

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 8th April 2024 at the Meeting Room of The Holt Playing Fields Association, Woodfield Road, Holt.

Attendees: Cllr Sarah Tribe (Mayor), Cllr Phil Wright (Deputy Mayor), Cllr Ray Moore, Cllr Maggie Prior, Cllr Sue Barham, Cllr Bryan Payne, Cllr Rodney Smith, Cllr Sandy Roper, Cllr Simon Williams, Cllr Anita Jones, Cllr Martin Batey, Cllr Tony Pointer, Town Clerk Gemma Harrison and Admin Officer Paul Dulson.

3 Members of the public were present.

1. Welcome

1.1 Cllr Tribe welcomed everyone to the meeting.

2. Apologies for absence.

2.1 Apologies received from County Cllr Eric Vardy.

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 Roper stated that she is a member of the Owl Skate Park Committee,

3.2 Cllr Batey stated he is a member of the Development Control Committee at NNDC.

4. Police Matters

4.1 The Police Report was circulated prior to the meeting. It was noted that the Police are monitoring the land adjacent to the allotments for anti-social behaviour.

5. Announcements by Mayor

5.1 The Mayor's Report was circulated prior to the meeting and can be seen at Appendix A.

6. To agree the minutes of the Town Council meeting dated Monday 11th March 2024.

6.1 The minutes were circulated prior to the meeting and PROPOSED as accurate and correct by Cllr Wright and SECONDED by Cllr Smith and AGREED by all.

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

- Heath Farm Roundabout – Clerk to update the HTC website and Facebook page with the update on what works have taken place. GH
- Heath Farm Allotments – No update on transfer from Lovells. Clerk to chase. GH
- Albert Street Toilets – Cllrs raised concerns that the Albert Street Toilets will be closed throughout the summer holidays. Clerk to ask NNDC for rough timescales. GH
- It was noted that concerns have been raised from residents regarding Anglian Water conducting works during the night, causing a nuisance.
- Church Street Toilets – Toilets due to be open shortly.
- Playing Fields Transfer from FIT – Deeds have been received and Clerk to arrange for them to be signed by two Cllrs. GH
- Annual Town Meeting – Clerk to arrange the Annual Meeting and share details.
- Old Carpet Shop – Clerk provided an update from the landowner who has confirmed that they are due back on site shortly.
- Anglian Water – No further update on the proposed Edgefield works, a holding response has been given from Anglian Water.
- Cemetery Extension – The adjacent land is with a new developer who has HTC's details and will be in contact in due course.
- War Memorial –the planned refurbishment will take place in May.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

- A local resident gave an update regarding the Holt Allotments. Police have been called twice, both incidents' youths were jumping up and down on the roof of a shed. Each time the youths left before the Police arrived. More panes have been broken on the damaged green house; the damage is estimated to cost £100. Tenants have been told to phone the Police if there is a disturbance.

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

8.1 Norfolk County Council - The NCC report was circulated prior to the meeting. Changing the priorities at the junction of Elizabeth Crescent, Charles

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Signed

Road and Coronation Road was discussed. The request is currently being looked at by the Highway Safety Team.

8.2 North Norfolk District Council – Cllr Martin Batey gave his report. Upp has been purchased by Virgin Media the cable laying has been delayed until September.

8.3 Love Holt – No report received.

8.4 Greening Holt - Circulated prior to the meeting and can be seen at Appendix B.

8.5 Skate Park Committee – The full report can be seen at Appendix C.

9. Co-option

9.1 Cllrs considered 4 candidates who put themselves forward for co-option. Two candidates were present at the meeting and gave an update about themselves.

9.2 A secret ballot took place, and the Clerk and Administrator counted the results. With a majority vote of 11 votes, Tony Pointer was appointed Town Cllr with immediate effect. Clerk to email Cllr Pointer the Register of Interest paperwork. **GH**

10.Trod – Thornage Road and Norwich Road to the Country Park

10.1 A discussion took place regarding a TROD along Thornage Road. It was noted that HTC could apply under the Parish Partnership Scheme for a grant towards 50% of the costs. It was noted that the 60-mph limit may have implications on whether a TROD would be suitable. Clerk to contact Highways and ask for a TROD in this location to be assessed and if possible, a cost estimate to be obtained. It was suggested the scheme maybe suitable for grant funding such as the Hornsea Community Fund. **GH**

11.Hedgehog Highways

11.1 Cllrs discussed the recent request regarding introducing more hedgehog highways in Holt as part of a national hedgehog highway project. Cllrs all AGREED to support the project by working with Greening Holt and Lovells to introduce the new highways on the new development site off Beresford Road.

12.Planning (Report circulated prior to the meeting)

12.1 The Planning Report was circulated prior to the meeting. The report is available on the Town Council website. The report was PROPOSED by Cllr

Smith and SECONDED by Cllr Wright and AGREED by all. Responses to be submitted via the NNDC website. **PD**

13. Finance

13.1 The payments, receipts, and Bank Reconciliation for March was circulated prior to the meeting. Payments of £12825.36 and receipts of £12989.49 were PROPOSED by Cllr Wright and SECONDED by Cllr Batey and AGREED by all. The bank reconciliation can be seen at Appendix D.

13.2 The quote received for the Gym Equipment servicing has been deferred to next months meeting. Clerk to add to May's agenda. **GH**

13.3 The quote for the ROSPA training for two staff members was circulated prior to the meeting. Cllr Prior PROPOSED the quote which was SECONDED by Cllr Roper and agreed by ALL. Clerk to arrange for the training to take place. **GH**

13.4 Cllrs discussed installing a picnic bench at George V Play Area, it was suggested that a local business may like to donate a bench. The Municipal Committee will investigate this further and report back to the next full Town Council meeting. **MUNICIPAL COMMITTEE**

13.5 The quote for CCTV to be installed at the Church Street Toilets was circulated prior to the meeting. Cllrs AGREED CCTV does need to be installed to help protect the HTC asset but asked for further quotes. Cllr Martin Batey will provide a breakdown of costs and liaise with the Clerk. Any revised price will be agreed via email to enable CCTV to be installed ASAP. **GH/MB**

14. Correspondence

14.1 A resident raised concerns regarding the road closures for the markets. It was noted that double yellow lines was still needed along Kerridge Way and that the traffic warden was in attendance during the market. Clerk to contact the Market Organisers and relay the concerns from the local resident and ask for a contact telephone number to give out to members of the public to enable HTC to pass on any concerns. It was noted that blue badge holders may have been parking irresponsibly, Clerk to raise this with the Traffic Warden and update the local resident. **GH**

14.2 It was reported by Cllr Tribe that a lady was recently hit by a car on Cromer Road just before the petrol station. The pathway is narrow which makes passing

difficult. Clerk to raise with Highways and Cllr Tribe to circulate the original email to all Cllrs. **ST/GH**

14.3 The Cadent gas road closure on 13th May for 2 days at Shire House was noted.

15. Council Priorities and HTC Business Plan

15.1 The HTC Council Priorities for 2024/25 was circulated prior to the meeting. It was AGREED to remove the numbering and amend the wording to read “*To make Holt a great place to live, work and visit.*”

15.2 The four priorities can be seen at Appendix E. They were AGREED by all. Clerk to add to the website. **GH**

15.3 The Clerk stated that the HTC Business Plan will be drafted shortly and welcomed any input from Cllrs on what projects they would like to see delivered over the next 5 years. **GH/ALL**

16. To consider a resolution (Under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public to discuss item 16.1 below which is a confidential personnel matter.

16.1 The above resolution was AGREED by all.

16.2 A staffing mater was considered please see confidential Appendix F.

17. Agree items for the next Agenda

17.1 Heath Farm Roundabout, Heath Farm Allotments, Albert Street Toilets, Church Street Toilets, Playing Fields Transfer, Annual Town Meeting, Old Carpet Shop, Anglian Water Edgefield works, cemetery extension, War Memorial.

18. Agree date and time of next meeting

18.1 The Annual Town Council Meeting is on Monday 13th May 2024 at 7pm at the Holt Playing Fields.

18.2 The Annual Town Meeting is on Monday 20th May at 7pm at St. Andrew's Church Meeting Rooms.

The meeting ended at 20.41

Appendix A – Mayor’s Report

Thank you to deputy mayor Phil for chairing the March town council meet. I accompanied Gemma to give a talk for Greening Holt/Eco Church of which approx 40 people were present. Gemma presented on Holt's vision for a Green Wheel and I gave an introduction and explanation of Greening Holt; Who we are, what we've done and what we would like to do (help required.)

I did a site visit to meet Horatio's to view Bull Alley and discuss the recent changes and plans. We talked about the planters and the bollard which is coming and the outside tables. Thoughts were that after the bollard is installed, we could look to rearrange the planters that do seem to be mostly down the High Street end, to run the full length of Bull Alley.

Sarah

Appendix B – Greening Holt Report

Gemma and I hosted a Greening Holt/Eco Church meet on 21st, approx 40 people came to hear Gemma talk about Green Wheel plans and me to give an introduction and overview of what is Greening Holt. We also ran a Q and A session which was really positive and interesting and made us think that we should consider doing one or having a drop-in session at Nelson House for residents who want to ask us questions.

We are helping the church re-stock their hives.

I still have £600 donation funds to spend, any ideas welcome.

We have made a list which we will request be included in the next Holt Chronicle, see below, of help wanted.

The magnolia tree is looking lovely!

Hopefully the waterbutts for our commercial water capture project are able to be installed now our town ranger is in place.

Sarah

Appendix C – Owl Skate Park Committee

HOS update

April 2024

TRUSTEES: We now have three Trustees including Phil Walton who has a wide experience of fundraising both locally and nationally.

CONSTITUTION: I have now completed the draft HOS constitution and we will adopt this and sign it at our next meeting.

COMMUNITY INTEREST COMPANY. Phil advised us that setting up a CIC was simpler and probably just as beneficial rather than going down the Charitable status route and we would still be able to apply for the larger fund matching/grants. However, if we wish to apply for charitable status later on that would still be possible. Once the constitution is signed and adopted we will apply to Companies House for a CIC.

FUNDRAISING: The Easter trail will finish at the end of the school holidays and a winner drawn from the correct entries. At the recent Creation Craft fair we had a HOS stall and raised just under £50. It was heartening that an older Holt resident donated £20 and said that we need something to keep our youngster here. A crafting friend has also raised £100 for the Skatepark by selling her crafts at Kelling Post Office. We realise this is a drop in the ocean, however all these events raise the profile of HOS and more local residents are getting involved which is one of our aims.

BANK ACCOUNT: We now have a Lloyds Treasurers account and are solvent!

Sandy

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Appendix D – Bank Reconciliation

Holt Town Council

3 April 2024 (2023-2024)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 28/03/2024

Cash in Hand 01/04/2023 195,662.55

ADD

Receipts 01/04/2023 - 28/03/2024 231,651.07

427,313.62

SUBTRACT

Payments 01/04/2023 - 28/03/2024 336,358.29

A Cash in Hand 28/03/2024 90,955.33

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 04/03/2024 0.00

Barclays Business Saver Account 04/03/2024 13,520.00

Barclays Business Tracker Account 04/03/2024 34,595.19

Barclays Community Account 28/03/2024 75,953.56

124,068.75

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 90,955.33

212.55

90,742.78

33,325.97

A = B Checks out OK

Appendix E – Council Priorities

Holt Town Council Priorities

- **To represent residents, businesses, and community groups of Holt, ensuring everyone has a say over decisions that affect them and their community.**
(e.g. planning proposals, highway proposals, wind farm consultations, broadband proposals etc.)
- **To further improve and develop the provision of green and open space in the town.**
(e.g. Holt Green Wheel, Spout Hills, George V, Memorial Garden, Orchard, Little Hills Gym Park)
- **Planning for a sustainable future for Holt.**
(e.g. Housing growth, employment land, affordable housing, transport planning, railway extension, community support – bank hub etc)
- **To make Holt a great place to live, work and visit.**
(e.g. TIC, planters, car park, cemetery, allotments, Youth Council etc.)