

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 10th November 2025 at Holt Playing Fields Clubroom, 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 Tony Pointer, Cllr Sandy Roper, Cllr Martin Batey, Cllr Chris Bishop and Town Clerk Gemma Harrison.

0 Members of the public were present.

County Cllr Eric Vardy was also present.

1. Welcome

1.1 Sarah welcomed everybody to the meeting.

2. Apologies for absence.

2.1 Apologies were received from Cllr Anita Jones, Cllr Rodney Smith and Cllr Simon Williams. All apologies were accepted.

2.2 District Cllr Connor Rouse also 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 Martin Batey stated he is a member of the NNDC Development Control Committee as such he will leave the room when item 10 (planning) is discussed.

4. Police Matters.

4.1 There is a Police surgery being held at Nelson House on Monday 17th November 10am- 11am.

4.2 Cllr Roper stated she was concerned about anti-social behaviour from young people in the town, Clerk to liaise with PC Graham Gower-Smith. **GH**

4.3 It was noted that the Police will no longer be in attendance at Town Council meetings but will distribute information via the Clerk.

5. Announcements by Mayor.

5.1 The report was circulated prior to the meeting. Thanks was extended to the Clerk, RBL and Fr. Howard for organising the Remembrance Day Parade.

PUBLIC QUESTION TIME
Limited to 15 Mins (3 Minutes per person)

- **None**

6. Agree the Minutes of:

- The Town Council Meeting dated Monday 13th October 2025.

There was an amendment to the minutes item number 11.2 to note that solid yellow lines are requested by HTC on the west side of Cley Road. The minutes (with amendment) were PROPOSED as accurate and correct by Cllr Martin Batey and SECONDED by Cllr Tony Pointer and AGREED by all. The minutes were signed by the Mayor.

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

- Heath Farm Allotments - HTC are still waiting for an update from NNDC on when the latest planning amendment will be signed off.
- Chapel Yard Enhancement Project – Clerk updated Cllrs with regards the difficulties surrounding the REPF grant for Chapel Yard.
- Old Carpet Shop – The Clerk has requested an update from Highways with regards the obstruction of the footway.
- Pollution Monitoring – The Clerk confirmed that pollution monitoring is now in place on the road adjacent to Holt Primary School.

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

- **Norfolk County Council** – Report can be seen at Appendix A.
- **North Norfolk District Council** – It was noted that NNDC have transferred over two pieces of land, one in Edgefield and one in Mundesely for social housing. The Local Plan will be adopted by the end of the year.

Cllr Eric Vardy left the meeting at 19.25

- **Skate Park Committee** – Cllr Sandy Roper reported that a £500 contribution has been received from NCC towards the Skate Park.
- **Holt Youth Council** – The Youth Council were invited to try out the new Padel Tennis courts, they all thoroughly enjoyed them.

9. Pump Track

9.1 Cllrs discussed the presentation given by two young constituents at the October meeting and all Cllrs were supportive of the initiative. Cllrs all agreed that Little Hills was not an appropriate site for the track given the ongoing problems with

anti social behaviour. Concerns were also raised as Little Hills is a wildlife area. Cllrs suggested approaching other landowners such as NNDC and Gresham's to see if they are able to offer some support to the initiative. It was also suggested S106 funds should be explored.

9.2 It was noted that BMX bikes could be used on the skate park.

10. Planning (Report circulated prior to the meeting)

10.1 The planning report was PROPOSED by Cllr Maggie Prior and SECONDED by Cllr Ray Moore and AGREED by all. Clerk to respond to NNDC. GH

10.2 Cllr Martin Batey stated the Lidl application will be considered by the Development Control Committee on Thursday 11th December.

10.3 Land off Pound Close – It was noted that online planning documents have incorrectly labelled Spout Hills as a County Wildlife Site this is not the case. Clerk to inform Planning Officer Mark Brands. GH

11. Finance (circulated prior to the meeting)

11.1 To approve the payments (£13,009.51), receipts (£15,055.57), and Bank Reconciliation (Appendix B) for October. The payments were PROPOSED by Cllr Wright and SECONDED by Cllr Batey and AGREED by all.

11.2 The quotes for the re-print of the Owl Trail were discussed. Cllrs asked for clarification on who owns the project. It was AGREED Cllr Tribe will meet with one of the original team members to discuss the leaflet going forward.

11.3 Clerk to ask Len Casey whether he intends on doing another Holt leaflet for the 2026 season. GH

12. Budget 25/26

12.1 The Clerk shared copies of the Draft Budget, the item was deferred to the next meeting to allow Cllrs time to read the budget and ask any questions. ALL

13. Correspondence

13.1 A discussion took place on whether to apply for funding for Christmas props in town, a vote took place and it was AGREED not to apply for the props due to concerns regarding their location, maintenance and health and safety issues.

13.2 A member of the public has requested the Memorial Gardens are open all year round. This will be taken into consideration when recruiting the new Town Ranger post early next year.

13.3 NNDC sent an email regarding affordable housing in Holt. Cllr Moore noted there were 48 empty homes and asked the Clerk to find out a breakdown for why these are empty. The item will be deferred to the next meeting. GH

14. Blister Recycling

14.1 Cllrs discussed adopting a medicine (blister packet) recycling scheme. The Clerk shared details of the scheme currently undertaken in Aylsham, Cllrs AGREED that the costs of recycling the packets were too prohibitive at this time. It was noted that The Holt Rotary Club collect the packets and Boots in Fakenham also have a collection point.

15. TRO – Speed Reduction Kelling Road

15.1 The TRO consultation which proposes to reduce the speed on Kelling Road from 60 mph to 40 mph was circulated prior to the meeting and AGREED by all. Clerk to respond to NCC. GH

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

16.1 Cllrs are AGREED the above resolution to remove members of the public.

16.2 **Holt Primary School** – It was noted a meeting has been arranged with NCC on Monday 17th November at midday via Teams. Cllrs were invited to share any questions in advance of the meeting. It was noted that the consultation by HTC will take place in the New Year. Cllrs are still keen for NCC to submit planning for the site school site. It was AGREED to raise this with officers at the meeting.

16.3 Jubilee Slates – The Clerk shared a statement with Cllrs for release into the press. Cllrs all agreed the statement and asked it was shared in advance of publication with the Holt Society. GH

16.4 Cllrs all AGREED to sit longer than the 2 hours as stated in the Standing Orders.

16.5 Staffing – Town Ranger – It was noted that the Town Ranger has handed in his notice, Cllrs all extended their thanks and appreciation for all the hard work and dedication to Holt. It was AGREED to advertise the the post via the Holt Chronicle and Indeed. The Clerk will set up a meeting with the Personnel Committee to agree the Job Description and job advert. GH

17. Agree items for the next Agenda.

17.1 Pigeons, Budget, Affordable Housing, Primary School and Allotments.

18. Agree date and time of next meeting.

18.1 Town Council Meeting Monday 8th December 2025 at 7pm at The Holt Playing Fields, Woodfield Road.

The meeting finished at 21.08

Appendix A

County Council Report

Hi all,

Please see my report below. Regarding Devolution, my report is on the CC position. The District, Borough and City Councils have submitted different papers on this. It's not my intention to comment on those. In the end, after a lightweight public consultation, the Government will impose their preferred choice.

Eric

Transforming services and addressing financial pressures

Norfolk County Council is continuing to transform local services while navigating significant financial pressures.

Driven by rising demand and inflation, the council has a budget gap of £41.6m in 2026/27 - rising to £171.4m over the next four years.

To help address the financial gap, the Council has developed proposals to save £35.7m - with major savings expected through investment in key demand-led services such as adult social care and home-to-school transport.

Over the coming months, the budget will be subject to public consultation and scrutiny by the council's select committees. Key national announcements - including the Autumn Budget on 26 November and the Local Government Finance Settlement in December - will inform final proposals. Cabinet considered and agreed the finance reports when it met on 13 October. Cabinet will then review updated proposals on 26 January 2026, with Full Council making final decisions, including on council tax, on 17 February 2026.

Falling pupil numbers

The education landscape in Norfolk is set to change as the county tackles the national drop in pupil numbers. The number of children in the education system in the county is expected to fall from a peak of nearly 10,000 in the current year 9, to fewer than 7,000 in the 2027 reception intake. In a report on the Education Policy and Strategic Programme, members will hear how the council is looking to refresh its policy framework, in light of changes to legislation and the changing demographics.

One council for Norfolk plan submitted to Government

The Government is being urged to back plans for better services, local decision making and bigger savings, by replacing Norfolk's eight councils with one.

Norfolk County Council's cabinet has agreed to submit a business case which details how a single council for Norfolk would **save £39.8 million per year** and deliver the biggest benefits. The decision came after the case was discussed by full council on 25th September.

The Government wants to have fewer councils, known as unitary authorities, which run all services in their area. It has asked existing councils to submit detailed proposals by 26th September.

The county council's business case highlights a range of key benefits of having one council, including:

- **Saving £39.8 million per year**, compared to the current eight councils - money that can be invested in improving services

Draft November 2025 Minutes - 5 pages - 2 appendices

Signed

- Removing duplication and joining up services that are currently divided between councils, such as adult social services and housing
- A focus on **meeting local needs**, by setting priorities at neighbourhood area committees, closer working with town and parish councils and voluntary groups and delivering services through integrated neighbourhood teams
- Avoiding the risk of splitting up crucial, county-wide services such as adult social care, children's services and highways
- Being in a strong position to boost Norfolk's economy, by having a plan for the whole county

A New Relationship with Town and Parish Councils

The move to a single unitary council is about empowering, not centralising. Town and parish councils, over 550 across Norfolk, serving 70% of the population, are seen as essential to strong local leadership and democracy.

What's on Offer for Parishes

- **More Local Influence:** Parishes will have a **greater say in decisions**, with the option to take on more powers if they choose.
- **Collaborative Working:** Support for parishes to work in clusters, sharing ideas, managing services, and strengthening their collective voice while keeping local identity.
- **Community Assets & Services:** Clear, consistent options to take on local assets (like parks, halls, toilets) and services (e.g. grass cutting, minor road repairs, community transport), if they wish with associated funding.
- **Support & Safeguards:** Any transfers will be voluntary and well-supported, with training, templates, governance advice, and a focus on financial sustainability.
- **Funding & Budgets:** **More influence** over local spending, including devolved budgets, parish highways schemes, councillor funding, and access to grants and developer contributions.
- **Shared Principles:** The approach is rooted in co-design, flexibility, transparency, strong communication, and long-term sustainability.
- **Clustering Support:** **Help for parishes** to group together to manage services or assets, and share learning.
- **Unparished Areas:** In places like Norwich, Great Yarmouth, and King's Lynn, new Neighbourhood Area Committees will ensure local voices remain empowered
- Preservation of valued historic civic functions like mayors and aldermen.

Neighbourhood Area Committees (NACs)

Purpose:

NACs are local, democratic decision-making bodies that shape services, allocate budgets, and drive community-led change. They are not advisory panels, but empowered, place-based governance structures.

Geography:

Each NAC will cover 30,000–50,000 residents, with boundaries co-designed with communities to reflect local identity.

Membership:

Tailored to each area, typically including:

- Local councillors (for accountability)
- Statutory services (e.g. health, police, social care)
- Town and parish councils
- Voluntary and community organisations
- Residents' groups, businesses, schools, and other local leaders

Key Functions:

- Set priorities based on local insight
- Align council and partner activity

- Allocate devolved budgets
- Act as a democratic link between residents and the council
- Support collaboration among parishes

How They Work:

NACs will be inclusive, accessible, and action-driven, supported by officers and infrastructure. Meetings will be held locally, in plain language, with various ways for residents to engage.

Building on Existing Strengths:

NACs will build on successful models like Town Deal Boards, Health & Wellbeing Partnerships, and Youth Advisory Boards. Existing Neighbourhood Boards (e.g. Great Yarmouth, King's Lynn, Norwich) will be integrated into the new framework.

The Government is due to consult the public on different council options this autumn, before making a final decision, expected in spring next year.

You can find out more at www.norfolk.gov.

Norfolk County Council Invites Communities to Grow Greener with Discounted Tree Packs

Tree planting in Norfolk is set for another boost this season as Norfolk County Council continues its drive towards 1 million trees for the county.

The council's subsidised tree scheme is also open again, offering individuals, parish councils, community groups, businesses, schools and landowners the chance to apply for tree packs and protection materials at up to **50% off the original price**.

For those who want to do their bit to boost the number of trees in Norfolk but don't have space for woodland, subsidised tree packs are available to order now.

For the first time this year, a limited number of 'Taller Tree Packs', grown at Gressenhall Community Tree Nursery, are also available. These include larger beech, oak, and birch trees, making it possible for more people to take part and be 1 in a million.

For more information on Norfolk's One Million Trees initiative visit www.norfolk.gov.uk/milliontrees.

Strong progress in transforming SEND education in Norfolk

Norfolk County Council is making significant strides in improving education for children and young people with special educational needs and/or disabilities (SEND), according to a recent report. New teams and initiatives are enhancing support for inclusion within mainstream schools, while hundreds of additional places in specialist resource bases (SRBs) are enabling more children to remain in their local mainstream schools with tailored support.

The report, presented to the council's cross-party Children, Families and Communities Select Committee, highlights the council's substantial progress despite national delays in SEND reform and ongoing funding challenges.

Thanks to Norfolk's Safety Valve agreement, the council has secured over £130 million in joint investment with the Department for Education. Despite managing a cumulative Dedicated Schools Grant deficit of £131.9 million, Norfolk has committed more than £15 million in additional funding to bolster SEND services and continues to collaborate with the DfE to secure further funding aimed at reducing the deficit.

Councils launch package to support staff at Lotus Cars

The taskforce set up by Norfolk County Council and South Norfolk Council has launched a comprehensive support package designed to help employees and their families impacted by the recent announcement of redundancies at Lotus Cars.

The package that will be offered to Lotus employees and those affected in its supply chain, provides a holistic range of services designed around three key pillars of support, hardship and financial stability, employment and skills, and business start-ups.

The taskforce will use the time between now and the end of the financial year, when the redundancies are expected, to work with Lotus and its staff and help them navigate their next steps.

The comprehensive support package, detailed below, offers practical assistance focused on three key areas: hardship and managing finances, finding a new job and business

Appendix B

Bank Reconciliation

Holt Town Council

6 November 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 31/10/2025

Cash in Hand 01/04/2025 99,032.30

ADD

Receipts 01/04/2025 - 31/10/2025 241,770.36

340,802.66

SUBTRACT

Payments 01/04/2025 - 31/10/2025 157,481.37

A Cash in Hand 31/10/2025 183,321.29

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/09/2025 0.00

Barclays Community Account 31/10/2025 170,732.73

Barclays Business Tracker Account 30/09/2025 122.28

Barclays Business Saver Account 30/09/2025 13,911.82

184,766.83

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 183,321.29

183,321.29

1,445.54

A = B Checks out OK