

Minutes of the Holt Town Council Meeting on

Monday 9th September 2024 at 7pm

at the Holt Playing Fields, Kelling Road.

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

1 member of the public present

1. Welcome

1.1 Cllr Tribe welcomed everyone to the meeting.

2. Apologies for absence.

2.1 Apologies have been received by County Councillor Eric Vardy and PC Graham Gower-Smith.

2.2 It was noted that Cllr Martin Batey will be arriving later in the meeting.

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 was a member of the Owl Skate Park and Cllr Williams stated he had an invoice for approval later in the meeting under Finance.

4. Police Matters.

4.1 The Clerk attended the latest SNAP meeting and was pleased to report that anti-social behaviour had been significantly reduced throughout the summer. Cllrs asked that a letter of thanks is sent to PC Graham Gower- Smith to thank him for all his hard work over the summer. GH

4.2 Cllr Wright reported that there had been a disturbance in Apple Yard and asked that more details were shared regarding this. GH

5. Announcements by Mayor.

5.1 The Mayor Cllr Tribe opened the Gunthorpe Fete.

6. Agree the Minutes of:

- **The Town Council Meeting dated Monday 8th July 2024.**

The minutes were circulated prior to the meeting and were PROPOSED as accurate and correct by Cllr Wright and SECONDED by Cllr Roper and AGREED by all. A copy of the minutes are available online and in the Holt Library.

7. Guest Speaker – Anglian Water – Michael Carter – Edgefield Extension.

7.1 The speaker has been deferred to the October meeting.

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

- **Heath Farm Allotments** – the transfer is currently with the HTC solicitors.
- **Albert Street Toilets** – Cllrs are concerned by the very slow work. It was noted that the works have been causing frustrations to the local traders with visitors asking to use their toilet facilities. Clerk to ask NNDC about further signage and to see if they are still on target for the work to be completed within the 12-week timeframe. GH
- **Post Box** – The sites which have been submitted by the Clerk for inspection have now been looked at, Clerk to chase for an update. GH
- **Cleaning of the War Memorial** – The work is due to take place in October.

Cllr Batey arrived 19.12

• **Play Inspection Course** – It was noted all staff have attended the Visual Inspection Course which was hosted by HTC and attended by Fakenham Town Council and Wells Town Council.

- **Overgrown condition of Holt Bypass** – Cllrs are still concerned about the condition of the Holt Bypass. The weeds have been sprayed but the bypass still looks untidy. Cllr Tribe to respond to previous email and Clerk to add to next month's agenda. Cllrs suggested that it could be sealed, or cobbles used to prevent weeds from growing. ST/GH
- **Thaxters Car Park** – No further update. Clerk to contact the landowner. GH
- **Cromer Road narrowing** – Clerk to ask if the kerbs can be raised anymore. GH
- **Peacock Lane** – It was noted that a wall has fallen over.
- **Bank Hub** – A temporary venue has been found and should be up and running by January 2025.
- **New School** – Cllr Prior to get an update on the progress for the new school.

MP

- Old Carpet Shop – Clerk to write to the landowner again and suggest a xmas theme. GH

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

- A member of the public requested that the overgrown vegetation near to the roundabout alongside the wall is cut back, as it is making cycling difficult.
Clerk to report to Highways. GH
- It was also noted that there was overgrown vegetation on the approach to the Norwich Rd roundabout, which needs clearing. The HTC Maintenance Team will take a look at this. GH

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

• Norfolk County Council – None

Cllr Moore requested a cycle rack in Chapel Yard. Clerk to ask Cllr Vardy if this is something he can fund. GH

It was also noted that there was a bench located on Letheringsett Hill which is now not there, this location needs adding to the new bench location list. GH

• **North Norfolk District Council** - Cllr Batey gave his report. It was noted that the new Labour government are looking to increase the housing targets. Financially things are tough for NNDC due to the homelessness crisis.

• **Love Holt** – Report Circulated. Cllr Batey and Cllr Wright stated their disappointment that Love Holt will come to an end in December. Cllrs look forward to seeing new traders coming forward to form a new Chamber of Trade for the town.

• **Greening Holt** – The swift house tower is ready to go up on the Lovells Site.

• **Skate Park Committee** – Cllr Roper gave an update. Gresham's are keen to help support the skate park. One of the pupils are interested in designing a website. Holt Playing field Association have agreed that 50% profits from recycling credits gained from the site will go to the Skate Park.

10. Holt Lights

10.1 Clerk updated Cllrs on the recent town meeting held to form a new Lights Committee. The community have come together and formed a new committee called Festive Holt and will host a series of festive events over the weekend of 15th November.

10.2 The Christmas Lights and the Christmas trees in the town will be paid for by Love Holt this year with the expectation that Festive Holt or the new Chamber of Trade will take over the expense in 2025.

11. Holt Bid

11.1 The Holt BID is currently paused.

12. Holt Vision

12.1 The Mayor and Clerk had a meeting to discuss how HTC can progress The Vision. Clerk to send out to all Cllrs the 2022 document as a refresher as to where we are up to and to arrange a Q&A session for the vision. GH

13. Planning (Report circulated prior to the meeting)

13.1 To agree the planning Report for applications received since the last meeting.

Cllr Batey left the meeting at 20.00

The planning report was PROPOSED by Cllr Prior and SECONDED by Cllr Moore and AGREED by all.

Cllr Batey rejoined the meeting at 20.01

14. Finance (circulated prior to the meeting)

14.1 The payments of £31,373.24 for July – 7th September and receipts of £31,430.54 for the same period (including £30,316.69 for the Playing Fields Transfer from FIT) and Bank Reconciliation (Appendix A) was circulated prior to the meeting. They were PROPOSED by Cllr Wright and SECONDED by Cllr Smith and AGREED by all. Clerk to make payments owed. GH

14.2 To receive an update on the streetlighting tender.

A new streetlighting tender was carried out with quotes shared with Cllrs. Cllr Payne PROPOSED that HTC go with Cozens Electrical for the next 3 years, this was SECONDED by Cllr Williams and AGREED by all. Clerk to advise Cozens. GH

14.3 The Clerk advised Cllrs that the contract for streetlighting electricity has expired with Npower and HTC had been offered a more competitive rate with DAX, it was AGREED by all to switch suppliers.

14.4 The recent AGAR external auditors report was noted. HTC had complied with all statements and there was no other matters raised by the auditors.

14.5 Quotes for the new doors and window at the cemetery were deferred to next months meeting as 3 quotes were required.

14.6 Cllr Wright PROPOSED purchasing a tablet for the Town Ranger with associated data package this was SECONDED by Cllr Moore and AGREED by all. Clerk to arrange.

15. Correspondence

15.1 Underpass request – painting a Mural. Yes AGREED send a copy of the words.

1 member of the public left the meeting

16. Holt Playing Fields

16.1 The Playing Fields Constitution was deferred to next months meeting. It was formally noted that HTC are now owners of the site, we hold the deeds and changes are going through the Land Registry.

16.2 The funding for the Solar Panel project at the Playing fields was discussed and it was PROPOSED by Cllr Moore and SECONDED by Cllr Wright and AGREED by all to transfer £16,000 from Playing Fields Charity Funds to the project. GH

17. Holt Community Grants

17.1 It was AGREED to launch the Holt Community Grants for 2024, with decisions being made at the October meeting and distribution to happen to community groups before November. Clerk to advertise. GH

18. Agree items for the next Agenda.

18.1 Anglian Water, Playing Fields.

19. Agree date and time of next meeting.

19.1 Town Council Meeting Monday 14th October 2024 at 7pm at St. Andrew's Meeting Room.

Meeting ended 20.55

Appendix A

Bank Reconciliation

Holt Town Council

7 September 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 07/09/2024

Cash in Hand 01/04/2024 90,814.37

ADD

Receipts 01/04/2024 - 07/09/2024 129,884.38

220,698.75

SUBTRACT

Payments 01/04/2024 - 07/09/2024 119,112.76

A Cash in Hand 07/09/2024 101,585.99

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 07/09/2024 0.00

Barclays Community Account 07/09/2024 63,415.55

Barclays Business Tracker Account 07/09/2024 28,271.70

Barclays Business Saver Account 07/09/2024 13,719.87

105,407.12

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 101,585.99

101,585.99

3,821.13

A = B Checks out OK