



Holkham Parish Council

Parish Clerk: Keith Leesmith
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2015/06

Minutes of Annual Parish Council Meeting held at the Estate Office Tuesday 12 May 2015 at 1914

Present Jane Berwick, Paul Bloomfield, Harvey Gunhouse, John Hill, Derek Jarvis, Emma Sargent and Jo Stapleton
Keith Leesmith (Clerk) Marie (& Mike) Strong (NCC)

1) Election of Chairman

Resolved – Derek Jarvis. Declarations of Acceptance of Office completed by all Councillors

2) To agree the dates of meetings for the coming year

Agreed as follows: 14.07.15 / 08.09.15 / 10.11.15 / 12.01.16 / 08.03.16 / 10.05.16

3) Apologies

None – KL had been unable to invite the new District Councillors as no contact details had yet been published

4) Declarations of Interest

None

5) Minutes of the Meeting held 17 March 2015

Agreed and signed

6) Reports

a) Norfolk County Council

The County Council are working to increase the number of apprenticeships locally, and MS supplied information, which would be circulated in the member information file. A new contract to provide buses for the Norwich Park & Ride service would save £0.5m, provide new buses, and see the toilets reopened. HG asked why there were so many reserved spaces that did not appear to be used at weekends. MS would enquire. The Wells Recycling Centre (amongst others) would not now be charging but a search would be made of other ways of generating income such as re-selling goods. Concessionary Travel tickets (bus passes) will now be regularly checked and people with illegal or expired tickets would be refused travel. The work has now finished on supplying services to the new housing estate off Two Furlong Hill in Wells, with no more closures planned. Northfield Estate will be resurfaced over the Late Spring Bank Holiday period (to avoid school traffic). MS is keen to promote the efforts of Wells to become a *Dementia Friendly Town*.

A fuller report will appear on the website at:

<http://holhampc.norfolkparishes.gov.uk>

b) Parish Clerk

KL had written a condolences letter on behalf of the Parish Council to Lady Leicester, following the recent death of her husband. The two new District Councillors are Vincent Fitzpatrick of Walsingham and Simon Hester of Hindringham – both Conservatives. Due to the short time since the election and the current lack of contact details it had not been possible to invite them to the current meeting. The website is now up and running – details on the bottom of the previous page. To save on the cost of stationery hard copies of Minutes would now only be supplied to Councillors without email. Others would receive a note of when the Minutes are available on the website and small copies would be supplied with the following agenda. Following our donation to the RNLI Shannon appeal we have been asked if we wanted to appear on their “donor page” – we would like to. The Coast Road closure at Burnham Mill should be completed this week but there will be a further period during the autumn when single line working with traffic lights will be in operation.

7) To discuss any Planning issues to hand.

Notification had been received of a non-material amendment to the plans for Holkham Hall but there were no new planning matters for discussion.

8) To agree the accounts for 2014/2015

Resolved to accept the accounts as circulated beforehand.

9) To agree audit questions and arrangements for 2014/2015 accounts

The questions on the audit form could all be answered positively, and were signed off by the Chairman and Clerk. As the internal audit had been completed the papers could now go for external audit.

10) Financial Report and Accounts for Settlement

A copy of the bank statement and spreadsheet to 31 March had been circulated and was approved.

The following payments were agreed:

Zurich Municipal Insurance	annual policy	254.41
Norfolk Association of Local Councils	annual subscription	88.40
Keith Leesmith	1 st quarter salary & expenses contribution	453.60
HMRC	PAYE on above	109.40
Mike Gates	internal audit 2014/2015	25.00

11) Minor Matters

None

12) To confirm date of next meeting

Tuesday 14 July 2015 – 1900 at The Estate Office.

The meeting closed at 1948

After the meeting, Councillors completed *Register of Interest Statements*