



HOLT TOWN COUNCIL

Town Council Office, Holt Community Centre, Kerridge Way, Holt
Norfolk, NR25 6DN
Tel 01263 712149

E mail: holttowncouncil@gmail.com www.holttowncouncil.org

Minutes of the Annual Town Council meeting held on Monday 8th May 2017 at Holt Community Centre.
The meeting was made aware that the proceedings were being recorded

	PRESENT	ACTION
	<p>Cllrs Baker (Chair), Batey, Hipperson, Moore, Neech, Payne, Prior, Reed, Singleton, Smith Traynier & Wright</p> <p>Elaine Oliver Town Clerk</p> <p>3 members of the public</p>	
1	<p>TO RECEIVE PROPOSALS FOR THE ELECTION OF MAYOR On a PROPOSAL by Cllr Prior SECONDED by Cllr Hipperson, Cllr Baker was elected Mayor for the forthcoming year. The Declaration of office was duly signed.</p>	
2	<p>TO RECEIVE PROPOSALS FOR THE ELECTION OF DEPUTY MANOR On a PROPOSAL by Cllr Baker SECONDED by Cllr Hipperson, Cllr Prior was elected Deputy Mayor for the forthcoming year.</p>	
3	<p>APOLOGIES FOR ABSENCE Cllr G Chapman</p>	
4	<p>TO CONSIDER REQUESTS FOR DISPENSATIONS FROM THE RESTRICTION ON PARTICIPATING IN THE DISCUSSION OR VOTING ON A MATTER IN WHICH A MEMBER HAS A DISCLOSABLE PECUNIARY INTEREST The following declarations were made. Cllr D Baker as financial Director of Bakers & Larners. Bakers and Larners is mentioned in accounts</p>	
5	<p>POLICE MATTERS Graham Gower-Smith was present and gave a report, main points as follows:-</p> <ul style="list-style-type: none"> • The Crime figures for this year are at a similar level to the previous year • There has been a significant drop in alcohol related crimes. • Lower rates of oil and diesel thefts. • Storm Doris contributed to road blockages that were dealt with • As we had heard in previous meetings there is now a difference to the way crime figures are reported • This has been met with mixed reviews. • The Police remain focused on serving the town in the best way possible. • More damage to the toilets has been reported and if anyone has any ideas on how to combat this, PC Gower-Smith would be delighted to hear. • He encouraged people to use the 101 system and report incidents. • If there is any crime taking place, it needs to be reported straight away as Officers could attend and gather information. • Nathan Jonas is the new PCSO for Holt. • Nathan will look after parishes in the North and Keith parishes in the south and both will combine in Holt. • Nathan comes with great experience • Youth anti-social behaviour continues to be challenging. • There have been several arrests in trying to curb behaviour • The Judicial system is now being used for this. • The Police are collating evidence for banning orders in Holt • Now Spring is here Spouts Hill and other outdoor areas will be on the Police radar. • A new 4 x 4 has been supplied and means better access to locations. • There have been recent issues with travellers selling goods from the back of vans. • Problems is they often have receipts with the goods, so the best way to deal with this is through Trading Standards. • Priorities have been set as wildlife, rural crime and anti-social behaviour with micro cycles 	

	<ul style="list-style-type: none"> The Police told of one person who was riding without lights and was stopped, he then walked his bike all the way home. Because of this they felt the “nagging” was working. Next SNAP is on Thursday and is usually well attended by Holt. Public engagement session starts from 6.30 onwards at HYP <p>Questions were as follows: - Cllr Smith asked if modification of silencers on cars was an ASB issue. PC Gower-Smith asked if this was a recent problem and in response to a question said registration numbers can be helpful but it might not be admissible for evidence. Cllr Prior thanked the Police for their attention of her neighbour, it is very much appreciated and he now feels safer.</p>	
6	<p>ANNOUNCEMENTS BY THE MAYOR Cllr Baker reported on events in the last month, main points as follows: -</p> <ul style="list-style-type: none"> Welcomed Sarah Butofiker as the new County Councillor A letter that appeared in the Holt Chronicle was read out. This reported that road signs had been cleaned and planters planted around Woodfields Road area. Cllr Baker felt good and proud to have residents such as this in Holt. He reported the NP meeting on 28.3.17 was good and we are getting somewhere with the Neighbourhood Plan. Attended the Holt Community Cafe lunch and was pleased to report that this goes from strength to strength. Shortly there will be a newspaper article about the positive things that are happening in Holt by the Town Council. 	
7	<p>AGREE THE MINUTES OF THE TOWN COUNCIL MEETINGS 7.1 Town Council Meeting 10th April 2017 With the following amendment to item 3 <i>Cllr D Baker declared that Cllr Chapman had a pecuniary interest in agenda item 13. Cllr Chapman refuted this and said he did not have a pecuniary interest and offered to withdraw his chair from the table but not leave the room.</i> Cllr D Baker reported it was policy, when a there was a major pecuniary interest, that the person leaves the room, mainly so there was no question of influencing opinion. He duly reported that this had happened in the case of Aldi, when he and Cllr Allison had left the room. Cllr Chapman reported he had spoken to Democratic services and he would not leave the room but just not take part in any discussion. Cllr Prior felt she would be unable to freely discuss the car park agenda item with Cllr Chapman in the room. Cllr D Baker felt that it would stunt free flowing debate if an interested person was party to information that is commercially sensitive. On a proposal from Cllr Neech, seconded by Cllr Prior it was agreed that Cllr Chapman should leave the room for the item concerned on the agenda. This was carried with one abstention.</p> <p>Cllr Chapman immediately left the meeting and did not return it was PROPOSED by Cllr Hipperson, SECONDED by Cllr Batey, that the minutes were agreed 7.2 Annual Towns Meeting 27th March 2017 On a PROPOSAL by Cllr Prior, SECONDED by Cllr Moore, the minutes were agreed</p>	
8	<p>MATTERS ARISING if any (for information and not included on the main council agenda). No matters arising</p>	
9	<p>APPOINTMENT OF MEMBERS TO SERVE AS TOWN COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS AND COMMITTEES On a proposal by Cllr Smith, seconded by Cllr Batey the attached was agreed</p>	
10	<p>REVIEW TERMS OF REFERENCE 10.1 Neighbourhood Plan Steering Committee On a PROPOSAL by Cllr Hipperson, SECONDED by Cllr Traynier the terms of reference for the Neighbourhood Plan Steering Committee were agreed. 10.2 Spouts Common On a PROPOSAL by Cllr Hipperson, SECONDED by Cllr Traynier the terms of reference for the Spouts Common working committee were agreed.</p>	

	<p>10.3 Car Park Working Committee On a PROPOSAL by Cllr Hipperson, SECONDED by Cllr Batey the terms of reference for the car park working committee were agreed. In response to a question it was stated that the NP steering group meetings every 4-6 weeks, the car park working committee less often, Spouts committee twice a year</p>	
11	<p>11. REPORTS 11.1 Norfolk County Council Cllr Butofiker gave a brief statement, main points as follows:- She has already attended two meetings at NCC and data protection has been covered. No report this time as she has only just taken up the office. Will endeavour to attend Town Council meetings each month. She looks forward to working with the Town Council. Cllr Payne reported that there are some issues we already have with NCC that need to be acted on.</p> <ol style="list-style-type: none"> 1. The Primary School. He explained that we put a business plan into NCC which meant the school would cost them hardly anything and a developer had agreed to give them a site for free. It was reported the Town Council preferred the Gladman site because it is more suitable and because of the deal. Cllr Prior reported she had been instructed that NCC needed to discuss the sites without any lobbying. She reported we are very worried about a rumour that has been heard that another potential site for the school has been introduced and although we want to be involved we have not been notified. Cllr Prior reported she and the Town Council are very concerned about the other original site we know about as there will be no parking and heavy vehicles will use the route and it is not suitable for children. The other site would benefit from proximity to the Holt Country park. She is going to write an email and hope that she will have some information to bring back to the Town Council. A lot of discussion has been held behind closed doors. Cllr Baker reiterated the comments made from Cllr Prior. 2. Cllr Payne reported the other issue for NCC is street lights on the new roundabout. Reports of cars going over the roundabout have been received and on a matter of safety this needs to be addressed. We have requested a site meeting but this has not been forthcoming. Cllr Butofiker agreed to take this up with NCC <p>11.2 North Norfolk District Council Cllr Prior had no report as the month has been all about elections and will be for the next month or so. She reported that the NP steering group has met and is going over all the background work that has already been done. At the first meeting the mission statement and policies were looked at. A consultation date in town is being arranged for June.</p> <p>11.3 Chamber of Trade Cllr Smith reported as follows</p> <ul style="list-style-type: none"> • NNDC refused the application for the barrows outside Barclays. • Concern was expressed by the Chamber regarding the Aldi site. • The Chamber are going to write to NNDC about the car park as now the 82 parking spaces will not be available at Aldi, and 31 spaces will have been lost from Cley Road, when yellow lined. As this was the basis of rejecting investment in Thornage Road they will write to NNDC. <p>Cllr Baker reported that the signing of the Cley Road car park lease is imminent and this will relieve some parking issues. Cllr Prior felt that caution should be exercised as the developer has gone out to other supermarkets and the old Thaxters site has been set aside for supermarket use Cllr Smith continued with the following points</p> <ul style="list-style-type: none"> • Concern was shown about the number of charity shops appearing in town. The winners of this are the Landlords which then make it difficult for the neighbouring businesses to succeed. • The Chamber thought the NP could help on this. • They felt that any consultant needs to take on board consensus and thought that the Town Council's consultant should be invited to a Chamber meeting. <p>It was stated that the Holt Town Council annual meeting had the Consultant as a guest speaker and</p>	Cllr Butofiker

	<p>Chamber members were welcome to attend this public meeting. Cllr Payne also reported that at the launch of the NP Chamber members had been invited to a business breakfast to discuss the NP and only 3 people had turned up.</p> <ul style="list-style-type: none"> • The Chamber agreed to support Holt in Bloom and were invited to the B B Q. • A donation of £500 towards the Holt in Bloom was agreed. • All Chamber members had been encouraged to sign up to the electronic monthly Town Council Newsletter. 	
	<p style="text-align: center;">PUBLIC QUESTION TIME – limited to 15 minutes (Three minutes per person)</p> <p>Comments made as follows</p> <ul style="list-style-type: none"> • Does the NP take into account the development that is already taking place? <p>Cllr Prior reported that the housing allocation has already been submitted and the NP is only for future development. It is up to the community to say what goes into NP and it is not only about housing. For example, it could be about the affordability and design of houses</p> <ul style="list-style-type: none"> • Another parishioner was very concerned about mole hills at the cemetery and asked if the Town Council think it is time to get serious. <p>Cllr Baker reported that this will be considered.</p>	
12	<p>CORRESPONDENCE</p> <p>12.1 NNDC Boundary Review Emailed 12.2 NCC Temp road closure in Thornage Emailed</p> <p>Comment was made on the state of the road from Holt to Dereham going down to Thornage, which is a well used road. This is very narrow for a B road and the road surface is bad and there is a lot of pot holes. Cllr Butofiker will take this back to NCC. Cllr Baker reported there is a number of areas we are noticing pot holes and road surface</p> <p>12.3 NNDC Electoral review – final recommendation Emailed</p> <p>12.4 LATE CORRESPONDENCE</p> <p>12.4.1 Royal Norfolk Show Risk assessment/Tables etc On file Cllrs Singleton and Wright will attend this on behalf of the Town Council. It was reported that the Holt tent is in a very prominent position</p> <p>12.4.2 FOI request 12.4.3 Residents Little Hills Wall</p> <p>The Clerk informed the Council that legal advice on this had been taken and a further letter was due to be written. The maintenance team are having to clear up flints regularly from the land.</p>	Cllr Butofiker
13	<p>ITEMS FOR INFORMATION</p> <p>13.1 M Hill Bonfires On record Cllr Baker talked to Spouts team and this will be dealt with and a further chat with Spouts</p> <p>13.2 Resident No turning sign on Gravel Hill On record 13.3 Resident Grass cutting On record</p> <p>It was reported that the grass cutting is appalling. Bits have been missed and old grass cuttings just left.</p>	
14	<p>TO CONSIDER HOLT IN BLOOM COMPETITION</p> <p>It was reported that there will be a B B Q on 19.5.17 to launch our Holt in bloom campaign. Planting will take place that week.</p>	
15	<p>TO CONSIDER STREET LIGHTING AT NEW ROUNDABOUT</p> <p>Cllr Payne felt that this road was unsafe if not lit. It was felt that with heavy vehicles using this road, lighting should be supplied. There was some surprise about the tone of the emails from NCC as they are still refusing to have a site visit. Cllr Butofiker agreed to take this up at NCC.</p>	
16	<p>TO DISCUSS REFURBISHMENT OF THE UNDERPASS</p> <p>It was reported that NCC have a scheme to smarten up the underpass. The magnolia plan was agreed but it was requested that foliage be removed around the entrance otherwise the painting could not be done properly.</p>	Clerk
17	<p>TO CONSIDER NEW STREET NAMING</p> <p>The Town Council considered the naming of the roads in the new development off the new roundabout. The proposed names were considered but it was felt that Beech Drive was inappropriate as this is a continuation of Heath Drive and a road can't have two names. The following names were agreed with appropriate suffixes Tawny, Barn, Buzzard, Partridge, Woodpecker, Robin, Pheasant, Wren, Kestrel and Magpie.</p>	
18	<p>TO CONFIRM PENSION RATES</p>	

	On a PROPOSAL by Cllr Traynier SECONDED by Cllr Hipperson the pension rates from NPF were duly agreed.	
19	TO CONFIRM GENERAL POWER OF COMPETENCE On a PROPOSAL by Cllr Payne, SECONDED by Cllr Smith this was adopted.	
20	REVIEW OF 20.1 STANDING ORDERS On a PROPOSAL by Cllr Traynier, SECONDED by Cllr Smith these were agreed. 20.2 FINANCIAL REGULATIONS On a PROPOSAL by Cllr Traynier, SECONDED by Cllr Smith these were agreed. 20.3 COMPLAINTS PROCEDURE On a PROPOSAL by Cllr Traynier, SECONDED by Cllr Smith these were agreed. 20.4 PRESS & MEDIA POLICY On a PROPOSAL by Cllr Traynier, SECONDED by Cllr Smith these were agreed. 20.5 FOI & DATA PROTECTION On a PROPOSAL by Cllr BATEY, SECONDED by Cllr Hipperson these were agreed.	
21	APPOINTMENT OF INTERNAL AUDITOR On a PROPOSAL by Cllr Moore, SECONDED by Cllr Payne it was agreed Douglas Harrow would be the Internal Auditor for the year.	
22	REVIEW ASSET REGISTER On a PROPOSAL by Cllr Wright, SECONDED by Cllr Batey the asset register was duly agreed.	
23	FINANCIAL MATTERS 23.1 Approve payments of invoices as attached On a PROPOSAL by Cllr Traynier, SECONDED by Cllr Wright the payments were approved, unanimously agreed 23.2 Approve Accounts and Annual Return for 2016/7 This was deferred as the Internal Auditor has not visited yet this year 23.4 To consider insurance cover On a proposal by Cllr Batey, seconded by Cllr Payne the insurance document was agreed.	
24	PLANNING MATTERS 24.1 Planning applications to be considered. 24.1.1 PF/17/0440 Erection of flue pipe on outbuilding at 42 Hempstead Road, Holt. 24.1.2 ADV/17/0465 Display of non-illuminated signs at Land south of Holt Bypass, Heath Farm, Hempstead Road. 24.1.3 LA/17/0620 Internal and external works associated with refurbishment of annexe and provision of below ground swimming pool at Lawn Farm, Cley Road. 24.1.4 PF/17/0464 Erection of temporary marketing suite with associated parking creation of new vehicle and pedestrian access, erection of 1.8m fence and landscaping at Land south of Holt bypass, Heath Farm, Hempstead Road. 24.1.5 NMA/16/1204 Non-material amendment to change dwelling materials, structure and features at Land to North of Hempstead Road, Holt. 24.1.6 Erection of single storey extension to 60 Coronation Road, Holt. 24.1.7 CDA/17/0044 Discharge of condition 3 (bricks) of planning permission at 59 Hempstead Road. NO OBJECTIONS TO THE ABOVE PLANNING APPLICATIONS. 24.2 Decisions received since last meeting 24.2.1 LA/17/0200 Internal and external alterations at 1 Carpenters Cottage, 29a Norwich Road.	
25	TO CONSIDER ALL MEETING DATES FOR THE FORTHCOMING YEAR Next meeting 12 th June 2017. After much discussion it was agreed to still have a meeting in August. It was suggested that the meeting could be a shorter meeting. The meeting closed at 9.05	

D Baker (Mayor).....Date.....