

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 9th February 2026 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 Bryan Payne, Cllr Tony Pointer, Cllr Martin Batey (HTC and District Cllr), Cllr Chris Bishop, Cllr Rodney Smith, Cllr Sandy Roper, Cllr Anita Jones, Simon Williams, Sur Barham, and Town Clerk Gemma Harrison.

County Cllr Eric Vardy was also present.

1 Member of the public was present.

1. Welcome

1.1 Cllr Tribe welcomed everyone to the meeting.

2. Apologies for absence

2.1 Apologies have been received from District Cllr Connor Rouse.

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 Tribe and Cllr Batey stated they had an interest in item 9 (Planning).

4. Police Matters

4.1 The recent theft at Lanes (Jewellers) was noted along with the ongoing anti-social behaviour in the town. Clerk to ask the Beat Officer for an update.

5. Announcements by Mayor

5.1 Cllr Tribe made Cllrs aware that at the recent Data Protection Training it was noted that Cllrs notes, informal minutes, along with Cllr HTC emails could be called upon if a FOI request was received. Cllrs need to ensure they adhere to the Council's document retention policy and do not keep documents unnecessarily.

5.2 Cllr Tribe attended the recent Youth Council meeting whereby Youth Cllrs adopted the aim to help to tackle loneliness in the town.

5.3 Cllr Tribe met the new Estate Manager at Gresham's and has agreed a location for the swift nest tower to be located.

5.4 Cllr Tribe represented HTC at the recent open morning at Auden Place.

5.5 Cllr Tribe attended the Film Festival and handed out the raffle prizes.

5.6 It was noted that Cllr Tribe will be hosting the North Norfolk Mayors Meeting on 23rd March.

5.7 It was also noted that there HTC will be holding an Open Surgery from 13th April, 10am – 3pm at Nelson House. Residents will be encouraged to drop in and speak to staff and Cllrs to find out more about HTC and provide feedback about the town.

5.8 The Annual Town Meeting will be held on Wednesday 22nd April 4.30pm – 7.15pm. The first two hours 4.30pm – 6.30pm will be a drop in for residents with the main meeting taking place from 6.30pm.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

1 member of the public present.

- It was noted there is meeting taking place on Thursday 19th March at High Kelling Village Hall to receive feedback from NCC Highways regarding health and safety concerns on the A148.
- Increased Council Tax for second homeowners – The Clerk was asked by Cllrs to find out what happens to the additional money collected from second homeowners in North Norfolk. GH

6. Agree the Minutes of The Town Council Meeting dated Monday 9th February 2026.

6.1 The minutes were circulated prior to the meeting, they were PROPOSED as accurate and correct by Cllr Smith and SECONDED by Cllr Batey and AGREED by all. The minutes were signed by the Mayor.

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

- To note contractors have returned to Nelson House to repaint the front of the house at no additional cost to HTC.
- The new Town Ranger has now started. The Town Ranger works Monday – Thursday 8.30am – 5pm and Friday 8.30am – 2pm.
- The Chapel Yard refurbishment work has now been completed; the office continues to receive positive feedback about the project.
- The resurfacing of the road junction with Hempstead Road and Nightjar Road has been programmed to take place.
- Old Carpet Shop – it was noted builders are now on site.

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

- Norfolk County Council – The report was circulated prior to the meeting. It is Cllr Eric Vardy's last meeting with HTC as he is due to step down next as County Cllr next month. It was noted that the NCC Community Grant budget and NCC parish partnership £12,000 will be continuing with the new County Cllr.
- North Norfolk District Council – It was noted that the LGR decision from central government is due later this month.
- Skate Park Committee - report circulated prior to the meeting. Thanks was extended to Cllr Connor Rouse for completing a 100,000 step challenge for the skate park.

9. Planning (Report circulated prior to the meeting)

9.1 Cllr Prior gave an update on her recent attendance to the Development Control Committee. It was noticed that NNDC will be pursuing enforcement action at The Beeches.

9.2 The draft planning report was circulated prior to the meeting. It was noted that Cllrs OBJECT to the change of use from restaurant to holiday let at Appleyard. The report was PROPOSED by Cllr Prior and SECONDED Cllr Moore and AGREED by all, except from Cllr Wright, Cllr Tribe, Cllr Jones and Cllr Batey who abstained.

10. Finance (circulated prior to the meeting)

10.1 To approve the finance for the month of February for payments (£67,995.51), receipts (£530) and the bank reconciliation (Appendix A). The finance was PROPOSED by Cllr Wright and SECONDED by Cllr Batey and AGREED by all.

10.2 The quote for managing advertising on the Owl website was discussed. The Clerk was asked to get further quotes to be used as a comparison. GH

10.3 The new cemetery fees (as circulated prior to the meeting and implemented from 1st April 2026), were PROPOSED by Cllr Wright and SECONDED by Cllr Jones and AGREED by all.

10.4 The quote received for the new alarm system and camera for Nelson House. was AGREED by all. It was noted that there may be an additional cost due to the

control unit which will now need to be replaced. Clerk to arrange for the work to take place. GH

10.5 It was noted that staff will be working on the end of year accounts ahead of the annual internal audit with local experienced auditor David Wright.

11. Correspondence

11.1 The request for a new dog bin on the cycle way leading to the Heath Farm estate was discussed. The new bin was not supported, instead it was AGREED for the Clerk to contact the dog warden and erect some additional signage. GH

11.2 The request for a new streetlight on Albert Street was discussed but declined due to cost. Clerk to report back to the resident. GH

12. Holt Primary School

12.1 Cllr Prior gave an update on the proposed new Primary School for Holt. Cllr Prior shared a recent news article regarding Primary Schools which referred to a recent NCC report on new schools. The Holt School was noted to cost 11 million pounds to be built, previous figures have been quoted as 12 million. The Clerk will request a copy of the report to seek clarification. GH

12.2 Cllrs were keen to reiterate that the proposed new Primary School in Holt must be the cheapest Primary School for NCC to build given the land has been gifted to NCC and S106 funds have been secured towards the build. Cllrs have been disappointed with the lack of communication and slow responses to questions from NCC.

12.3 Clerk to ask NCC for an update regarding the number of outstanding actions. Cllrs are keen for NCC to go ahead with securing planning permission for the site. Cllrs are aware that the S106 money has a timeframe to be spent and know that planning can take some time to complete. It was noted once again that the current school is not fit for purpose due to its constrained location on a busy road.

12.4 The parent consultation on school choices has been shared with NCC for comment and will be launched next month.

13. Cemetery Extension

13.1 The Clerk updated Cllrs that the investigation works on the proposed cemetery extension site will be taking place in March and paid for by the developer of the site. Clerk to circulate the report upon receipt.

14. Jubilee Slates

14.1 Item deferred to April's Meeting.

15. Place Branding /Promotion

15.1 The Place Branding suggestion put forward after the recent NCC Business Conference was discussed. Cllrs welcomed the inclusive proposal to ensure all stakeholders were represented, residents, the community centre, HTC and businesses. Provided everyone can be represented HTC AGREED to have a place on the proposed panel. It was noted that not one person was leading with the panel and that it would be a joint venture between all representatives to promote the town.

15.2 The Visit North Norfolk quote was discussed, it was noted that this had not been accommodated for in the 26/27 budget and as such would not be progressed. It was noted that membership will be revisited when budget setting for next year.

16. Data Protection Policies

16.1 The revised Data Protection Policies, including;

- HTC Data Protection Policy
- HTC Privacy Statement
- HTC Record Management Policy (with appendices 1 and 2)
- HTC FOI Publication Scheme

Were circulated prior to the meeting. They were PROPOSED by Cllr Batey and SECONDED by Cllr Roper and AGREED by ALL.

17. Agree items for the next Agenda

17.1 Old Carpet Shop, Annual Town Meeting, Holt Primary School, Jubilee Slates and Heath Farm Allotments.

18. Agree date and time of next meeting.

18.1 Town Council Meeting Monday 13th April 2026 at 7pm at The Holt Playing Fields (Football Club) Woodfield Road.

Meeting ended 20.48

Appendix A – BANK RECONCILIATION

Holt Town Council

6 March 2026 (2025-2026)

Prepared by:

Date: Approved by:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 28/02/2026

Cash in Hand 01/04/2025 99,032.30

ADD

Receipts 01/04/2025 - 28/02/2026 324,915.14

423,947.44

SUBTRACT

335,949.09 Payments 01/04/2025 - 28/02/2026

A Cash in Hand 28/02/2026 87,998.35

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 0.00 28/02/2026

Barclays Community Account 76,264.59 28/02/2026

Barclays Business Tracker Account 123.18 28/02/2026

Barclays Business Saver Account 13,952.41 28/02/2026

90,340.18

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 87,998.35

87,998.35

2,341.83

A = B Checks out OK

Draft March 2026 Minutes - 5 pages - 1 appendix

Signed