



Holkham Parish Council

Parish Clerk: Keith Leesmith
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2023/06

Minutes of Annual Parish Council Meeting held at Heritage House on Tuesday 9 May 2023 at 1806

Present Harvey Gunhouse, Elaine Hendry, & Derek Jarvis (Chairman)
Keith Leesmith (Clerk), Michael Dalby (NCC), Peter Fisher (NNDC)

1a) Election of Chairman

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

1b) **Declarations of Acceptance of Office** signed by those Councillors present.

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

Agreed as follows: 11.07.23 / 12.09.23 / 14.11.23 / 09.01.24 / 12.03.24 / 14.05.24

3) Apologies

Daisy Hone and Emma Sargent

4) Declarations of Interest

None

5) Minutes of the Meeting held 14 March 2023

Agreed and signed

6) Reports

b) North Norfolk District Council

Peter Fisher said that because of the elections, there was nothing to report since our last meeting. Since the election there had been some meetings to decide the cabinet. Tim Adams had again been elected as leader of the Council, with Wendy Fredericks acting as his deputy. Peter was personally involved with licensing. He left as soon as he had given his report to attend a meeting at NNDC.

a) Norfolk County Council

Michael Dalby had sent a report that had been circulated and is appended to these minutes and appears on the website. In addition, he said that he was trying to get earlier buses to King's Lynn and Norwich to suit people working or attending college.

c) Parish Clerk's Report

Keith Leesmith had circulated a report before the meeting, and 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 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) To discuss probable bill for non-contested election

KL said that after a non-contested election we normally received a bill for work done by NNDC. This was by no means standard practice, with many Districts not doing this. During the election process it was normal practice for NNDC to ask Parishes to assist them in circulating various notices pertaining to both the District and Parish elections. Originally, these notices and forms had been posted to Parishes, but now they were emailed with the Parishes expected to print them as well as display them. Maybe it was fair enough for the Parish to undertake this work if they did not receive a bill for the non-contested election but otherwise it seemed reasonable for the Parish to submit its own account for work done, it being believed that the District, as electoral authority, not the Parish has a legal obligation to undertake this work. **It was agreed that in the event of receipt of a bill for the non-contested election, we would send our own at the rate of 20p per printed page, plus 45p per mile for travel.**

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 and would be made as soon as they could:

Internal Audit 2022/2023	25.00
HMRC - PAYE First Quarter	132.20
Parish Clerk - 1st quarter salary & expenses contribution	555.76
Zurich Insurance - Annual Policy from 1 June	268.81
Norfolk ALC - annual subscription	180.77
Burnham Market Area Car Scheme - donation	100.00
Heritage House - donation	100.00

12) Minor Matters

None

13) To discuss possible co-option of additional Councillors.

After the election we still have two vacancies. With two Councillors absent from this meeting we were only just quorate. It was therefore important to try to find at least one more Councillor.

14) To confirm date of next meeting

Tuesday 11 July 2023 – 1800 at Heritage House.

15) To complete new *Register of Parish Members' Interests*

Despite the fact that it is not a requirement for Councillors to use computers/smartphones, NNDC are moving more functions online. One example is the *Register of Parish member's Interests*. KL took a laptop to the meeting in order to assist the two members without computers. The same applied to member's expenses forms. Instead of receiving a form in the post as in previous years the letter they received gave them a link to download their own forms. In this case HG had printed two extra forms for the non-computer members to use.

The meeting closed at 1910