

Holt Town Council

The minutes of the Holt Town Council Meeting, held at 7pm on Monday 14th September 2026 at Holt Playing Fields Clubroom, Woodfield Road, Holt.

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

7 Members of the public present.

District Cllr Martin Batey was present.

Cllr County Council Andrew Brown was also present.

1. Welcome

1.1 Cllr Sarah Tribe welcomed everyone to the meeting.

2. Apologies for absence

2.1 Cllr Sue Barham gave her apologies. Apologies were accepted.

2.2 Cllr Connor Rouse 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 None.

4. Police Matters

4.1 It was noted that PC Gower-Smith gave a report via the Clerk regarding an early morning raid on a property in Woodrow Avenue.

5. Announcements by Mayor

5.1 The Mayor Report was circulated prior to the meeting and available at Appendix A.

PUBLIC QUESTION TIME

Limited to 15 Mins (3 Minutes per person)

- A question was asked whether Cllr Jones had a pecuniary interest in the proposed development land off Cley Road. Cllr Jones clearly stated there was not a pecuniary interest in the site.
- A question was asked about traffic surveys on Cley Road and whether Cllrs were aware of the data when they submitted their planning response to September 2026 Minutes - 6 pages - 2 appendices (Draft until agreed at the following meeting)

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NNDC. The Clerk confirmed that all Cllrs had sight of the Pheonix planning application prior to submitting their planning comments.

- A member of the public asked about the proposed yellow lines on Cley Road which have been advertised but have yet to take place. The Clerk stated that NCC have been unable to confirm the order due to an outstanding representation from a member of the public. As soon as this has been resolved then the order can be confirmed.
- A member of public informed the Town Council that residents in Winn's Close suffer from inconsiderate parking by those visiting or working in town. The road is narrow and therefore cars often park on the pavement, this can lead to the bin lorries not being able to access the road and forces pedestrians into the road. Residents are concerned that once the yellow lines are installed on Cley Road that the problem will worsen. The Clerk will inform the Police and traffic enforcement, so they are aware. The Town Council will also re-advertise the free parking available Monday – Friday at the Football Club. GH
- A member of the public stated that there is often speeding traffic on Letheringsett Hill making it difficult for pedestrians to cross the road safely. A traffic island was requested to help make crossing the road easier. This road crossing is an aspiration included in the Holt Vision. The comment has been noted, and the Clerk will raise the suggestion with NCC Highways. GH

6. Agree the Minutes of The Town Council Meeting dated Monday 13th July 2026.

6.1 The July minutes were circulated prior to the meeting, they were PROPOSED as accurate and correct by Cllr Martin Batey and SECONDED by Cllr Bryan Payne and AGREED by all.

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

- Holt Primary School - Awaiting forecast information on pupil numbers,
- Heath Farm Allotments – The legal transfer is ongoing.
- Holt Owl Trail Plaques – An email has been sent to Cllrs highlighting costs. Cllrs are encouraged to read and respond via email, and the item will be added to November's agenda for further discussion.
- Pest Control Nelson House – Pest control is now in place.

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- Hempstead Road directional sign has been programmed in. No timescale has been given.
- Clerk to ask NCC Highways to refresh the painted lines on the pavements highlighting the no loading zones at the bottom of New Street and on the High Street. GH
- Bull Street – new signs have been erected, the painted lines on the road remain outstanding.

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

8.1 Norfolk County Council - Cllr Andrew Brown gave his report. LGR has been withdrawn in Norfolk, Essex and Sussex. LGR will not happen before April 2029. Cllr Andrew Brown has requested that the Cley Road development will be called in by the Head of Planning to be considered by the Development Control Committee. This will give members of the public along with the Town Council the opportunity to have their say in front of members.

8.2 North Norfolk District Council – Lidl has been given the go ahead to be built in the town, hopefully the store will be open by next Autumn. Thanks was extended to Cllr Martin Batey for all his hard work on this project.

8.3 Skate Park Committee – The report was circulated prior to the meeting.

9. Planning (Report circulated prior to the meeting)

9.1 The planning report for applications received since the last meeting was PROPOSED by Cllr Maggie Prior and SECONDED by Cllr Anita Jones and AGREED by all.

9.2 There have been no applications received since the planning report was published.

9.3 Cllrs extended their thanks to Cllr Maggie Prior and Cllr Sandy Roper for speaking in favour of Lidl and Aldi at the recent Development Control Committee. It was noted that Cllrs hoped the Lidl application, now approved, would look to address the poor lighting on the Heath Farm roundabout. It was noted that the matter was raised at Committee.

10. Finance (circulated prior to the meeting)

10.1 The payments (July £17,745.99, August £25,467.39) and receipts (July £5161.91, August £790) and bank reconciliation (Appendix B) for July and August were circulated prior to the meeting. The finance was PROPOSED by Cllr Sandy Roper and Cllr Phil Wright and AGREED by all.

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10.2 Mr Read has put forward a quote for the refurbishment of the Town Sign. This was circulated prior to the meeting, the quote was PROPOSED by Cllr Maggie Prior and SECONDED by Cllr Chris Bishop and AGREED by all.

10.3 The quote for replacing 5 streetlighting columns was circulated prior to the meeting. The work was budgeted for at the start of the financial year, the quote was AGREED by all Cllrs.

10.4 The quotes for digitising the cemetery map and scanning and inputting historical cemetery records were shared with Cllrs prior to the meeting. The quotes were PROPOSED by Cllr Phil Wright and SECONDED by Cllr Ray Moore and AGREED by all.

10.5 Quotes for tree work required on King George V, Cley Road Cemetery and Little Hills were circulated to Cllrs prior to the meeting. It was noted that the quote for Little Hills has come in over budget, yet it was recognised by Cllrs that the work was needed to be done. Therefore, Cllr Phil Wright PROPOSED all 3 quotes providing the budget of £5000 previously ring fenced for Blind Sam was transferred over to Little Hills, (it was noted that the Blind Sam repairs have been completed and a donation was made to HTC which covered the cost of the works), the motion was SECONDED by Cllr Ray Moore and AGREED by all.

10.6 Cllrs considered the appointment of the Internal Auditor for the 26/27 accounts and AGREED to appoint David Wright due to his vast experience in auditing and his independence to the Town Council. Clerk to formally write to Mr Wright regarding the appointment. It was noted that the Town Council will undertake a 6 monthly audit with Mr Wright aswell as the end of year audit.

11. Correspondence

11.1 Parking on Kerridge Road is still being reported as being problematic. It was noted that from October there will be an hour free parking for Budgen loyalty card holders.

11.2 Cley Road Development. – an email regarding the proposed development has been received from a resident and circulated to Cllrs.

11.3 Proposed yellow lines on Cley Road – two emails have been received regarding the delay in NCC installing yellow lines on Cley Road.

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11.4 The Old Post Office –It was noted that a report has been received that the fabric of the building is looking a bit tired. It was also noted that some of the upper windows over some of the shops on White Lion Street are also in need of some maintenance.

11.5 The Old Carpet Shop – The work has currently stopped.

12. Thornage Bridge

12.1 Cllr Andrew Brown and Cllr Martin Batey attended the recent meeting on Thornage Bridge with NCC Highways. The attendees at the meeting agreed to putting a different type of sign on the bridge to make people more aware of the bridge. It was noted that a new change of Priority system is being implemented. It was also noted that the hedge has been cut back.

13. HTC Grants

13.1 Cllrs AGREED a £100 donation to Holt Rotary and a £100 donation to Holt Book Shop as part of the HTC Annual Grants.

14. Food Act 1984

14.1 Cllrs discussed formalising the Holt Sunday Market using powers under the Food Act 1984. The Clerk made Cllrs aware that the Food Act enabled the Town Council to acquire, purchase or regulate the Holt Sunday Market. Cllrs were keen to support the market and regulate the market formalising it and protecting it going forward. Cllr Phil Wright PROPOSED that the Clerk consult with relevant authorities and report back to HTC this was SECONDED Cllr Bryan Payne and AGREED by all by a show of hands.

15. Policies

15.1 The HTC Flag Policy was circulated prior to the meeting. The policy was AGREED by all.

16. Letheringsett Car Park

16.1 The Clerk reported that there have been two recent incidents, whereby cars without permits had parked in the Letheringsett Car Park. Enforcement was discussed it was AGREED to monitor the situation and install some more signage. GH

17. NCC Parish Partnership Grant Scheme

17.1 The NCC Parish Partnership Grant Scheme was discussed, and Cllrs were asked to think about creating a wish list of suitable capital highway projects. The Clerk will promote on social media to get a steer from members of the public.

18. Municipal Committee

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18.1 The minutes from the recent meeting of the Municipal Committee were circulated prior to the meeting. The Committee are keen to tackle overhanging vegetation on footpaths and review and revisit recycling in the centre of town.

18.2 The overgrown vegetation along the wall opposite the school on the A148 was raised as this needs cutting back by Highways.

18.3 Cllrs were informed that the new Bus stop on Nightjar Road was included in the recent Lidl planning permission.

19. To consider a resolution (Under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public to discuss confidential matters; namely - Personnel Matters (to approve the Personnel Report outlining the Town Ranger's probation review.)

19.1 Cllrs all AGREED to exclude members of the public to discuss a personnel matter.

19.2 A personnel committee report was circulated prior to the meeting detailing the Town Ranger's probation review. The report was AGREED by all.

19.3 It was noted that the NJC payscales have been reviewed and implemented with staff receiving back pay to 1st April 2026.

20. Agree items for the next Agenda

20.1 Primary School, Old Carpet Shop, Policies.

21. Agree date and time of next meeting.

21.1 Holt Town Council Meeting Monday 12th October 2026 at Holt Playing Fields.

Meeting ended 20.50

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Appendix A

Mayors Report

A double billing of reports as Holt Town Council has a summer break and doesn't sit in August - but we continue to work through on engagements across our town.

July 12th - CADFA/Amnesty International - Palestinian visit to Holt Scouts.

I was asked to attend an afternoon visit to Holt Scouts HQ to meet a group of Palestinian children with their leaders, organised through CADFA and Amnesty International. They had spent the morning discovering Cromer beach, for many, the first coastline and sea they had seen. The children came from various locations across the West Bank. Before their trip they had only met online, due to the restrictions on travel. I had intended to pop up and say hello. I stayed all afternoon! We played games, they asked about Mayors and local councils, the girls especially were excited to see and hear about female Mayors. We all ate and talked and played together. It was the most brilliant fun and learning afternoon. A big thank you to the Holt Scout Group for inviting me. I hope that a similar visit is able to be organised again.

July 13th - Councillors visit to see progress at Gresham's/Holt Hall.

It was interesting to hear about the history of the hall, see progress in construction for the new Gresham's Prep School and also to explore the areas around the development with a short walk through the adjoining countryside to a substantial lake. We wish them well and hope for a revisit to chart further progress.

July 22nd - HTC representatives meet with NNDC regarding Holt Vision.

A meeting was held at NNDC to discuss the updated town Vision document, how we can progress and how District may help us facilitate this.

We are looking for time (project management) and funding (identifying areas and means of approach) and additional advice as to what steps would need to be taken and when in relation to consultation within the town. A good opportunity to revisit Holt's aspirational working document.

July 28th - HTC met with Inspector Reavey from North Norfolk Police to discuss recent anti-social behaviour in the town and receive an update on what is being done.

August 17th - King's Court Care Home visit to Nelson House

Gemma our clerk and I met Marcia Hughes at Nelson House on their request to reconnect personnel with our town and to forge tighter links across the community. We spoke about their proximity to town and the facilities there that can support both visits to residents and also their ability to get out and about. We discussed our Youth Council being able to team up with them for their scrapbook memory project, and thought through ways in which residents could attend the November Armistice Day remembrance at our war memorial - considering an easy access viewpoint, and organising chairs.

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Appendix B

Bank Reconciliation

Holt Town Council

9 September 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 31/08/2026

Cash in Hand 01/04/2026 69,584.20

ADD

Receipts 01/04/2026 - 31/08/2026 193,898.54

263,482.74

SUBTRACT

122,717.79 Payments 01/04/2026 - 31/08/2026

A Cash in Hand 31/08/2026 140,764.95

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 0.00 31/08/2026

Barclays Community Account 56,756.77 31/08/2026

Barclays Business Tracker Account 124.71 31/08/2026

Barclays Business Saver Account 87,098.99 31/08/2026

143,980.47

B

Less unrepresented payments 3,215.5

Plus unrepresented receipts

Adjusted Bank Balance 140,764.95

A = B Checks out OK

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