grant funding bid (for improvements to Church Street Toilets) to NNDC for consideration. GH
- Holt Youth Council – Cllr Roper gave an update. There has been positive feedback from the scouts, The Venue have offered themselves as a meeting place. The Primary School is very keen and children offered Cllr Roper lots of great ideas, the High School at Sheringham have also been made aware of the proposed Youth Council.
- Community Support Funding – Clerk to explore sourcing some slow cookers as electric blankets are becoming increasingly difficult to get hold of. GH
- Re-surfacing Letheringsett Car Park – the works have now been completed. The Clerk thanked Paul Dulson for managing the project so effectively.

8. Speaker: Bex representing the Businesses on Fish Hill

8.1 Bex introduced the Fish Hill Public Realm initiative and presented ideas on how the MTI grant funding could be spent.

8.2 Cllrs suggested incorporating a new light on the Harris & James building, a water fountain and possibly some bike racks in Bull Alley.

8.3 It was also suggested that there should be some space to advertise the Holt Vision 2023 as part of the future public consultation.

8.4 Cllrs thanked Bex and all the businesses for their hard work on pulling together their ideas. The plans were circulated prior to the meeting and available in the meeting for all to view. Cllr Batey PROPOSED the plans and associated expenditure from the MTI fund, this was SECONDED by Cllr Roper and AGREED by all.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

A member of the public asked what is happening to the building site on Fish Hill as there has been no action since November 2022. Clerk to chase. GH

9. Industrial Land

9.1 The item was deferred to later in the meeting to be discussed under item 20.3.

10. Reports

10.1 Norfolk County Council Report – The report was circulated prior to the meeting and can be seen in full at Appendix A.

10.2 District Cllr Report – The report was circulated prior to the meeting and can be seen in full at Appendix B. Cllr Batey stated that he will be standing as a candidate in the forthcoming elections.

10.3 Love Holt – Report circulated prior to the meeting. Cllr Prior asked a question about the function of Love Holt. It was confirmed that Love Holt is an information platform which promotes anything and everything in the town. Love Holt are looking to create a committee of 12-16 volunteers these are additional to the 2-3 paid employees. Cllr Wilson to keep HTC updated on the progress of the new committee and the Love Holt 2023 Strategy.

10.4 Greening Holt – Report circulated prior to the meeting. Cllr Moore and Cllr Traynier thanked Cllr Tribe for all her hard work.

11. Elections

11.1 Clerk updated Cllrs on the forthcoming elections and handed out nomination papers.

11.2 Cllrs asked that the Clerk promote online about the different functions of the 3 tier councils, to better educate the public on what the Council's responsibilities are. GH

12. Glaven Valley Conservation Appraisal (Consultation)

12.1 Cllrs requested that the Hunworth Road land should be removed out of the conservation area. This was PROPOSED by Cllr Payne and SECONDED by Cllr Smith and AGREED by all. GH

12.2 Clerk to circulate the date for the conservation drop in Holt. GH

13. Amended Church Street Toilet Plan

13.1 The amended plan for the Church Street Toilet refurbishment was circulated prior to the meeting. The plan was PROPOSED by Cllr Payne and SECONDED by Cllr Batey and AGREED by all. Clerk to report back to architect. GH

14. Holt Lights

14.1 It was reported that the Lights Committee has disbanded, Cllr Wilson expressed some concern regarding the resource going forward. The role HTC plays in the Light Committee was discussed. It was felt that HTC should offer the committee a supportive role and an HTC Cllr should sit on the Committee. Cllr Curley stated she would consider being the HTC representative. It was AGREED that this role should be looked at again after the elections in May.

15. Correspondence

15.1 The Clerk updated Cllrs on the letter received from Gresham's regarding the yellow lines along Church Street. Clerk to request the white bay is reduced to see if the situation is improved. GH

Cllr Wilson left the meeting at 20.22

16. HTC Land off Beresford Road

16.1 The Clerk updated everyone that the community orchard has been planted on the land off Beresford Road using 20 trees gifted to HTC through the Jubilee Green Canopy Fund.

16.2 The name for the gym park was discussed and suggested as the Coronation Gym Park.

16.3 The name for the Orchard Site was discussed and suggested that the site should be called Orchard Park. The orchard should be dedicated to the Late Philip High as a memorial marking Philip's commitment to Holt Town Council, and his time as Holt Mayor.

16.4 The above (16.2 and 16.3) was PROPOSED by Cllr Payne and SECONDED by Cllr Traynier and AGREED by all, except for Cllr Moore who abstained from the vote. Clerk to order signage. GH

17. Finance

17.1 The payments, receipts and bank reconciliation (Appendix C) were circulated prior to the meeting. Cllr Payne asked whether a further contribution has been received from The Holt Society for the Jubilee Slates, Clerk to ask for an update. GH

17.2 The payments of £16867.36 were PROPOSED by Cllr Moore and SECONDED by Cllr Curley and AGREED by all.

17.3 The new cemetery fees were circulated prior to the meeting and can be seen in Appendix D. The fees were PROPOSED by Cllr Moore and SECONDED by Cllr Roper and AGREED by all.

17.4 The room rental for Nelson House was discussed. It was AGREED to review the increase after the first year of rental (which is August 2023). GH

17.5 This was discussed and AGREED earlier in the meeting (see point 8.4).

17.6 Cllr Moore PROPOSED David Wright as Internal Auditor for the accounts for 22/23 this was SECONDED by Cllr Williams and AGREED by all.

18. Planning

18.1 The planning report was circulated prior to the meeting (Appendix E). It was PROPOSED by Cllr Batey and SECONDED by Cllr Curley and AGREED by all. GH

18.2 It was noted that the planning application RV/22/0308 is being discussed at Development Control Committee at NNDC. It was AGREED that Cllr Prior and Cllr Batey will go along to represent HTC and Cllr Prior will speak against the removal of affordable homes. MP/MB

19. Coronation Celebrations

19.1 The Clerk updated everyone on the Coronation Celebrations, which included the party in the yards on Saturday 6th May a Community Cake and a Treasure Hunt which will span the 2 weeks over the Coronation celebrations.

20. All Cllrs AGREED to to Close the Meeting to members of the Public under the Public Bodies (and admission to Meetings) Act 1960 and to extend the meeting beyond the 2 hours as outlined in the Standing Orders.

20.1 The Clerk updated everyone on the recruitment for the new Maintenance Person. Cllr Philo PROPOSED Martin Wright as the new Maintenance Team Member this was SECONDED by Cllr Prior and AGREED by all.

20.2 Cllr Curley PROPOSED the amendment to Tyler's contract increasing his hours by 2.5, this was SECONDED by Cllr Batey and AGREED by all.

20.3 Industrial Land – A discussion took place on the availability of employment land in Holt. Clerk to seek further clarification from NNDC on next steps. GH

21. Agree the date and time of the next meeting.

21.1 Monday 13th March 7pm at The Playing Fields Association, Woodfield Road.

The meeting ended at 9.15pm

APPENDIX A – NCC Report

£600 million-plus county deal for Norfolk, public consultation soon

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> Councillors have agreed to progress a £612.9m County Deal, to transfer more powers and funding from the Government to Norfolk.

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> NCC Cabinet believes we have a generational opportunity to unlock significant long-term funding, gain greater freedom to decide how best to meet local needs and create new opportunities for the people who live and work in Norfolk.

> Moving decisions and funding previously controlled in Westminster to Norfolk, for Norfolk; to take control of our own destiny and shape our future; a catalyst for change to build on our strengths, address challenges, deliver infrastructure and grow the economy.

> Norfolk as a rural county been left behind, which is why devolution is

> a prize, and one worth fighting for A six week public consultation on the deal will be launched on 6 February. The full council will decide whether to support the change to an elected leader, in December. If approved, an election will be held in May 2024.

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> According to the report to cabinet, the deal would mean that, from 2024 onwards, the County Council could:

> • target funding and resources to Norfolk's own priorities, with a new investment fund of £20m per year for 30 years

> • unlock housing and employment sites with an injection of £12.9m capital funding in this Spending Review period and new powers to drive regeneration, housing and development priorities

> • invest in the skills we know we need, with devolution of the adult education budget and input into the new Local Skills Improvement Plans

> • invest in local transport planning and consolidate transport budgets to direct funding to better meet our local needs and priorities

> • strengthen the local business voice to inform local decision making and strategic economic planning through the future integration of New Anglia Local Enterprise Partnership

> • have a council leader who is directly elected by the public, with the first election in May 2024

> • raise our influence regionally and nationally, enabling our voice to be better heard by Government to shape future policies and funding decisions for the benefit of our County

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> Norfolk's multi-million pound plan for 27 new or expanded schools A

> total of 27 new schools could be built across the county within the next 10 years as part of Norfolk County Council's £308 million Local Growth and Investment Plan.

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> A report to the council's cabinet set out the need for new school-builds and eight existing school expansions to ensure sufficient places in 24 areas of major planned housing growth.

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> But while some areas are set to grow significantly, there has been an overall decline in the birth rate in Norfolk of 19% since 2012 which has led to 523 less primary places being needed this year. This decline reflects the national picture generally of reducing birth rate.

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> The role of the Council is to make sure there are enough school places for children from the age of four to 16 and to co-ordinate admission numbers for schools, particularly where we are seeing significant demographic change in particular areas of the county.

- > Norfolk have an excellent track record of planning for and delivering new school builds and expansions to make sure children already living in or moving to an area have a school place in their locality.
- > The Council will be working closely with all schools across the education system in the coming months to mitigate the impact wherever possible where we know we face declining pupil numbers.
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- > Significant growth is also planned for Aylsham, Blofield/Brundall, Bradwell, Caister-on-Sea, Cringleford, Dereham, Downham Market, East Norwich, Easton, Fakenham, Hellesdon, Hethersett, Holt, King's Lynn, Long Stratton, North Walsham, South Wootton, Taverham, Wisbech and Wymondham.
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- > Areas which have seen a significant decline in the number of children against available capacity are: Acle, Cromer and Sheringham, Dereham, Diss, Flegg, King's Lynn central area, Litcham, Loddon, North Walsham, Reepham, and Stalham.
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- > Methods to manage dropping pupil numbers include: encouraging schools not to admit more pupils than stated in their planned admission numbers, encouraging schools to changing age ranges for a school, and merging schools in existing or newly provided buildings, with closure of schools being a last resort.
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APPENDIX B – NNDC Report

North Norfolk District Council
 February 2023
 Cllr. Eric Vardy & Cllr. Georgina Perry-Warnes

- Approval has been given for application PF/21/2648 for alterations and extensions, refurbishment of laundry and alterations to external landscaping and prep school parent and staff car park at Old School House, Church Street
- There will be a Development Committee meeting on 23rd February where the decision to recommend approval for Hopkins Homes' application to provide no s106 affordable homes on their Hempstead Road Development will be considered. The ward members will be raising arguments objecting to the decision, and suggest a representative of HTC also speaks at the meeting.
- The next Holt SNAP Meeting will take place on Thursday 16th February, 2023 at 7pm at the Holt Youth Project, Old Station Way, Holt, NR25 6DH.
- Glaven Valley Public Consultation events

Two additional public meetings have been arranged for Thursday 9th March, at The Venue, Holt: 4:30-6:00pm and Blakeney Village Hall: 7-8pm

NNDC Officers will be accompanied by representatives from Purcell, authors of the appraisal, to explain the process and answer questions. The public consultation period has been extended until Friday 31st March 2023.

- Hornsea Three Community Fund Consultation Events

Hornsea Three are holding public consultation drop-in events to provide an opportunity to discuss the Hornsea Three Community Fund in more detail. There will be an event held at the Venue, Kerridge Way on Tuesday 21st February, 12pm – 3pm

There will be two virtual events for those that can't attend the public ones on Thursday 16th February and Friday 17th February. If you wish to attend a virtual event please contact Hornsea Three to book a suitable time. Also, If you have any questions, please contact Hornsea Three on [01908 247630](tel:01908247630) or email hornseathree@grantscape.org.uk.

- Following new UK Government legislation, it will be necessary for voters visiting the polling stations on Thursday 4th May to provide photo ID to receive a ballot paper. For those voters without an accepted form of identification, they can either choose to vote by post (having advised NNDC in advance) or they will need to have applied for and received a free Voter Authority Certificate (VAC) ahead of the election, or to have appointed a proxy (who has suitable ID or VAC) to vote on their behalf. Details of accepted photo ID are provided on the attached poster / flyer

VACs can be applied for via an online government service launched on Monday 16th January – [Apply for photo ID to vote \(called a 'Voter Authority Certificate'\) - GOV.UK \(www.gov.uk\)](#) or through a paper application form which can be processed by the Council's Electoral Services team or the Customer Services Team. All VAC applications will require the provision of a suitable photograph and, where the applicant does not have one, we are able to take one for them through our Customer Services team at the Council's Cromer offices or Fakenham Connect. Our Customer Services Teams are also able to support residents with the application process in either office. Basic support with the application service will also be available in Norfolk Libraries.

APPENDIX C – Bank Reconciliation

Holt Town Council

4 February 2023 (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 31/01/2023		
Cash in Hand 01/04/2022		
ADD		
Receipts 01/04/2022 - 31/01/2023	293,034.10	A
SUBTRACT	213,728.19	
Payments 01/04/2022 - 31/01/2023		
Cash in Hand 31/01/2023 (per Cash Book)		
506,762.29		
252,815.18		
253,947.11		
Cash in hand per Bank Statements	0.00	B
Less unrepresented payments	13,439.14	
Plus unrepresented receipts	34,385.93	
Adjusted Bank Balance	206,470.72	
254,295.79		
393.68		
253,947.11		
45.00		
253,902.11		
A = B Checks out OK		

Petty Cash 31/01/2023 Barclays Business Saver Account 31/01/2023 Barclays Business Tracker Account

31/01/2023 Barclays Community Account 31/01/2023

APPENDIX D – Cemetery Fee's

HOLT CEMETERY, CLEY ROAD, HOLT SCALE OF FEES AND CHARGES FROM 1 APRIL 2023

The fees, payments and sums set out below in **column A** apply where the person to be interred or in respect of whom Right of Burial is granted is, or immediately before his/her death was, an inhabitant of the Parish of Holt, or in the case of a stillborn child where the parents are parishioners.

In all other cases the fee's will be doubled as shown in **column B**.

INTERMENT FEES		A	B
(i)	For the interment of a person whose age at the time of death exceeded 12 years.	£205	£410
(ii)	For the interment of a child whose age at the time of death did not exceed 12 yrs or that of a stillborn child	£0	£0
(iii)	For the interment of cremated remains	£180	£360
(iv)	For the interment of cremated remains in tablet area	£90	£180

EXCLUSIVE RIGHT OF BURIAL

The exclusive right of burial (EROB) must be purchased **BEFORE** any inscribed memorial may be erected on a grave.

(i)	for the exclusive right of burial for a period of 100 years in an earthen grave 9' x 4' (275cm x 122cm)	£365	£730
(ii)	for the exclusive right of burial of cremated remains for a period of 100 years in a grave 2' x 2' (61cm x 61cm)	£180	£360

MEMORIAL FEES

For the right to erect and maintain a memorial on a grave in which the Exclusive Right of Burial has been purchased to include the first inscription.

(i)	A headstone not exceeding 3'6" x 2'6" wide £324 (107cm x 76cm)	£ 180	
(ii)	A vase not exceeding 1' 6 "high (46cm)	£70	£140
(iii)	An inscribed tablet for cremated remains (Not exceeding 16" x 18" (41cm x 46cm)	£135	£270
(iv)	For each inscription after the first	£70	£140

ADMIN FEES

£22 per hour

Additional Admin Fees will be charged for:

- (i) EROB re-assignment, refunds, or extensions.
- (ii) Statutory Declarations

APPENDIX E – Planning Report**Planning Report for Approval****on Monday 13th February 2023**

Dated 7th February 2023

Current Planning Applications

1.1 Town Cllrs have all been consulted on the following planning applications.

- PF/23/0124 35-37 High Street – Improved application but Cllrs are concerned about the lack of car parking for unit 1 and unit 2. It has been suggested that angled parking is created at the loss of Flat 1 's amenity space.
- PF/23/0134 – 25 Hendrie Road – No Comments
- RV/22/2948 – Re-consult Land to the north of Hempstead Road – No comments.
- LA/23/0076 37 and 39 Norwich Road, Holt. – Clerk to respond with no comments.
- PF/23/0105 – 43 Hempstead Road, Holt, Norfolk – Clerk to respond no comments.
- LA/23/00765 – 37 and 39 Norwich Road - Clerk to respond no comments.

1.2 To note decision notices from NNDC will now be circulated to the Clerk.