

## Holt Town Council

**The minutes of the Annual Holt Town Council Meeting, held at 7pm on Monday 11<sup>th</sup> May 2026 at Holt Playing Fields Clubroom, Woodfield Road, Holt.**

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

1 Member of the public was present.

### **1. Election of Mayor for the following year. Mayor to sign the Declaration of Office.**

1.1 Cllr Phil Wright PROPOSED Cllr Sarah Tribe as Mayor, Cllr Rodney Smith SECONDED the motion which was 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 Bryan Payne PROPOSED Cllr Phil Wright as Deputy Mayor, the motion was SECONDED by Cllr Sandy Roper and AGREED by all.

### **3. Welcome and apologies for absence**

3.1 Cllr Sarah Tribe thanked everyone for their support and welcomed everyone to the meeting.

3.2 Cllr Martin Batey and Cllr Simon Williams sent their apologies. Apologies were accepted.

3.3 District Cllr Connor Rouse sent his apologies. It was noted that Cllr Andrew Brown was elected in as County Cllr on Friday 8<sup>th</sup> May and will be invited to future meetings.

GH

### **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 None.

### **5. Police Matters**

5.1 PC Graham Gower-Smith gave his report via the Clerk. Anti-social behaviour is being tackled with unmarked Police Cars now present in the town.

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5.2 Cllrs reported speeding on New Street and along the High Street, and bikes being ridden on pavements in the town centre, Clerk to report to the Police. GH

5.3 Cllr Bryan Payne read aloud a draft response to the *Have Your Say* Community Policing Consultation stating the area for the existing Beat Officer is too large to enable adequate patrols. It was noted that in 1949 there were 22 Police Officers in the town and in more recent times there was a Beat Officer who was assisted by two PCSO's. Cllrs AGREED for the Clerk to respond to the consultation outlining the concerns of Cllrs. It was also AGREED for the Clerk to submit a FOI request to the Police on 4x4 availability in the Community Policing Team in North Norfolk. GH

## **6. Announcements by Mayor**

6.1 The Mayors Report can be seen at Appendix A.

### **PUBLIC QUESTION TIME**

#### **Limited to 15 Mins (3 Minutes per person)**

- A member of the public reported a lack of passing places on Cley Road due to the number of parked cars. On Market Day it was also noted that parked cars had caused problems along Kelling Road, mainly due to parking on the opposite side of the road. Cllr Tribe stated the problem on Cley Road is largely caused by people working in town primarily to no better provision or options for them to park elsewhere.
- Parking there, it was noted that yellow lines will soon be installed around the junction of De Nerford Road, which will hopefully help passing oncoming traffic easier. Cllr Bryan Payne noted there were spaces available in Budgens car park on Market Day.

## **7. Agree the Minutes of The Town Council Meeting dated Monday 13th April 2026.**

7.1 Cllr Phil Wright PROPOSED the minutes, and Cllr Rodney Smith SECONDED the minutes which were AGREED by all.

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

- The Old Carpet Shop – builders are on site and work is progressing, as such the item will now be removed from future HTC agendas.
- Holt Allotments – HTC are ready to sign the transfer agreement; we are waiting for confirmation from Lovells that they are ready to go ahead.
- Community Speed Watch – the Clerk has shared the campaign online in the hope of attracting some more volunteers.

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- Parents Survey/ Residents Survey – Both surveys have now closed, Clerk to circulate the results to Cllrs and publish in the Chronicle. GH
- Owl Trail Website Sponsorship – the Clerk is waiting for further quotes.
- Cllr Bryan Payne asked for the Town Council lettering to be put back on Nelson House. Clerk to arrange.
- Market charges – No further update from NNDC regarding their reasons for the 300% price increase. Clerk to enquire on costs for research to be undertaken at The National Archives to locate the Holt Market Charter. It was noted that an unsuccessful search had already taken place at the Norfolk Archives. GH
- It was AGREED to move the *give way* sign out from the hedge at the Heath Drive and Hempstead Road junction. Cllrs AGREED to install a new sign showing Holt one way and Hempstead the other way, the sign would need to indicate the weight limit on Hempstead Road. Clerk to report to Highways. GH
- Cllr Maggie Prior stated that the High Street Junction with A148 needed better line marking to encourage drivers to sit within the correct lane. Clerk to report to Highways. GH
- Cllr Phil Wright reported the bypass layby has several potholes which need filling. Clerk to report to Highways. GH
- It was also noted that Norwich Road diversion sign was lying on its back in the road verge since January. Clerk to report to Catherine Rix to let her know Anglian Water need to collect their signs. GH
- It was noted the new bus shelter on Cromer Road looks fantastic; the bespoke signage was welcomed by Cllrs. Clerk to draft a Press Release. GH

## **9. Reports; To be circulated in advance of the meeting.**

Norfolk County Council – none

North Norfolk District Council – none.

Skate Park Committee – Circulated prior to the meeting.

Holt Youth Council – Youth Cllrs are planning a summer trail around the town.

## **10. Adoption of GPC**

10.1 Cllr Ray Moore PROPOSED to adopt the General Power of Competence for 26/27 this was SECONDED by Cllr Chris Bishop and AGREED by all.

## **11.Planning (Report circulated prior to the meeting)**

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11.1 The planning report for applications (received since the last meeting) (including the proposed development off Cley Road) was circulated prior to the meeting. The report is available on the Holt Town Council website. The report was PROPOSED by Cllr Phil Wright and SECONDED BY Cllr Maggie Prior and AGREED by all, except Cllr Rodney Smith who OBJECTED to the report in particular the Cley Road development proposal.

11.2 The only application received since the planning report was published was ADV/26/0879 16 Bull Street – Cllrs have no objections but ask that the screen is turned off at night.

11.3 Clerk to respond to NNDC on the above planning applications. GH

## **12. Finance (circulated prior to the meeting)**

12.1 To approve the payments (£22312.86), receipts (£165,033), and Bank Reconciliation (Appendix B) for April. It was noted the grant money for Chapel Yard, the VAT return and the first instalment of the precept has been received.

12.2 The Internal Auditors Report was circulated prior to the meeting and read aloud in the meeting by the Clerk and AGREED by all.

12.3 Section 1 of the AGAR statement was circulated prior to the meeting and read aloud in the meeting by the Clerk and AGREED by all.

12.4 Section 2 of the AGAR Statement was circulated prior to the meeting and read aloud in the meeting by the Clerk and AGREED by all.

12.4 The Notice of Public Rights, including the dates for inspection was AGREED BY ALL. GH

12.5 It was AGREED BY All to appoint David Wright as the Internal Auditor for the 26/27 accounts. Cllrs felt Mr Wright was best placed to undertake the audit given his vast experience in auditing. Clerk to ask Mr Wright to continue for another year. GH

12.6 It was AGREED to undertake a review of the Asset Register. Clerk to circulate in due course. GH

12.7 The Insurance Quote for 26/27 has not been received. Clerk to circulate via email and to ratify at the next Town Council meeting. It was noted that a lengthy review meeting took place in April with many amendments proposed and as such the quote is taking longer to pull together. GH

12.8 A quote for a large, bottled water dispenser at Nelson House was circulated prior to the meeting. The dispenser will be hired and water ordered as and when needed.

The water is for volunteers and staff, and was AGREED on a majority vote by all, Cllr Chris Bishop OBJECTED and Cllr Ray Moore abstained.

12.9 The quote for the Column replacement of No.50 (Albert Street/Mill Street junction) was AGREED by all. The quote for the light replacement for column No.87 was AGREED by all. Clerk to find out why Cozens can't undertake the work on behalf of UKPN. GH

12.10 The Dog Fouling Keep Britain Tidy Signage was discussed and instead it was AGREED to use the NNDC artwork and create our own signs, ensuring the fine is made clear. GH

12.11 The annual subscription renewal with NPTS was AGREED by all. GH

### **13. Correspondence**

13.1 The proposed new Electronic Information Point was discussed, NNDC have asked Cllrs whether they would support having one installed on Shirehall Plain. Cllrs would like to attend the demo on 3<sup>rd</sup> June to get a better understanding of how they work. Clerk to add to next month's agenda for discussion. GH

### **14. Jubilee Slates and Future Community Projects**

14.1 It was noted that the Holt Society have appointed a new Chairman, Tony Leech, at their recent AGM. The Holt Society are keen to work with Holt Town Council on delivering a project which will benefit the community of Holt.

14.2 Cllrs AGREED to accept the offer from The Holt Society to restore Blind Sam and to provide additional funds for future maintenance of the War Memorial, including the possible addition of names which may have been missed off from being recorded on the Memorial. The total donation will be £3000. Cllrs asked the Clerk to draft an agreement to be signed by both parties, the agreement will be circulated to Cllrs via email for approval. A vote took place by a show of hands, and everyone present voted in favour of the PROPOSAL except for Cllr Maggie Prior who OBJECTED. The motion was carried. GH

### **15. Holt Primary School –**

15.1 Cllr Maggie Prior gave an update on the recent meeting with NCC. It was noted there have been little change with pupil numbers. There is a new “soft” agreement between Sheringham Primary and the Holt Primary School to share resources.

15.2 Cllrs asked the Clerk to contact the newly elected County Cllr to brief him on HTC's stance with regards the new School and ask for his support. Cllrs asked the

Clerk to ask NCC to share years pupil numbers and chase the response to previous questions asked. Clerk to share with NCC the outcome of the parent survey. GH

#### **16. Policies**

16.1 The adoption of the Standing Orders, Financial Regulations and the Financial Risk Management Policy has been deferred to the June meeting.

#### **17. WI-FI – Grant Application**

17.1 It was AGREED for Holt Town Council to apply to the NNDC Love Your Market Town Grant fund to install Town WI-FI in The Market Place. If successful, the grant will pay for 100% of the project which will be reimbursed to Holt Town Council after the original invoice has been paid.

#### **18. Agree items for the next Agenda.**

18.1 Holt Primary School, Heath Farm Allotments, Policies, The Market Charter, Mobile Connectivity.

#### **19. Agree date and time of next meeting.**

19.1 Town Council Meeting Monday 8<sup>th</sup> June 2026 at 7pm at The Holt Playing Fields (Football Club), Woodfield Road.

Meeting ended at 20.57

## Appendix A

### Mayors Report April

It was a busy and productive town council month in April with the launch of our inaugural Spring Surgery, a week-long public drop in sessions at the council offices at Nelson House. Throughout the week (and walk-by pavement discussions too!) a number of topics were raised and discussed, including discussion around anti-social behaviour in the town, information on council tax breakdown, a request to close the Memorial Gardens a little later and a request for better transport to and from the North Norfolk Railway.

We are hoping this will become an annual calendar date going forward.

In conjunction with Spring Surgery week, we were running two town-wide surveys, one a parent's survey on school choices and a second asking a generalised question of what you would like to see your Council concentrate on in the Council year ahead.

The Parent Survey revealed that most parents' value academic quality and class sizes when choosing a Primary School and they learn about a school most from friends and family and school visits.

The resident survey came up with some great suggestions including Wildlife Garden awards, the desire for a Park and Ride, more to be done to tackle dog fouling, an affordable supermarket, a tennis court and a new Primary School.

The full results of both surveys will be published in the Holt Chronicle.

On 22nd April we held our annual Town Meet, in a 'new look' venue and timings. Hosted by the Community Centre, ahead of the formal meeting at 6.30pm we held a drop-in session from 4.30pm, a further chance for residents to meet your Council and find out who we are and what we do. Information boards showed in detail what local assets the Town Council is responsible for, including the public toilets, street lighting, Spout Hills nature reserve. A detailed breakdown of council tax showed where how we had set our budget and the breakdown between the other organisations. Holt Youth Council were present, fielding questions about their achievements and looking forward with their own agenda for the coming year. The meeting itself covered a roundup of your Councils achievements this past year. As always, minutes of the meeting including the Mayors full report is published on your Town Council website.

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## Appendix B

Holt Town Council

5 May 2026 (2026-2027)

Prepared by:

Date: Approved by:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2026

Cash in Hand 01/04/2026 69,584.20

ADD

Receipts 01/04/2026 - 30/04/2026 183,610.02

253,194.22

SUBTRACT

23,620.53 Payments 01/04/2026 - 30/04/2026

A Cash in Hand 30/04/2026 229,573.69

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 0.00 30/04/2026

Barclays Community Account 224,151.30 30/04/2026

Barclays Business Tracker Account 124.36 30/04/2026

Barclays Business Saver Account 13,987.73 30/04/2026

238,263.39

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 229,573.69

229,573.69

8,689.70

A = B Checks out OK

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