

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 13th May 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 Bryan Payne, Cllr Rodney Smith, Cllr Sandy Roper, Cllr Simon Williams, Cllr Anita Jones, Cllr Tony Pointer, Town Clerk Gemma Harrison and Admin Officer Paul Dulson.

1 member of the public was present.

County Cllr Eric Vardy was also present.

1. Election of Chairman for the following year. Chairman to sign the Declaration of Office.

1.1 Cllr Smith PROPOSED Sarah Tribe continue as Mayor for 24/25 this was SECONDED by Cllr Phil Wright and AGREED by all. Cllr Tribe signed the Declaration of Office.

2. Election of Vice Chairman for the following year. Vice-Chairman to sign the Declaration of Office.

2.1 Cllr Smith PROPOSED Cllr Wright as Deputy Mayor this was SECONDED by Cllr Moore and AGREED BY ALL. Cllr Wright signed the Declaration of Office.

3. Welcome and apologies for absence.

3.1 Cllr Tribe welcomed everyone to the meeting. Apologies were noted from Cllr Barham (family commitment) and Cllr Batey (illness).

4. 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.

4.1 Cllr Roper stated she was a member of the Owl Skate Park Committee and Cllr Moore stated he was a member of the Playing Fields Committee.

5. Police Matters.

5.1 No report.

6. Announcements by Mayor.

7.1 The full report can be seen at Appendix A.

7. Agree the Minutes of the Town Council Meeting dated Monday 8th April 2024.

7.1 The minutes were circulated prior to the meeting; they were PROPOSED as accurate and correct by Cllr Wright and SECONDED by Cllr Roper and AGREED by all. The minutes were signed by the Mayor.

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

- Heath Farm Roundabout – Bollards to be installed adjacent to the housing in June. Clerk to ask for an update on when the lighting will be installed. **GH.**
- Heath Farm Allotments – A meeting will be held with Lovells on 3rd June 2pm with the Industrial Committee.
- Albert Street Toilets – Cllrs are keen to have temporary toilets for Albert Street car park whilst the new toilets are being built. Clerk to write to NNDC and copy in the District Cllrs. The needs of visitors needs to be highlighted to ensure suitable toilet provision is considered in Holt over the summer months. **GH**
- Playing Fields Transfer from FIT – Disappointing news regarding the signing of the deeds as the Finance Director has now left FIT leaving a void and as such, they are unable to progress with the transfer at this time. Clerk to continue to keep Cllrs updated on when a new Finance Director is in post.
- Annual Town Meeting – It was noted the Annual Town Meeting will be taking place on Monday 20th May. Sub-committees to email Cllr Tribe with an update from their committees to be included in the presentation. **ALL**
- Old Carpet Shop – Disappointing news regarding the building site. It is looking unlikely that the site will be progressed. Clerk to approach landowner to ensure hoarding is returned and the site is left tidy. **GH**
- Anglian Water – Clerk to ask whether there are plans to improve the Letheringsett Hill pipe (network). Clerk to invite representatives to the June meeting to discuss their project further and to seek reassurances that taking capacity from Edgefield will not restrict future growth in Holt. Clerk to ask Cllrs for questions in advance of the meeting and to look to book the St. Andrew's meeting room (for the screen). **GH**
- BID Workshop – 3 Cllrs attended the first session, more Cllrs to attend future sessions. Clerk to add to June's Agenda. **GH**
- War Memorial – Work booked in for planned cleaning later this month.

- Bypass central reservation very untidy – It was reported the central reservation is overgrown with weeds. Cllr Pointer to liaise with Highways to ask that the whole area is sprayed. **TP**
- Bank Hub – Clerk to ask for an update. **GH**
- Cromer Road Pavement – The pavement is very narrow, and a discussion took place on whether Highways could widen the pavement with consent from residents. Clerk to go back to the original complaint and raise the issue with Highways. **GH**
- Subway painting – NNDC have been in touch and requested a working party in the summer to paint the subway. Clerk to arrange. **GH**
- Highway Repairs –It was noted Norwich Road has had its surface redressed as per the agreed programme of preventative works.
- Post Box – Clerk to chase the newly proposed post box on Fish Hill. **GH**

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

- An employee from Sanders Coaches attended and stated their frustration over the short notice of Highway Closures which in turn affect their bus routes.
- A discussion also took place regarding bottle bank recycling and clothes bank recycling. The Clerk will investigate both options for use at the Playing Fields. **GH**
- Cllr Tribe congratulated Cllr Payne for entering his 30th year as a Town Cllr. A huge thank you was extended to Cllr Payne for contributing to the town for the last 30 years, an incredible achievement.

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

- Norfolk County Council – Report circulated prior to the meeting and can be seen in full at Appendix B.
- North Norfolk District Council – Report circulated prior to the meeting. Circulated prior to the meeting and can be seen at Appendix C.
- Love Holt – A reminder was circulated on future BID meetings, Cllrs encouraged to attend.
- Greening Holt – Report circulated prior to the meeting and can be seen at Appendix D.

- A discussion took place about the missing *no parking, no turning sign, access only* on Peacock Lane. Clerk to write a letter to the residents of Garden House and Norfolk Homes to ask them to replace the sign. Clerk to share letter with Cllr Prior. **GH**
- Skate Park Committee – Cllr Roper gave an update. It was confirmed that a Charity Incorporated Organisation is being set up for the Skate Park.

10. Adoption of GPC

10.1 Cllr Moore PROPSOED to Adopt the General Power of Competence for 24/25 this was SECONDED by Cllr Prior and AGREED by all.

11. HTC Streetlighting

11.1 The Clerk confirmed that a grant bid has been submitted to Orsted for replacing the HTC streetlamps with LED lights. The Council will be notified in August if successful.

11.2 The Clerk presented the results from the recent Streetlighting consultation. It was noted that 81% of residents supported HTC's grant for installing LED streetlights, 53% of residents felt their street was adequately lit with 19% requesting more lighting and 15% requesting less lighting. 64% of residents supported switching the streetlights off at midnight.

11.3 Cllrs agreed a compromise of reducing the glare by 50% at midnight to 5am, if successful with the funding bid, funds could be used to install timed dimmer lights.

12. Benches

12.1 The location list has been agreed, the maintenance team and Clerk are agreeing the type of benches to be installed. It is thought recycled plastic is better due to lower maintenance, a wheelchair disabled bench, a 4-seater bench and 3-seater benches were thought to be the best choices.

12.2 Clerk to circulate a location list to Cllrs. **GH**

12.3 Cllr Roper stated the National Lottery offer smaller grants and offered to pass the details onto Cllr Bishop. **SR**

12.4 It was AGREED the families of the memorial benches should be approached in the first instance, if they are not wanting to replace the bench then the plaque can be installed on the circular bench in the Memorial Gardens and location offered to a local business for sponsorship.

13. Church Street Toilets

13.1 The toilets will be opened on Wednesday 22nd May.

13.2 It was PROPOSED by Cllr Payne to appoint Cozens as contractor, as per the quote circulated prior to the meeting to install the CCTV for the toilets and Church Street, this was SECONDED BY Cllr Wright, and AGREED by a further 8 Cllrs. 3 Cllrs voted against the motion; the motion was passed. Cllrs were keen to get the CCTV up and running ASAP. Clerk to collect CCTV signs from Cllr Williams and contact Cozens.

GH

14. Planning (Report circulated prior to the meeting)

14.1 The planning report was circulated prior to the meeting and available on the website. The report was PROPOSED by Cllr Prior and SECONDED by Cllr wright and AGREED by all. Clerk to submit comments to NNDC. GH

15.Finance (circulated prior to the meeting)

15.1 The payments, receipts, and Bank Reconciliation (Appendix D) for April were circulated prior the meeting. The payments of £16,917.60 and receipts of £86,205 were PROPOSED by Cllr Wright and Cllr Roper and AGREED by all.

15.2 The Clerk shared the results of the Internal Audit, whereby Holt passed everything with a tick in the yes boxes.

15.3 Section 1 of the AGAR statement was read aloud by the Clerk and PROPOSED by Cllr Wright and SECONDED by Cllr Williams and AGREED by all.

15.4 Section 2 of the AGAR Statement was read aloud by the Clerk. It was PROPSOED by Cllr Wright and SECONDED by Cllr Jones and AGREED by all.

15.5 The Notice of Public Rights between 3rd June – 12th July was noted and AGREED by all.

15.6 The review of the Asset Register by the Maintenance Team was noted.

15.7 Cllrs discussed a change of Payroll services and AGREED to switch over to NALC due to making a considerable cost saving.

15.8 It was AGREED by all to add Cllr Jones to the bank mandate as an additional signatory. Clerk to amend the mandate and liaise with Cllr Jones. GH

15.9 The latest insurance quote for the Kubota was shared with Cllrs. It was noted that a mileage restriction for the Kubota may reduce the premium. The insurance premium of £458.99 was PROPOSED by Cllr wright and SECONDED by Cllr Bishop and AGREED by all.

15.10 Cllr Wright PROPOSED to sit longer (as the 2 hours as stated in the Standing orders has past), this was SECONDED by Cllr Bishop and AGREED by all.

15.11 Cllr Wright PROPOSED a renewal with Aviva for a 3 years long term renewal, noting the 5% rise in year 2 and 3, this was SECONDED by Cllr Moore and AGREED by all. Clerk to make the payment. GH

15.12 Cllr Wright stated he was happy to attend a meeting with the Holt Society to discuss the payment for the Jubilee Slates. Clerk to arrange. GH

16. Correspondence

16.1 The Clerk stated that dog fouling has been reported as a problem in the town.

17. Cemetery Extension – Survey

17.1 A consultation regarding the future use of Holt Cemetery was AGREED by all. Clerk to arrange. GH

18. To consider a resolution (Under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public to discuss item 18.1 below which is a confidential matter.

18.1 The above resolution was AGREED by all.

18.2 Staffing – A new temporary caretaker role at 7.5 hours a week was AGREED by all, Clerk to advertise. GH

18.3 An update was given to Cllrs on the two recent RTAs on the A148, it was noted that speeding was not a factor in either incident.

19. Agree items for the next Agenda.

19.1 CCTV donation from Church, ICO, Holt Vision, all Matters Arising, post box.

20. Town Council Meeting Monday 10th June 2024 at 7pm location TBC.

The Meeting ended at 9.15pm

APPENDIX A – Mayor’s Report

On a very cold wintry-like day Gemma and I met Tom and Andy from Lovells to get an update on site progress but also to talk and walk the access routes from their site into the country park.

Also present was Colin Brown from NNDC (Leisure Manager) and the Manager of Holt Country Park.

I was unable to make the walk, but Gemma did despite feeling like sub zero conditions!

A number of access routes were agreed.

25th saw Love Holt put on the first of their explanatory presentations on Holt becoming a BID (business improvement district). I stayed for introductions, three councillors were present, I urge you all to try to make one of the future dates for full explanation and coverage over what a BID would mean for the town.

Sunday 28th April was our annual St George's day service at St. Andrew's church. The church was packed with brownies scouts and their families, and we were joined by the regional Scout liaison officer. Vows were renewed and Father Howard made many fairly funny 'doctor doctor' jokes as he started his sermon. Coffee and cake was served in the church hall, a chance to talk to those that had attended. Thank you to the scout master for the invite.

APPENDIX B – County Council Report

Economy-boosting Local Enterprise Partnership to continue under county councils

Business support and other economy-boosting services delivered by New Anglia Local Enterprise Partnership (LEP) are to continue following its integration into Norfolk and Suffolk County Councils.

Key functions and employees of the LEP transferred to the authorities on 1 April 2024 as part of the Government’s devolution process. Its functions include business representation, strategic economic planning, and responsibility for the delivery of government programmes.

NCC have valued working with the New Anglia LEP to boost Norfolk’s economy, infrastructure and skills. Thousands of businesses have benefited from the LEP’s support, and we will ensure that we keep the momentum going when LEP staff and functions transfer to us.

The addition of skills and capabilities from the LEP team will strengthen the council’s ability to deliver its enhanced role as the Government’s designated lead body for economic development.

Business support will continue to be provided by New Anglia Growth Hub – which delivers the LEP’s business growth programme, including the administration of grant schemes.

The Growth Hub has supported businesses and the region’s economy, with the economic impact of its Business Growth Programme measured over a 10-year period at £1,032,797,741, creating new jobs and safeguarding existing employment.

NCC are pleased that the vital and high value business support delivered by New Anglia Growth Hub continues in Norfolk and Suffolk. Our advisers are qualified professionals who have local knowledge and decades of own business experience. The thousands of owners and managers we have supported with operations, growth, HR, marketing, net zero transition and resilience have benefitted immediately.

Running your own business is often challenging and busy, so you can count on New Anglia Growth Hub as your first point of call for advice, growth and support. Major construction and infrastructure projects across Norfolk have received significant funding thanks to the LEP's Growth Deal with Government, which secured £223.5m for the region to 2021. These include the recently opened Herring Bridge in Great Yarmouth, the Digi-Tech Factory at City College Norwich, and Productivity East, the centre for engineering, technology and management at the University of East Anglia.

Great Yarmouth's Operations & Maintenance Campus for the offshore industry, and the North Walsham Town Centre improvements were among the shovel-ready schemes for which the LEP secured £32.1m from the Government's Getting Building Fund.

The LEP's work can also be seen in the projects supported via its Growing Places Fund, such as Broadland Food Innovation Centre at the Food Enterprise Park at Honingham, and the power upgrade for businesses at Snetterton Park in west Norfolk.

Both councils have worked closely in the run-up to the transition and are keen to build on the LEP's 13-year legacy.

Established by the government in 2011, New Anglia LEP has:

- Attracted around £350m in Government funding to Norfolk and Suffolk, attracting a further £1.3bn in public and private sector funds.
- Awarded over 1,800 grants totalling £51.4m to businesses and organisations in the region.
- Invested £4.172m in high growth businesses through its angel co-fund New Anglia Capital.
- Supported over 13,000 businesses and delivered nearly 74,000 hours of support via New Anglia Growth Hub.
- Added £1bn to the local economy over 10 years through its Business Growth Programme.
- Supported the delivery of 5,476 jobs and 222 businesses via its Enterprise

Norfolk County Council awarded foster friendly employer status

Norfolk County Council has recently secured Foster Friendly Employer accreditation by the Fostering Network, which helps organisations to actively support fostering, and in particular, foster carer employees. The Council has implemented a policy to make a real difference to their employees who foster, and to support others in becoming approved foster carers themselves.

Foster carers make an enormous contribution to our ambition for every child and young person in Norfolk to flourish, providing safe and nurturing family homes for vulnerable youngsters who have had the most difficult start in life.

It's an incredible job and we are always looking to recruit more foster carers. Find out more about becoming a foster carer in Norfolk at WWW.Norfolk.gov.uk

Next stage of Norfolk's ambitious climate plan revealed

Actions to support low carbon transport, climate adaptation, and decarbonisation of local business and industry was discussed by councillors at last month's meeting of the Infrastructure and Development Select Committee.

The actions cover a range of initiatives, including:

- A pilot to develop a sustainable and viable seaweed industry in Norfolk - the project will work with partners in the Netherlands, already implementing sea farms
- Supporting the development of nature-based solutions to help secure Norfolk's long term water resilience
- Further walking and cycling improvements in places including King's Lynn, Norwich, Great Yarmouth, and Dereham

In June 2023, Norfolk County Council launched its climate strategy setting out how the council will address its own carbon footprint and its role in supporting Norfolk's transition to become a greener and more resilient county. In October 2023 the first set of actions to achieve the aims of the strategy were agreed - and committee members will now be reviewing the third set of practical actions set to help make the low carbon vision a reality.

APPENDIX C – District Report

MAY 2024 NNDC Report.

Very little to report this month.

The local plan consultations have finished, and we now await the inspector's report.

Virgin Media is still installing fibre cables across the town and Parts of High Kelling. They tentatively plan to activate the service in September.

The current Homeless problem has increased, and I believe NNDC has written to the government regarding this problem. Many of our homeless are not even being housed in our area due to the lack of affordable rentable housing locally. And not being funny, it is literally costing a fortune. Without a solution coming forward, it is likely that serious cuts to existing services will have to eventually happen.

On a personal note, my health has deteriorated to the point I don't think it will be long before I'm hospitalised. hopefully, they can sort

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Signed

my problems out sooner rather than later.

that it for this time regards to all Martin

APPENDIX D – Greening Holt

Great News! We have finally found a home for a swift nest tower, on the new Lovells site. Tom and Paul from Bird Ventures will liaise to get the tower built and installed.

Look out for an article in the next Holt Chronicle listing areas of help required.

Count On Nature week 2024 is 8th - 16th June, Eco Church is liaising with Trish from GH.

Tony Leech is doing a set of wildflower walks on Spout Hills 22nd May and 5th June 6.30pm - 8pm meet at the pond no booking and no charge :)

The Big Plastic Count took place 11-17 March, organised by Greenpeace. 225k participants took part, with an estimated 1.7 billion pieces of plastic a week thrown away - or 90 billion per year!

CAN WE MAKE HOLT PLASTIC-FREE?

I recently took part in a sail cargo project run by one of my employers, Henry of The Coastal Exploration Company based in Wells. Considering green ways to transport cargo and opening up new networks whilst harnessing old trading routes, we shipped Lincolnshire potatoes from Fosdyke to Titchwell Manor, brought in coffee sailed under schooner from Colombia, apple juice from the Sandringham Estate, Norfolk Natural Living products and Cutty Sark whisky using the new refitted ex Wash smack Victorious. I took part through my place on the CEC team, but I also purchased apple juice and coffee for my holiday let Sarah's for guests to enjoy with a green story attached. We are planning a further run in the autumn.

APPENDIX E – Bank Reconciliation

Holt Town Council

11 May 2024 (2024-2025)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2024

Cash in Hand 01/04/2024 90,814.37

ADD

Receipts 01/04/2024 - 30/04/2024 86,230.40

177,044.77

SUBTRACT

Payments 01/04/2024 - 30/04/2024 17,932.29

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Signed

A Cash in Hand 30/04/2024 159,112.48

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/04/2024 0.00

Barclays Community Account 30/04/2024 146,520.47

Barclays Business Tracker Account 30/04/2024 4,845.49

Barclays Business Saver Account 30/04/2024 13,617.82

164,983.78**B**

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 159,112.48

45.00

159,067.48

5,916.30

A = B Checks out OK