



# Holkham Parish Council

Parish Clerk: Keith Leesmith  
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2020/05

## Minutes of Annual Parish Council Meeting held on Tuesday 14 May 2019 at 1800

Because of Coronavirus this meeting was held by email with members corresponding together at the agreed time to work through the agenda

**Participating:** Jane Berwick, Harvey Gunhouse, Matthew Mayes, and Emma Sargent  
Keith Leesmith (Clerk), Marie Strong (NCC), Peter Fisher (NNDC)

### 1) Election of Chairman

Legislation has been passed to the effect that existing Chairmen will continue until May 2021. However, as Derek Jarvis was not attending, Harvey Gunhouse was elected as Chairman of the meeting.

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

Agreed as follows: 14.07.20 / 08.09.20 / 10.11.20 / 12.01.21 / 09.03.21 / 11.05.21

### 3) Apologies

John Hall & Derek Jarvis (no computers)

### 4) Declarations of Interest

None

### 5) Minutes of the Meeting held 10 March 2020

Agreed and signed

### 6) Reports

#### a) Norfolk County Council

Marie Strong had sent a comprehensive report which is appended to these minutes and appears on the website. HG asked what the new rules were with regard to people visiting the area from elsewhere. The answer was that people could travel (for exercise) as far as they wanted but could not stay overnight. It was thought that day trippers may therefore visit but were unlikely to return once they found everything closed.

#### b) North Norfolk District Council

Peter Fisher had also sent a report which is appended to these minutes and appears on the website.

Both Peter and Marie advised of the special measures which their respective Councils were putting in place during the current crisis.

**c) Parish Clerk's Report**

KL had circulated a report to Councillors before the meeting. This is appended to these minutes and appears on the website

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

There were no planning matters to discuss

**8) To agree the annual governance statement for the 2019/2020 period**

The questions on the audit form could all be answered positively and could be 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 and were agreed. The Chairman and Clerk could sign 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:

Norfolk Association of Local Councils	annual subscription	131.88
Zurich Municipal Insurance	annual policy	268.81
Internal Auditor	audit of 2019/2020 accounts	25.00
Keith Leesmith	1 <sup>st</sup> quarter salary & expenses contribution	490.29
HMRC	PAYE on above	116.60

**11) Minor Matters**

KL asked how John Hall was, he, having been in hospital with a non-coronavirus illness. Apparently, he was expected to come home the following day, as he is now stable and comfortable.

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

Tuesday 14 July 2019 – 1800

**HG thanked those who had participated in the meeting, particularly Marie Strong and Peter Fisher.**

**Whilst the “meeting” had taken longer than usual, we had been able to transact the necessary business.**

**The meeting closed at 1910**

**After the meeting KL counted 74 emails that had been sent during the process.**