



# Holkham Parish Council

Parish Clerk: Keith Leesmith  
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2019/06

## Minutes of Annual Parish Council Meeting held at the Estate Office on Tuesday 14 May 2019 at 1805

**Present** Jane Berwick, Harvey Gunhouse, John Hall, Derek Jarvis (Chairman) and Emma Sargent  
Keith Leesmith (Clerk), Peter Fisher (NNDC)

Declarations of Acceptance of Office completed by all Councillors before the meeting started.

### 1) Election of Chairman

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

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

Agreed as follows: 16.07.19\* / 10.09.19 / 12.11.19 / 14.01.20 / 10.03.20 / 12.05.20

\*one week later than usual to avoid Councillor's holiday

### 3) Apologies

Marie Strong (NCC)

### 4) Declarations of Interest

None

### 5) Minutes of the Meeting held 12 March 2019

Agreed and signed

### 6) Reports

#### a) Norfolk County Council

Marie Strong had sent a report which KL read and appears on the website. It included the following subjects: Reorganisation of NNDC divisions/wards; Re-use shop at Wells Recycling Centre opens Saturday 8 June; Broadband on new housing developments; Children's Centres; Mobile Libraries; NCC returns to "cabinet system"; Dilemma of finding right time to trim hedges/verges at this time of year.

#### b) North Norfolk District Council

Peter Fisher was welcomed to the meeting and introduced himself. NNDC have not had any meetings since the election, except for induction and training meetings for new Councillors. Peter is a Parish Councillor himself at Aylmerton. In future he may have to leave our meetings early as they have their meetings on the same dates as us but at 7.30pm. Several of his ancestors worked and lived at Holkham in the past, and he himself grew up on the Gunton Hall Estate. He looks forward to working with us in the future.

#### c) Parish Clerk's Report

Thanks had been received from the Burnham Market Community Car Scheme for the £100 donation and also an invitation to their AGM. NNDC has published the first draft of the new local plan. This will be displayed locally at Wells Maltings on Friday 31<sup>st</sup> of May from 2.30 to 7.30pm. Although we are statutory consultees it is difficult to see how we can make any meaningful comments in the time allowed.

**7) To discuss any Planning matters to hand.**

There were no planning matters to discuss

**8) To agree the annual governance statement for the 2018/2019 period**

The questions on the audit form could all be answered positively, and were signed off by the Chairman and Clerk.

**9) To agree accounts for 2018/2019 and sign off audit statement**

The accounts for the previous year had been previously circulated. The Chairman and Clerk signed these off, and also the exemption (from external audit) certificate as the turnover was less than £25,000.

**10) 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	268.81
Norfolk Association of Local Councils	annual subscription	131.37
Keith Leesmith	1 <sup>st</sup> quarter salary & expenses contribution	490.29
HMRC	PAYE on above	116.60

**11) To discuss possible co-option of two additional Councillors**

KL pointed out that it was easier to co-opt immediately after an election than at other times. There might be interest from a resident of New Holkham, but nobody had shown any interest from the Village.

**12) Minor Matters**

The litter bin appears to have been stolen from the bus shelter. DJ has temporarily replaced it with a smaller plastic version, which will be used for the time being. ES asked if the gravel on the New Holkham car park could be raked as it was becoming "piled up" in places.

**13) To confirm date of next meeting**

Tuesday 16 July 2019 – 1800 at The Estate Office.

NB This is one week later than usual to avoid a Councillor's holiday.

**14) To complete new *Register of Parish Members' Interests and Election Expenses* forms**

These were completed and would be passed to NNDC.

**The meeting closed at 1855**