



# Holkham Parish Council

Parish Clerk: Keith Leesmith  
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2021/06

## Minutes of Annual Parish Council Meeting held at Heritage House on Tuesday 17 May 2021 at 1805

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

### 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: 13.07.21 / 14.09.21 / 09.11.21 / 11.01.22 / 08.03.22 / 10.05.22

### 3) Apologies

None

### 4) Declarations of Interest

None

### 5) Minutes of the Meeting held 9 March 2021

Agreed and signed

### 6) Reports

#### b) North Norfolk District Council

NNDC are concerned at the number of cases of domestic abuse, which seem to have risen during the pandemic. They have appointed a staff member and one of the Councillors to assist where they can. "Happy to Chat" benches have been installed at Hot Country Park and other parts of the district. The idea is that they are an invitation to anyone passing that a person sitting on them is "happy to chat". There seems to be a rise in arson attacks on public toilets. Blue flags have been issued to six beaches in the District. An attempt is being made to stop shops selling, and people buying, plastic rings that if left on beaches can be a danger to seals. There is no problem with traditional, solid, frisbees.

#### c) Parish Clerk's Report

KL had circulated a report that is appended to these minutes and appears on the website. The new County Councillor is Michael Dalby, and not as mis-spelled in the report.

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

There were no planning matters to discuss

### 8) To agree the annual governance statement for the 2020/2021 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 2020/2021 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) To consider financial appeals from local organisations (held over from March meeting)**

It was unanimously agreed that since Heritage House had kindly allowed us to meet there with no charge, we would donate the total budgeted amount of £100 for the 2020/2021 year to them.

**11) 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	131.88
Internal auditor	annual audit	25.00
Parish Clerk	1 <sup>st</sup> quarter salary & expenses contribution	503.10
HMRC	PAYE on above	119.60
Heritage House	Donation, as above	100.00

**12) To discuss possible co-option of additional Councillors**

JB had agreed to attend this meeting and the next one, but did not want to continue after that, as she now neither works nor lives in the Parish. Councillors would approach one or two people who might be interested, meanwhile KL would write to Peter Mitchell and ask if anyone who worked for the Estate might be interested.

**13) Minor Matters**

The benches in the bus shelter needed some attention, as they were in danger of collapsing. DJ and HG agreed to try to repair them.

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

Tuesday 13 July 2021 – 1800 at Heritage House.

**The meeting closed at 1846**