



Holkham Parish Council

Parish Clerk: Keith Leesmith
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2016/06

Minutes of Annual Parish Council Meeting held at the Estate Office Tuesday 10 May 2016 at 1911

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

1) Election of Chairman

Resolved – Derek Jarvis. Declaration of Acceptance of Office completed.

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

Agreed as follows: 12.07.16 / 13.09.16 / 08.11.16 / 10.01.17 / 14.03.17 / 09.05.17

3) Apologies

Jo Stapleton

4) Declarations of Interest

JB – item 7a (professional attachment)

5) Minutes of the Meeting held 17 March 2015

Agreed and signed

6) Reports

a) Norfolk County Council

The Council had now appointed a new head of IT. With regard to Syrian refugees, it is likely that Norfolk will accept 30 people in family groups. These will probably be housed in Norwich or South Norfolk. Some, but probably not all, of the cost will be recoverable from central government. Areas can now be designated as “No Cold Calling” although this was not thought to be a problem in the Parish. Mobile Post Offices have now been established in Walsingham and Hindringham. Norfolk is ahead of most with regard to the speed and coverage of broadband, including Westminster. Small traders (single vehicles) will be able to use household waste sites at a cost.

An additional report will appear on the website at:

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

b) North Norfolk District Council

A written report had been circulated to Councillors and appears on the website (address above). VF attended the meeting to read this and to answer any queries.

c) Parish Clerk

A letter of thanks had been received following the donation made to Heritage House. Details of the latest documentation on strategic planning from the Borough of King’s Lynn and West Norfolk have been circulated in the Members Information File.

- 7) **To discuss any Planning issues to hand.**
 a) *Conversion of former office to former residential flat at Longlands* – resolved to support
 b) Proposal to convert 32 Park Road to two flats – has been approved
- 8) **To discuss registration of Public Rights of Way**
 This is a difficult subject because it could lead the Parish Council into confrontation with the Holkham Estate, which employs several of the Councillors. However, the Parish Council has a duty to the people who live in the village, although it does not have to lead on the matter. KL would enquire as to whether another body or individual would be interested in taking it up.
- 9) **To discuss North Norfolk Town and Parish Forum**
 Following a letter from them, it was agreed that KL write to the Forum, saying that we support their efforts.
- 10) **To agree the accounts for 2015/2016**
 Resolved to accept the accounts as circulated beforehand.
- 11) **To agree audit questions and arrangements for 2015/2016 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.
- 12) **Financial Report and Accounts for Settlement**
 A copy of the bank statement and spreadsheet had been circulated and was approved.
 The following payments were agreed:
- | | | |
|---------------------------------------|--|--------|
| Zurich Municipal Insurance | annual policy | 262.81 |
| Norfolk Association of Local Councils | annual subscription | 90.05 |
| Keith Leesmith | 1 st quarter salary & expenses contribution | 453.60 |
| HMRC | PAYE on above | 109.40 |
| Mike Gates | internal audit 2015/2016 | 25.00 |
- 13) **Minor Matters**
 MS asked VF if there was any particular advice with regard to fly tipping. People should not put themselves at risk and confront offenders, but if they could obtain registration numbers and descriptions, this would help the police. NNDC would prosecute any offenders that could be identified. DJ said that the new bin in the bus shelter was helping to keep the place tidy. However, the adjacent noticeboard was looking old and tatty. Would the Estate be prepared to supply a new one? JB thought that the events team might be able to do this, if they could also advertise forthcoming attractions.
- 14) **To confirm date of next meeting**
 Tuesday 12 July 2016 – 1900 at The Estate Office.

The meeting closed at 1955