



Holkham Parish Council

Parish Clerk: Keith Leesmith

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Wells-next-the-Sea

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2026/06

Minutes of Annual Parish Council Meeting held at Heritage House on Tuesday 12 May 2026 at 1836

Present Laura Bailey, Harvey Gunhouse, Clarey Harvey & Elaine Hendry,
Keith Leesmith (Clerk), Victoria Holliday (NCC), Peter Fisher (NNDC)

1) Election of Chairman

Emma Sargent was prepared to continue as Chair, but was unable to attend the meeting
Harvey Gunhouse was elected as temporary Chairman for the meeting

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

Agreed as follows: 14.07.26 / 08.09.26/ 10.11.26 / 12.01.27 / 09.03.27 / 11.05.27

3) Apologies

Lee Newstead, Emma Sargent

4) Declarations of Interest

None

5) Minutes of the Meeting held 10 March 2026 Agreed and signed

6) Reports

a) Norfolk County Council

Following the election, VH had only been in post for less than a week. She said that the County had a fund to help people suffering hardship with the cost of living and were about to undertake a study of the safety and maintenance costs of highways, which would include potholes. Because of a fire at the Thetford Depot household recycling sites were currently unable to accept fridges and freezers. The site at Hempton would be holding waste amnesty days on 29 & 30 May. However, people would need to book at least a week beforehand. There were problems with bus transfers, and alternatives to the Buttlands were being considered.

b) North Norfolk District Council

PF had little to say, the last month or so had been mainly taken up with elections. However, there would be major changes to Planning in September.

VH left the meeting at this point.

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 2025/2026 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 2025/20256and 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 Bank Reconciliation

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

16/3	Heritage House donation	100.00
16/3	Burnham Market Area Car Service donation	100.00
30/4	Bank charges	7.00
06/5	Parish Clerk – 1 st quarter	642.64
06/5	HMRC – PAYE on the above	154.00
12/5	Internal Audit	30.00
29/5	Zurich Insurance – annual policy	268.81
07/5	NALC Subscription	117.69

11) Minor Matters

In Chapel Yard it appeared that a drain had dropped, there were also potholes, near Number 13.

Members were concerned that despite being told that money had been put aside in the 2025/2026 budget, the thatched pump still needed repair.

12) To confirm date of next meeting

Confirmed as Tuesday 14 July 2026 – 1830 at Heritage House.

The meeting closed at 1920