



Holkham Parish Council

Parish Clerk: Keith Leesmith

31 Dogger Lane

Wells-next-the-Sea

Norfolk NR23 1BE

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2024/06

Minutes of Annual Parish Council Meeting held at Heritage House on Tuesday 7 May 2024 at 1836

Present Laura Bailey, Harvey Gunhouse, Clarey Harvey, Elaine Hendry, & Emma Sargent (Chairman)
Keith Leesmith (Clerk), Michael Dalby (NCC), Peter Fisher (NNDC)

NB because the previous Chairman had resigned it was necessary to elect a new Chairman before the Annual Parish meeting.

1) Election of Chairman

Resolved – Emma Sargent. Declaration of Acceptance of Office as Chairman completed.

Annual Parish Meeting

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

Agreed as follows: 09.07.24 / 10.09.24 / 12.11.24 / 14.01.25 / 11.03.25 / 13.05.25

3) Apologies

None

4) Declarations of Interest

None

5) Minutes of the Meeting held 19 March 2024

Agreed and signed

6) Reports

a) Norfolk County Council

MD had sent an “end of the year report” and a “Parish Report “. These had been circulated to Councillors. The Parish Report is appended to these minutes and appears on the website. In addition, he said that the Council had had their first meeting of the year and Cllr Stuart Dark had been elected Chairman with Cllr Tom FitzPatrick as Vice-Chairman.

b) North Norfolk District Council

PF circulated a report which is appended to these minutes and appears on the website. The first meeting of the year would take place in the following week.

c) Parish Clerk’s Report

KL had circulated a report before the meeting, and this is appended to these minutes and appears on the website. In addition, he asked Councillors if they wanted him to continue as their Parish Clerk, in view of correspondence from an ex-Councillor. They confirmed that they would like him to continue.

7) To discuss any Planning matters to hand.

There were no planning matters to discuss

8) To agree the annual governance statement for the 2023/2024 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 2023/2024 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 the possibility of improving “community spirit” in the village

Little work had been done on the above since it was first raised. The main problems that residents had were that they had lost the “village hall” (Reading Room), and that they were now not able to use the Victoria Inn. It was agreed that KL would make an appointment to see Peter Mitchell in the hope that the Estate can consider assisting with this matter.

11) Financial Report and Accounts for Settlement

A copy of the bank statement and spreadsheet had been circulated and was approved. The following payments have been made since the last meeting:

24/3	Heritage House donation	200.00
31/3	Bank Charges	18.00
30/4	NALC membership	117.03
30/4	NALC Website	70.00
30/4	Internal Auditor	30.00

The following have been approved and will be paid in due course:

7/5	Parish Clerk – 1 st quarter salary and contribution to expenses	597.36
7/5	HMRC – PAYE on the above	142.60
24/5	Information Commissioner	35.00
30/5	Zurich Insurance – annual policy	268.81

12) Minor Matters

None

13) To confirm date of next meeting

Confirmed as Tuesday 9 July 2024 – 1830 at Heritage House.

The meeting closed at 1925