

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

7.2.1 The Clerk confirmed he had written to the organiser of the Endurance race and suggested contacting the police to arrange for no parking cones to be set out the evening before the event. He had responded positively saying he would look into it and would have to consider any financial impact on the budget. The 2020 race was already open to applications and there is no allowance for that cost in the budget. He was happy to have a Marshall positioned to direct traffic to the Beach Road Car Park. Also, they will have signs saying “No Parking” with directions to the Beach Road Car Park. The Clerk responded in writing that any costs will not be borne by the PC and will be borne by the organisers. Also, they should make advance contact with the police regarding coning, especially as they will be directing traffic down a single-track road.

7.2.2 The Clerk confirmed he had contacted the BC about larger dog fouling notices and as he hadn't received a reply, he had sent a follow up enquiry but was still awaiting a response.

7.2.3 The Chair reported that Cllr Jamieson had spoken to Sally Bettinson regarding a map of the village which clearly defines the ownership of the verges. The problem is that not all verges have been verified. If you check the deeds of your property, it should clearly state who owns the verge, assuming your solicitor checked it out.

7.2.4 The Chair was meant to write to Heacham PC to show our support over the numbers allocated in the draft Local Plan, but was unable to locate an email address on their website and when she called the number, there was no reply.

7.2.5 There is another meeting of the Endure project taking place on 6th June which the Chair is unable to attend. Cllrs Norman and Burton offered to attend. It is an all-day meeting at the Maltings at Wells. It is important we keep an eye on this and ensure we don't miss out on any pilot projects. Cllr Amies mentioned there is a survey circulating on Facebook which she might send to VIN. It is about the use of dunes, in terms of what is acceptable use, such as, should dogs be on a lead etc.

7.2.6 The PC needs a representative to attend European Marine Site meetings which take place 4 to 5 times a year. These are quite useful as we get to hear about information up front. Cllr Amies indicated she might be interested in attending. The next meeting is on Tuesday 16th July 2019.

7.2.7 The Chair confirmed she had to contact Natural England regarding whether our land qualifies for the Stewardship Fund. She now has the information regarding the Stewardship Schemes which is difficult to digest, but she will find time to have a look at it.

8. Confirmation of Cheque Signatories

We have lost two signatories following the recent elections, so two new signatories are required. Cllrs Norman and Amies volunteered for this.

9. Appointment to Outside Bodies

9.1 Village Hall Committee (Two Parish Councillors to be appointed according to the constitution)
Cllrs Burton and Norman agreed to be the PC representatives on the Village Hall Committee.

10. Reports

County Councillor and District Councillor reports

There were none.

11. Public participation

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

11.1 A member of the public enquired on the timing of the EMS meetings and it was confirmed they take place in the evenings.

12. Planning matters

12.1 Applications received subsequent to this agenda

12.1.1 Holmfields Application Appeal to the Secretary of State

The BC have written to notify us that although the application for a replacement dwelling on Peddars Way was refused by the BC, AR & V Investments have appealed to the Secretary of State. We should put something in regarding the

impact on the view in the AONB. The Chair will make a submission to the Secretary of State along these lines with supporting photographs, before her holiday, as comments need to be made by 7th June 2019. Comments from Cllrs were requested as soon as possible and no later than the end of next week.

12.2 Applications for comment

12.2.1 19/00729/F Extensions and alterations to existing house and garden store (retrospective) and proposed new carport at Perijon, 50 Main Road, Holme-next-the-Sea, Norfolk, PE36 6LA

The Chair displayed on the screen the proposed plans (retrospective as many of the extensions have already been built) and gave an explanation of what is proposed and what has been built already. After discussion it was agreed that the PC objects in principle, due to it being another unauthorised development. If the LPA are minded to grant consent for part or all of this application, the PC would like to see conditions appended to ensure that any buildings within the grounds of Perijon are restricted to residential use only and remain subsidiary and of ancillary use to the house. The PC would also like to see the Norfolk Coast Partnership's advice on lighting / Dark Skies followed in accordance with NPPF para 125.

12.2.2 19/00720/F Proposed Annex for family member at 51 Kirkgate, Holme-next-the-Sea, Norfolk, PE36 6LH

Cllr Felgate, who is the applicant, gave an explanation of his family's personal circumstances. The accommodation is for his mother and live in carer. His own house is unsuitable, hence the application for a purpose-built log cabin in the rear garden. Cllr Felgate left the room whilst the application was viewed and discussed. Again, the plans were shown on the screen and explained by the Chair. The application says it is for ancillary use. There have been no comments by neighbours, and though the properties are mainly holiday lets, it was noted the application had been advertised on VIN. The draft NDP recognises annexes are going to be more in demand in the future. This isn't considered to be back-land development. It was agreed that the PC would make comments in the comments box. If the LPA is minded to grant consent, the PC would like to see conditions appended to ensure that the building will remain subsidiary to 51 Kirkgate, of ancillary residential use and within the same ownership as the host dwelling. In view of the sensitive location, the PC would also like to see the Norfolk Coast Partnership's advice on lighting / Dark Skies followed in accordance with NPPF para 125.

12.2.3 19/00723/F Internal and external alterations to visitor centre including the installation of shiplap cladding, reposition oil tank, enlarged store and changing of use from garage to an office at Visitor Centre, The Firs, Broadwater Road, Holme-next-the-Sea, Norfolk, PE36 6LQ

The Chair showed the proposed plans on the screen and gave an explanation of what is being proposed. Objections were raised to the use of shiplap on what is a distinctive period building. The PC has no objections to this application. We would prefer however to see the traditional concrete render retained on the external walls. We will also comment on the proposed timing of the work with respect to wildlife impacts.

12.3 Decisions Reported

12.3.1 19/00433/F Proposed livery business with associated buildings – Land South of 60 and East of 71 Beach Road, Holme-next-the-Sea, Norfolk

This application was withdrawn on 16th April 2019. It was reported that the PC had received a request for a meeting in private from the agent/applicant to

discuss our concerns with the application. The Chair suggested having a meeting for half an hour before the June meeting, in private, but there was strong resistance from the majority of Cllrs present to this. It was felt that any meeting should be open and in public. If a private meeting took place and some Cllrs changed their opinions, it would not look good to the outside world.

12.4 KLWNBC Local Plan Review

Comments were submitted on 29th April 2019.

13. AGM Agenda review requirements

13.1 Financial Regulations (Reviewed at April Meeting)

13.2 Financial Internal Controls (Reviewed at April Meeting)

13.3 Financial and Management Risk Assessment (Reviewed at April Meeting)

13.4 Asset Register (Reviewed at April Meeting)

13.5 Insurance (Local Council: 3 years agreement expires 06/19 and Village Hall: 3 year agreement expires 09/19) (See 14.1 below)

The Clerk explained that items 13.1 to 13.4 had been dealt with at the April meeting. 13.5, Insurance, is being considered at 14.1 below for the Local Council insurance. The Village Hall insurance is on a three-year agreement which is due for review in September 2019.

13.6 Standing Orders

13.7 Membership of other bodies by the Council and employees

13.8 Establishing the Council's complaints procedure

13.9 Establishing the Council's data protection policy

13.10 Establishing the Council's policy for dealing with the press/media

13.11 Publication Scheme

13.12 Direct Debit/Standing Order List and subscriptions

It was agreed that, as the Clerk is due to leave at the end of June, he puts forward a proposed timetable for the new Clerk to review/establish items 13.6 to 13.12, together with volunteers including the new Cllrs.

14. Monthly Report from RFO

14.1 Review of Insurance quotes for Local Council insurance renewal due 01/06/2019

The RFO referred to the quotes he had obtained and the Comparison document circulated to Cllrs. It was agreed the favoured company was Zurich Municipal who were the cheapest cost, and also provided flood cover on 27 Beach Road. They also have a Feefo customer service rating of 4.7 out of 5. It was unanimously agreed the PC would accept the quotation from Zurich Municipal. The RFO will ensure the premium is paid before the renewal date of 1st June 2019.

14.2 AGAR Update

The RFO gave an update on progress, confirming Patrick Chapman, the Internal Auditor had completed his audit with no significant matters arising. Patrick will be returning before the June meeting to sign off his formal report prior to the AGAR documents being formally approved by the PC at the next meeting.

14.3 Village Hall Management Committee 2018/19 accounts

The RFO explained that due to time constraints he had been unable to find the time to review the Village Hall accounts but should be able to do this before the next meeting.

14.4 Quotes for main sewerage connection for Parish property, 27 Beach Road

The RFO explained that he and Cllr Burton had put in a great deal of time and effort trying to obtain three quotes for this job. Under the Standing Orders, three quotes are required for expenditure of this level. However, this had not been possible

and there was a need to move forward. So, it was agreed to make a choice from the two quotes which had been obtained from MW McGinn Construction and Watlington Drains. As the McGinn quote was around £5,000 more if the road needed to be closed, it was agreed to go with Watlington Drains, subject to the RFO obtaining updated estimates of the proposed start date.

14.5 Payments for approval at May meeting

PAYEE	REASON	AMOUNT	CHEQUE NO.
British Gas	Village Hall electricity 17/12/2018 to 22/03/2019	£226.51	Direct Debit
BT Group PLC	525819 Mar/Apr 2019 £40.44 less £3.60 credit	£36.84	Direct Debit
E Felgate	Return of tenant's deposit of £675, less a deduction of £372.84 Council tax paid by the Parish Council	£302.16	101416
E Felgate	Reimburse tenant for overcharge of property insurance premiums re 27 Beach Road, over a period of 29 months	£1,653.62	101417
KLWNBC	Council Tax for 27 Beach Road, 2019/20 Instalment due 7/06	£116.00	101418
L Devereux	Refreshment expenses re-imburement for Endure meeting on 16/04/2019	£88.39	101419
M Longley	Clerk's Salary April 2019 27 Beach Road Electricity, standing charge 02/12/18 to 31/03/19 Total	£600.60 <u>30.15</u> £630.75	101420
Information Commissioners Office	Data Protection Fee 2019/20	£35.00	Direct Debit
Jamie Bridges	Grass Cutting for April and May 2019	£511.50	101421
Zurich Municipal	Local Council Insurance 01/06/2019 to 31/05/2020	£693.30	101422

15. RESOLUTION: Investment in main sewer connection for Parish property, 27 Beach Road

It was **RESOLVED** the estimate from Watlington Drains be accepted, subject to confirmation from them being able to start work in a timely way.

16. Correspondence:

16.1 There was no correspondence not otherwise on the agenda.

17. Dates of meetings

17.1 Date of next meeting of the Parish Council

The next meeting of the Parish Council will be on Tuesday 11th June 2019 at 7 pm.

17.2 2019-2020 Meetings Calendar

Signed..... *LS Devereux*.....Chairman Date..... *11/06/2019*

The calendar had been circulated. It was agreed the Clerk will liaise with Ringstead PC and Bob Lawton to ensure there is no clash of dates in future, as the support of the Boro Cllr is greatly appreciated and the PC welcomes his attendance at meetings.

17.3 Annual Parish Meeting

The 2020 Annual Parish Meeting will take place on Tuesday 12th May 2020 at 6 pm.

The meeting closed at 8 pm.