



# Holkham Parish Council

Parish Clerk: Keith Leesmith  
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2022/06

## Minutes of Annual Parish Council Meeting held at Heritage House on Tuesday 10 May 2022 at 1805

**Present** Harvey Gunhouse, 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: 12.07.22 / 13.09.22 / 08.11.22 / 10.01.23 / 14.03.23 / 09.05.23

### 3) Apologies

Kate Bonham

### 4) Declarations of Interest

None

### 5) Minutes of the Meeting held 8 March 2022

Agreed and signed

### 6) Reports

#### a) Norfolk County Council

CLlr Michael Dalby had supplied a report which was circulated to Councillors, is appended to these minutes, and appears on the website. The following subjects were covered: NCC owned companies encouraged to cut carbon, Norfolk Apprenticeships increase, and walking and cycling infrastructure plans.

#### b) North Norfolk District Council

CLlr Peter Fisher distributed a report to Councillors at the meeting and this is appended to these minutes and appears on the website. The report mentions Stearmans Yard Toilets progress, the £150 Council Tax rebate, and the problems of the Nutrient Neutrality statement of Natural England.

#### c) Parish Clerk's Report

KL had circulated a report that 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 2021/2022 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 2021/2022 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 look again at Barclays mandate change**

We are still having problems with this; further forms and letters were signed in the hope that we can finalise this matter. This arises because Barclays consider that the Chairman's signature has changed over time, and yet he has signed hundreds of cheques over the years which have all been accepted.

**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
Internal auditor	annual audit	25.00
Parish Clerk	1 <sup>st</sup> quarter salary & expenses contribution	552.40
HMRC	PAYE on above	131.40

**12) To discuss appeal for funds to train a local First Responder**

PF explained that the ambulance service was carrying out a local drive to recruit first responders, who could respond to patients whilst ambulances were "on the way". However, such people needed to pay £55 for the training and manual. The suggestion was that Parish Councils might donate this amount. Holkham PC agreed to donate the cost of one responder's training if required.

**13) Minor Matters**

None

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

Tuesday 12 July 2022 – 1800 at Heritage House.

**The meeting closed at 1848**