

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 11th
June 2019 at 7 pm.**

Present: Lynn Devereux (Chair) Robbie Burton Martin Crown
 Wendy Norman Ermine Amies Stefan Seare

In Attendance: Mike Longley (Locum Parish Clerk and Responsible Financial Officer), Bob Lawton (Ward Councillor) and four members of the public.

Councillor Devereux welcomed everybody and thanked them for their attendance.

1. Apologies for Absence and approval of reasons

Apologies had been received from County Cllr Andrew Jamieson (diary clash) and Cllr Felgate (personal commitments).

2. Declarations of Interest

There were none.

3. Minutes of the Extraordinary Parish Council Meeting held on Tuesday 30th April 2019

3.1 Approval

These had been pre-circulated with no comments arising. It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on 30th April 2019 be confirmed as a true record and be signed by the Chair.

3.2 Matters arising from the minutes (non-agenda items)

There were none.

4. Minutes of the Annual Parish Council Meeting held on Tuesday 14th May 2019

4.1 Approval

These had been pre-circulated with no comments arising. It was **RESOLVED** (unanimously) that the Minutes of the Annual Meeting held on 14th May 2019 be confirmed as a true record and be signed by the Chair.

4.2 Matters arising from the minutes (non-agenda items)

5. The Clerk confirmed that he had submitted the Members' Disclosable Pecuniary Interests forms he had received, prior to tonight, to the BC for publishing on their website. Two further forms had been received this evening which leaves just one form outstanding. All forms should be submitted within the next week.

7.2.2 The Clerk confirmed he had heard nothing further from the BC re larger dog fouling notices.

8. The Clerk confirmed he had written to Barclays Bank to explain the required changes to cheque signatories, requesting the necessary forms for completion. To date no forms have been received.

12.3.1 The Clerk confirmed he had contacted the agent acting for the proposed Livery business application on Beach Road to explain that Cllrs did not wish to have a private meeting to discuss our concerns with the application. The Clerk advised him and his client to read through the detailed representations submitted by the PC to the BC and also the copy of the minutes sent to the agent and encouraged them to attend a future meeting when they were ready to submit an

Signed..... *L S Devereux*.....Chair

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amended application, as it could prove to be beneficial. The agent had thanked the Clerk for his pro-active approach.

13.7 The Clerk confirmed he has now reviewed the Membership of other bodies by the Council and employees and the only two he had noted are Norfolk ALC and CPRE. Noone was aware of any others.

13.11 The Clerk confirmed he has reviewed and updated the Publication Scheme on 3rd June 2019 and the updated version has been published on the Village Website.

13.12 The Clerk has reviewed and updated the Direct Debit/Standing Order List and subscriptions on 3rd June 2019 and circulated them to Cllrs. The Chair mentioned she couldn't see the Norton subscription on there and she may have paid it personally by mistake. She will check this.

5. Reports

5.1 County Councillor and District Councillor reports

There was no County Cllr report. Ward Cllr Bob Lawton said he had nothing further to discuss apart from the Planning Appeal re the Poplars, for which he had received some correspondence. It was noted that this will be covered under 7 below. A Cllr asked if the BC could be more exigent in taking enforcement proceedings regarding unauthorised actions by developers prior to making applications. Cllr Lawton acknowledged it can be a lengthy drawn out process. He has been off sick for a couple of weeks but hopes to be able chase a few things up this week. Another Cllr said it is best if suspicions are flagged up straight away. The danger of not doing so is that uses can be established quite quickly. It looks as if we might have another unauthorised campsite starting up.

5.2 Endure Norfolk Stakeholders Meeting held on Thursday 6th June 2019

Three members attended this meeting. The PC have received a detailed report from Philip Amies. A Cllr explained one thing which came across at the meeting was about how we cope with footfall and how people behave in the dunes. The NWT have a warden who can keep an eye on what is going on. There was a report of another Muntjac being attacked by a dog recently. A Cllr mentioned Kelly Fisher of EA who is keen to hear of any problems and issues we have. It was noted that there didn't appear to have been much progress with the suggestions made by the PC at the previous meeting. There didn't appear to be much about the dunes and the sea defences. There had only been about 200 responses to the NCC "use of the dunes" questionnaire circulating on Facebook. Cllr Amies agreed to feedback to Endure on what they have in mind for Holme interests.

6. Public participation

It was **RESOLVED** (unanimously) to adjourn the meeting for up to fifteen minutes for Public Participation.

A member of the public explained she did most of the advertising for Help Holme Church Group and wasn't allowed to use the PC Notice Boards. A Cllr suggested we have a Parish Notice Board on the Toilet Block owned by the BC. Cllr Lawton offered to ask the BC for permission to use the Toilet Block. It was agreed the PC Notice Boards could be used, as there didn't appear to be any good reason why they couldn't be used in this way.

7. Planning matters

7.1 Applications received subsequent to this agenda

There were no applications received but the PC had received, that day, notice of an appeal to the Enforcement Action taken by the BC in relation to alleged unauthorised use by the owners of the Poplars Campsite. The PC can submit further comments and there will be an informal public hearing by the Planning Inspectorate, around September 2019. The Chair asked for any comments to be passed to her for submission to the Planning Inspectorate by 11th July 2019. There is a second letter asking for comments the PC may wish to make, should a planning application be made by the appellant for the same nature. Cllrs to pass comments to the Chair for submission to the BC by the deadline. A copy of the comments is to be passed to Cllr Lawton. A Cllr commented that it was two separate campsites originally. The Poplars was never a campsite it was only ever a Certified Location. The two sites never operated together and the land didn't join up. The Chair asked for any important historical information like that be passed to her for inclusion in the PC comments. The PC have been informed of another potential unauthorised campsite to the west of Beach Road where it is believed there are three Shepherd's huts which may be used for Glamping. A Cllr suggested photographic evidence is obtained so it can be passed to the BC Enforcement Officer.

7.2 Applications for comment

There were none.

7.3 Decisions Reported

7.3.1 19/00439/LDE Land on W side of road, S of 71 Beach Road – Application for Lawful Development Certificate for existing use of land for grazing and holiday livery between March and October. Application refused 21/05/2019.

8. Consultations

8.1 Environment Agency – Draft National Flood and coastal erosion risk management strategy for England (Closing date 4th July)

The EA have issued a huge document for consultation and it is imperative that the PC makes their views known on this subject. Comments to be passed to the Chair in good time for our comments to be submitted prior to the closing date.

9. Monthly Report from RFO

9.1 Annual Governance and Accountability Return

The RFO explained that the following documents form part of a larger package of documents which need to be submitted to the External Auditors by 1st July 2019. Patrick Chapman, the Internal Auditor, had signed off his report the previous week and now the PC have to formally approve the Annual Governance Statement and Accounting Statements for 2018/19.

9.1.1 Annual Governance Statement 2018/19

The RFO read out the statement confirming the members responsibilities saying that he and the Internal Auditor had done work to satisfy themselves, on behalf of the members, that the Council has a sound system of internal control, including arrangements for the preparation of Accounting Statements. It was **RESOLVED** (unanimously) that the Statement be approved by the signatures of the Chair and Clerk.

9.1.2 Accounting Statements 2018/19

The RFO talked through the key figures on the Accounting Statements including a detailed explanation of reasons for variances exceeding 15% compared with the previous year. The RFO has signed the certificate confirming the basis for the preparation of the Accounting Statements, which present fairly the financial

position of the authority. It was **RESOLVED** (unanimously) that the Accounting Statements be approved by the signature of the Chair.

9.2 Village Hall Management Committee Accounts 2018/19

The Accounts are prepared by Mary Burton (Treasurer) and had been checked by the RFO. These had been pre-circulated with commentary to the Cllrs and were shown on the screen. As there were no questions arising, the RFO confirmed the total income of around £1,600, expenditure of around £1,200 leaving a net surplus of around £400 which is reflected in the increase in the balance held in the bank account. As these accounts form the basis for information to be included in the Annual Return which is submitted to the Charity Commission, the RFO asked that the accounts be formally approved. It was **RESOLVED** (unanimously) that the Village Hall Management Committee Accounts 2018/19 be approved.

9.3 VAT Claim for year ended 31st March 2019

The RFO confirmed that the claim of £731.61 had been credited to the PC bank account on 8th May 2019.

9.4 Parish CIL Report Year ending 31st March 2019

The report was shown on the screen. It records the receipt of £1,764 during the year and shows that it had been spent as part payment for the new oak floor in the main hall of the Village Hall, which cost a total of £4,706. The form had been completed and signed by the Clerk. The Chair added her signature to the report as verification, prior to it being submitted to the BC.

9.5 Payments for approval at June meeting

PAYEE	REASON	AMOUNT	CHEQUE NO.
BT Group PLC	525819 Apr/May 2019 Paid on 16/05/2019	£41.11	Direct Debit
Hunstanton Town Council	Councillor Training (Cllr Norman) on 03/06/2019	£35.00	101423
H M Revenue and Customs only	PAYE on Clerk's salary for the period ending 5 th June 2019	£63.20	101424
M Longley	Clerk's Salary May 2019	£800.80	
	Clerk's bonus (net)	<u>£936.80</u>	
		£1,737.60	
	Re-imburement, 27 Beach Rd Elec. Apr 2019	<u>£8.48</u>	
	Total	<u>£1,746.08</u>	101425

It was **RESOLVED** (unanimously) that the above payments be made.

The RFO mentioned that he had cause to contact BT due to yet another billing/payment error by BT. After spending an hour and eighteen minutes on the phone he eventually achieved a goodwill credit of three months broadband/line rental worth £101 plus VAT. The Chair thanked the Clerk for his persistence.

Cllr Norman gave some feedback on her Cllr Training course. It was agreed the Standing Orders (April 2018) be circulated by the Clerk. It was noted that the Quality Council badge is a heavy burden for a small council

Signed..... *L S Devereux*.....Chair

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10. Correspondence:**10.1 CPRE Rural Housing Conference Friday 6th September at Dereham. 09.30-13.45 £25**

The Clerk explained details had been circulated but due to the focus this year there was no interest in attendance.

10.2 Responses from BC and Burnham Market PC re Bins and Recycling

The Clerk referred to emails which had been circulated from Jack Daniels at the BC and Rachel Campbell-Gray of Burnham Market PC regarding their Bin Scheme. A discussion followed as to how this might work in Holme. It needs a Champion to push it forward and also a person (and substitute) to move the bins out and back. There were no Cllrs who felt able to take it on at present.

10.3 Response from NCC Highways re suggested "To the Beach" signs

Sally Bettison said there was no budget for these proposed signs at NCC. However, they would be prepared to supply and fit two signs for £300. It was agreed to proceed. The Clerk to contact Sally Bettison and order the signs.

10.4 Volunteer needed to liaise with Watlington Drains on Monday 8th July 2019

As Cllr Burton isn't available on 8th July, a volunteer is needed to attend to liaise with the drainage company, particularly to see if the lateral spur can be located on our property, 27 Beach Road. By coincidence, Cllr Crown will be available and agreed to attend.

10.5 Correspondence (not otherwise on the agenda)

There was some confusion from the letter received regarding the Parish Partnership funding for the traffic counting equipment and software. The letter read as though we were purchasing a SAM2, which we weren't. The Clerk had received a call back from Linda McDermott confirming it was her mistake and instructed us to just get on and order the blue tooth equipment. The Clerk agreed to do that.

11. Date of next meeting of the Parish Council

The next meeting will be on Tuesday 16th July 2019. This is the third (rather than the normal second) Tuesday, as there is no meeting in August.

The meeting closed at 8.10 pm.