



Holkham Parish Council

Parish Clerk: Keith Leesmith

31 Dogger Lane

Wells-next-the-Sea

Norfolk NR23 1BE

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2025/06

Minutes of Annual Parish Council Meeting held at Heritage House on Tuesday 6 May 2025 at 1836

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

1) Election of Chairman

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

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

Agreed as follows: 01.07.24 / 10.09.24 / 12.11.24 / 14.01.25 / 11.03.25 / 13.05.25

3) Apologies

Clarey Harvey, Mark Morell, Lee Newstead
Michael Dalby (NCC)

4) Declarations of Interest

None

5) Minutes of the Meeting held 11 March 2025

Agreed and signed

6) Reports

a) Norfolk County Council

MD had sent a Report. This had been circulated to Councillors, is appended to these minutes, and appears on the website.

b) North Norfolk District Council

PF circulated a report which is appended to these minutes and appears on the website.

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.

7) To discuss any Planning matters to hand.

There were no planning matters to discuss

8) To agree the annual governance statement for the 2024/2025 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 2024/2025 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) 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:

31/3	Bank Charges	6.00
01/4	Heritage House donation	150.00
31/3	Burnham Market Area Car Service donation	50.00
30/4	Laptop, software etc	560.77
30/4	Bank charges	6.00
06/5	Parish Clerk – 1 st quarter	623.52
06/5	HMRC – PAYE on the above	149.20
	Wells RNLI (by cheque – donation re internal audit)	30.00
30/5	Zurich Insurance – annual policy	268.81

11) Minor Matters

None

12) To confirm date of next meeting

Confirmed as Tuesday 1 July 2024 – 1830 at Heritage House.
(NB – one week earlier than usual)

The meeting closed at 1859