

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 9th June 2025 at the Meeting Room of The Holt Playing Fields Association, Woodfield Road, Holt.

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

0 Members of the public were present.

1. Welcome

1.1 Cllr Wright welcomed everyone to the meeting.

2. Apologies for absence.

2.1 Apologies were received from Cllr Batey, Cllr Williams and Cllr Tribe. All 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 None.

4. Police Matters.

4.1 The Clerk gave a report on behalf of PC Graham Gower-Smith. Cllrs asked for an update regarding an assault in town to an older member of the community. GH

5. Announcements by Mayor.

5.1 Report circulated prior to the meeting and can be seen at Appendix A.

6. Agree the Minutes of:

6.1 The minutes of the Town Council Meeting dated Monday 12th May 2025 were circulated prior to the meeting; they were PROPOSED as accurate and correct by Cllr Moore and SECONDED by Cllr Roper and AGREED by all. The minutes were signed by Cllr Wright.

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

- **Albert Street Toilets** – It was AGREED the Clerk should purchase some Radar Keys for sale (by donation) at the TIC. GH
- **Old Carpet Shop** – The owner is still awaiting a start date from the builder. Clerk to chase. GH

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- **Post Box** – This is now installed on Shirehall Plain. Chase to find out when it is due to go live and be fully operational. GH

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

None.

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

- **Norfolk County Council** – Eric Vardy's report was circulated prior to the meeting. Cllrs are keen to seek support from Cllr Vardy for the new school in Holt. GH
- **North Norfolk District Council** – Cllr Rouse gave his report. The business survey has not been completed but will be in due course. Cllr Rouse has spoken with NCC regarding the Heath Farm roundabout and suggested a speed limit reduction, better and more efficient lighting and a change of priorities, with a right hand turn only lane when approaching from Holt and Heath Farm and a left hand turn only when approaching from High Kelling, this is instead of both lanes allowing vehicles to go straight ahead.
- **Skate Park Committee** – Report circulated. Application to FIT for the lease approval has been submitted
- **Youth Council** – Cllr Roper gave an update from the recent Youth Council meeting and also from the meeting on Lodge Close with Flagship. The Youth Chairman has suggested a ground level trampoline at lodge Close Play Park, this is now being looked into by Flagship.

9. Planning (Report circulated prior to the meeting)

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

10. Finance (circulated prior to the meeting)

10.1 The payments (£19357.40), receipts (£1390), and Bank Reconciliation (Appendix B) for May was circulated prior to the meeting. The finance was PROPOSED by Cllr Payne and SECONDED by Cllr Jones and AGREED by all.

10.2 Cllr Payne asked about the grass cutting costs at Cley Cemetery. Clerk to produce a report on all costs and circulate to all. GH

10.3 The quote (as circulated prior to the meeting) for the new doors at the Cemetery were discussed. Cllrs asked whether the doors were made to fit and requested a further quote for consideration as it was thought that the present quote seems excessive. Clerk to defer item to the next meeting. GH

10.4 The quotes for painting Nelson House were circulated prior to the meeting. Cllrs suggested getting a carpenter to provide a quote for repairing the wood surround to the front door and chose to defer the painting of Nelson House to next year and to budget accordingly. GH/ Maintenance Team

10.5 The Town Council insurance has been renewed with Aviva. It was noted that a whistle blowing policy was required in order to fulfil requirements for the Youth Council to be adequately covered. Clerk to draft and add to next months agenda for approval. GH

11. Correspondence

11.1 The Clerk reported that the Great Fire of Holt sign was damaged in a car accident on Shirehall Plain. The repairs should be covered by the car driver's insurance policy. Clerk to add onto next months agenda for an update. GH

12. Mill Road Housing Estate – Road Name

12.1 Cllrs rejected the suggested road name of *Auden Place* as they felt it would be confused with the Auden Theatre. An alternative suggestion of Printers Close / Way / Grove, based on the proximity to the old Printing Works was put forward for consideration and AGREED by all. Clerk to report to NNDC. GH

13. Edgefield - Anglian Water Works

13.1 The planned works at Edgefield are due to start on 18th August and be completed by the end of December. It was noted there was no capacity at Briston, which is why the new route is coming to Holt.

14. Heath Farm Allotments

14.1 The Clerk gave an update on the allotment transfer from Lovells to HTC. Lovells have now made their planning submission with amendments made to NNDC, once this has been considered by NNDC and agreed then we can begin the transfer process. It was noted that the 5th and final contamination survey has now been completed.

15. To consider a resolution (Under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public to discuss confidential matters; namely -

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- **Holt Primary School** – Cllrs continue to lobby for support for the new school and continue to push for answers to questions asked. It was noted that a FOI Request has been made by the School's Governing Board to NCC. Clerk to approach NNDC for support and request support from County Cllr Eric Vardy.
GH
- **Jubilee Slates** – Clerk to draft a letter in response to the letter received from the Holt Society Committee dated 9th June. Cllrs disappointment was noted, Clerk to share a complete timeline with supporting evidence with Holt Society Committee again. If necessary a meeting to put this to Holt Society would be arranged.

16. Agree items for the next Agenda.

Jubilee slates, old carpet shop, Shirehall Fire Sign, carpenter quote Nelson House, replacement doors at the Cemetery, maps for the car parks, whistle blowing policy, allotments, financial and risk management policy.

17. Agree date and time of next meeting.

17.1 Town Council Meeting Monday 14th July 2025 at 7pm at The Holt Playing Fields Club House

The Meeting ended 20.10

Appendix A – Mayors Report

VE Day May 8th

I was joined by fellow Councillors at the Commemoration Service at St Andrew's Church, it was good to see many people from our town community present. Afterwards I joined the Royal British Legion and walked with them to the war memorial where they laid a wreath and we respectfully stood in silence.

Lidl Public Consultation Day May 9th

I attended the consultation as I am sure many fellow Councillors also did to see and hear plans. I think they all had a positive day and were able to discuss and address a number of topics brought to them by those who attended.

Dutch Alderman call May 12th

Gemma and I had a scheduled call with the Dutch contingent that had visited earlier in the year to learn about our area. We had agreed to continue the connection between us and our respective similar areas. We spoke of a possible trip to visit them some time this summer, plans still very much in their infancy.

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Appendix B –

Holt Town Council

2 June 2025 (2025-2026)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/05/2025

Cash in Hand 01/04/2025 99,032.30

ADD

Receipts 01/04/2025 - 30/05/2025 102,108.00

201,140.30

SUBTRACT

Payments 01/04/2025 - 30/05/2025 36,578.56

A Cash in Hand 30/05/2025 164,561.74

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/04/2025 0.00

Barclays Community Account 30/05/2025 142,810.35

Barclays Business Tracker Account 30/04/2025 11,813.83

Barclays Business Saver Account 30/04/2025 13,819.89

168,444.07

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 164,561.74

164,561.74

3,882.33

A = B Checks out OK