

**HOLME-NEXT-THE-SEA PARISH COUNCIL**  
**Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate,**  
**on Tuesday 18th July 2017 at 7 pm**

Present: Lynn Devereux (Vice Chairman) Gillian Morley Margaret Easton  
Robert Burton Martin Crown

In Attendance: Christina Jones (Locum Parish Clerk)

There was one member of the public present.

**1. Apologies for Absence and approval of reasons for absence.**

Apologies had been received from Councillor Felgate (family commitment) and Councillor Needham (RNLI meeting).

**2. Declarations of Interest.**

There were no Declarations of Interest.

**3. Confirmation of Minutes**

It was **RESOLVED** (unanimously) that the Minutes of the Extraordinary Parish Council Meeting held on Thursday 29th June 2017 be confirmed as a true record and signed by the Vice Chairman.

**4. Matters arising (information only).**

There were no Non-Agenda items of note arising from the Minutes of the meeting on Thursday 29th June 2017.

**5. Draft Parish Meeting Minutes.**

Issues of factual accuracy had arisen and been discussed previously. Amended draft Minutes had been circulated and agreed for presentation at the next annual Parish Meeting.

**6. Information Items.**

**(a) Borough Council of King's Lynn and West Norfolk (BCKLWN) Meetings.**

The Clerk reported there were no matters affecting the Parish in the Minutes for April, May or June.

**(b) Norfolk Minerals and Waste Local Plan Modifications - Consultation ends 01.09.17.**

This information had been circulated and there was nothing affecting Holme-next-the-Sea.

**(c) Norfolk Association of Local Councils (NALC) Newsletter 28.06.17.** (including Data Protection and Training listed as Agenda items). This information had been circulated.

**7. Public Participation.**

It was **RESOLVED** (unanimously) that the meeting be adjourned for up to 15 minutes for Public Participation. Resolution to adjourn the meeting for up to 15 minutes for:

**(a) Public Participation.**

No issues were raised.

**(b) Borough Councillor Report.**

No report had been received.

**8. Planning Applications.**

**(a) Any Planning Applications received subsequent to this Agenda.**

**17/00120/TREECA T1-T4 Silver Birch x 4 to be reduced in height and back to the boundary within Conservation Area at Kirkgate House, 3 Kirkgate, Holme-next-the-Sea PE36 6LH.** No objections were raised.

**(b) Other Planning Matters (for information):**

**(i) 17/01073/AG Land East of High Road Farm and North of Drift House, Thornham Road, Holme-next-the-Sea - Agricultural Prior Notification: Storage for Farm Machinery.**  
**Consent not Required.**

**(ii) 17/00099/TREECA Rhubarb House, 31 Kirkgate, Holme-next-the-Sea PE36 6LH - T1 Hawthorn - Light Prune within Conservation Area.**  
**Tree Application - No Objection.**

**(iii) 17/01079/F Single storey side and rear extension, dormer extension and detached garage at High Road Farm Bungalow, Thornham Road, Holme-next-the-Sea PE36 6LR.**  
**Comment submitted - No observations.**

**(iv) 17/00978/F Siting of small pergola, decking, porch and bar/ice cream hut associated with existing A3/A1 unit (Eric's Fish & Chips, Drove Orchards, Thornham Road).**

**Comments submitted - Concerns raised regarding Natterjack toads and exterior lighting in AONB.** Councillor Devereux stated that similar concerns had been raised by the Norfolk Coast Partnership (NCP) and Norfolk Wildlife Trust (NWT).

**(v) 17/00735/F Planning Committee Hearing for Sandy Ridge, Broadwater Road - Variation of Condition 10 of Planning Permission 16/00323/F to amend previously approved drawings.**  
**Refused.**

Councillor Easton was thanked for attending the Planning Committee meeting. It was agreed it was worth attending such meetings to make representations. The original Planning Permission still stands.

**9. Neighbourhood Development Plan (NDP):**

**(a) Working Party Report.** Councillor Devereux reported the following:

Work was being done on policy development and discussions with statutory consultees including a meeting with Alan Gomm from BCKLWN Planning Department. Development boundaries are now being recommended which BCKLWN are leaving to the Parish to define. A development boundary can be defined even if it affects private land and the one suggested is very similar to the one designated in the 1998 Local Plan. BCKLWN suggested removing long back gardens as this prevents backland development and the proposed policy will say that any new development needs to front onto an existing road.

- There was a meeting with Natural England (NE) in June who are supportive of the proposals being made and were particularly enthusiastic about the designation of an area to compensate for the possible loss of environmental facilities. A member of the Capital Team has since been in contact and wants to meet to discuss ideas.
- There were two sites in Holme-next-the-Sea put forward in the BCKLWN Call for Sites, one from Ocean Breaks for the land at the end of Eastgate currently the subject of an Appeal and the other from Mr. Starr for the land behind Eastgate. The Parish now has to evaluate these sites for possible development using a standard methodology and once eliminated there needs to be a consultation as to where development could take place. The two pieces of land in question cannot be designated as Public Open Space (POS) as they are in private ownership.
- There has been no response from the landowners approached with regard to the possible development of footpaths so far.
- The Environment Agency (EA) results for the water testing in June and July show pollution and deteriorating water quality in the Broadwater Lagoon and the River Hun. Another four tests need to be taken but the evidence collected could possibly be used for a Drainage Policy. The EA had been contacted recently with concerns following a period of recent heavy rain and had asked to be kept informed. It was queried as to whether anything was likely to be achieved but it was agreed it certainly would not if no effort was made.
- She had done a presentation at the NCP Conference (Councillors Morley and Crown had also attended) which was well received and will be available both on the NCP website and on the Holme-next-the-Sea NDP website. Some good contacts had been made at the Conference.
- The timetable is currently 8-10 weeks behind but the Parish is unique with the number of environmental issues that have arisen and the number of meetings that has necessitated. The need for a development boundary has been an additional requirement but the statutory consultees are giving good feedback.
- The NDP needs to be effective as developers are already testing policies produced by some NDPs and Brancaster is already having to revise its Plan.

**(b) Funding.**

The Clerk reported that a second Grant for £4,189. had been confirmed. This was to cover the costs of two more public consultations as well as time for the Planning Adviser, Richard High, to work on drafting policies, Plan preparation and consultation on documents before submission. The funds must be spent by the end of December or otherwise returned but a further application could then be made if necessary up to a total of four.

**10. BCKLWN Electoral Review - Warding Arrangements.**

Papers had been circulated. The Electoral Review concerning the number of Borough Councillors had already been carried out but the consultation regarding Warding Arrangements ends on 4th September 2017. The review is an attempt to balance the population numbers supported by each Borough Councillor and there is a shortfall in Brancaster Ward. Holme-next-the-Sea is currently included in Hunstanton Ward where there are three Borough Councillors. During discussion it was agreed that Holme-next-the-Sea has more in common with the coastal villages than Hunstanton - second homes and holiday development, the Shoreline Management Plan and coastal changes as well as links with the Saxon Shore Benefice. It was agreed Councillor Devereux will draft a response to the consultation and circulate making a response by 4th September if required.

**11. 27 Beach Road.**

Councillor Burton raised concerns regarding the cesspit and drainage at this property owned by the Parish Council. It is not on mains drainage and when there has been a lot of rain the cesspit overflows into the ditch behind the Caravan Site and into the River Hun. When the cesspit is emptied it fills up again immediately as there are problems with the high level of the water table in that area. It was made clear that under the terms of the Lease the Tenant is responsible for 'all costs in connection with the supply and removal of electricity, water, sewage, telecommunications and other services and utilities to or from the chalet bungalow ....'. It is understood there is mains drainage down to the bottom of Beach Road and after considerable discussion it was agreed that Councillor Burton should investigate the cost of connecting 27 Beach Road to mains drainage and report back to the Parish Council.

**12. Riverside Caravan Park.**

The Lease relating to the Caravan Park is due for renewal. It had been agreed Rounce and Evans should be instructed to advise but due to changes of Clerk this had not been done. The Clerk was instructed to give instructions now asking them to contact Councillor Burton to meet on site and advise on future rents and the Lease generally. The Clerk should also inform Mr. and Mrs. Savage as the Tenants and Mr. and Mrs. Moseley as the Managers.

13. **Data Protection Registration.**  
The Clerk advised that the Parish Council currently has no Data Protection Act registration. Councillors' personal data is held electronically but the Electoral Register is received by the Parish Clerk as hard copy although this may well change in the future. Clearly considerable changes are due to be implemented next year and this was highlighted as a future item for the new Parish Clerk.
14. **Standing Orders.**  
The Clerk reminded Councillors that the review of Standing Orders was overdue. Again this was highlighted as a future item for the new Parish Clerk.
15. **NALC Training.**  
The Training Programme for June 2017 to March 2018 had been circulated and the Clerk recommended that the new Clerk, when appointed, should attend the two day course 'The Role of the Clerk' and also, preferably with a Councillor, the half day course 'End of Year Accounts, Audit, Annual Return and New Audit Regime for 2017/18'. Councillor Crown agreed to attend this course with the new Clerk and also requested to attend the evening course 'Introduction to Clerking' on 27th November at South Lynn Community Centre which the Clerk will book.
16. **Village Matters.**
- (a) **Village Information Network (VIN).**  
There was nothing to report.
- (b) **Review of Public Conveniences.**  
The Clerk explained that BCKLWN were carrying out a review of Public Toilets including the ones at the coast end of Beach Road. The options given were (a) the Parish Council to take over financial responsibility (currently £5,957. pa), (b) the cost to be included in Parish Council Tax bills as a Special Expense or (c) state that they could be closed as they were not used. It was agreed these facilities were used extensively but mostly not by Parishioners and that the Parish Council could not take on financial responsibility. The Clerk was asked to investigate Special Expenses as this was the only remaining option which a majority of Councillors (4) would agree to very reluctantly if there was no alternative.
- (c) **Additional Dog Bin near Norfolk Wildlife Trust (NWT) Reserve Entrance.**  
A letter had now been received from NWT agreeing to the installation of an additional Dog Bin near the small car park at the entrance to the NWT Reserve. There is still reluctance to go ahead with this as it would be on land not owned by the Parish Council. It would result in an additional annual cost of £67.60p as well as the cost of the bin and installation. It was **RESOLVED** (majority of 4) to go ahead albeit reluctantly.
- (d) **Drainage - Eastgate into Marsh Lane**  
Councillor Felgate had agreed to speak to Peter Melchett but was not present at the meeting.
- (e) **Old Hunstanton Dunes Footpath.**  
The Clerk reported on the email received from Andrew Brown concerning the changes to footpath access near Hunstanton Golf Club. Councillor Crown understood this had resulted from changes to the North Norfolk Coast Path being negotiated by Natural England and that the Golf Course, who leased the land from the Le Strange Estate, was protecting its rights as tenants. The area in question lies within Old Hunstanton Parish. It was suggested that Mr. Brown contact Mr. William Coker at Hunstanton Golf Club for more information.
- (f) **Horse Riding on Beach.**  
The Clerk reported an email had been received asking if it was permissible for a car and horse trailer to park in Beach Road Car Park in order to ride on the beach. The Clerk was requested to respond that there was a height restriction bar on the entrance to the Car Park which was run by the Golf Club to whom application should be made. There can be no restriction on horse riding on the beach but riders are usually requested not to ride on the dunes as this causes unnecessary damage.
17. **Village Hall.**
- (a) **Wall.**  
Concerns had been raised regarding the crack in the Village Hall wall at the far end along Kirkgate. Councillor Burton agreed to re-point the section which was not deemed unsafe although it looks as though the adjacent tree (a horse chestnut) is not healthy and future action may need to be taken.
- (b) **Charity Commission submission.**  
This still has not been dealt with and the new Clerk will need authority to deal with the Charity Commission
- (c) **Insurance.**  
The Clerk confirmed the Local Council Insurance (three year fixed term until 2019) and the Village Hall Insurance (three year fixed term until 2018) had both been renewed.
18. **Parish Partnership Scheme 2018/19.**  
Information regarding the Norfolk County Council Highways 50% matched funding scheme for 2018/19 had been circulated for which bids must be submitted by 11th December 2017. A proposal had been received from Colin Venes at Thornham Parish Council for a joint project with Holme-next-the-Sea Parish Council to provide a crossing from the end of the permissive path from Thornham to Drove Orchards. The place in question is within Holme-next-the-Sea Parish boundary. Councillor Devereux reported that as part of the Neighbourhood Development Plan consultations the landowners of land on the south side of Thornham Road had been contacted regarding the issue of a potential permissive path from Holme-next-the-Sea to Drove Orchards but that so far there had been no response. After discussion it was agreed the Clerk should respond that although happy to work with neighbouring villages, at the moment there was no benefit to Holme-next-the-Sea but should it be possible to make progress with regard to a permissive path the situation would be different. It would also be good to have some indication of the type of crossing envisaged.

**19. Finance:**

**(a) 2016/17 Asset Register**

The Internal Auditor had raised some queries concerning the Asset Register regarding items to be included and at what value. It was agreed advice needs to be sought. Also, the Depreciation Policy needs to be applied.

**(b) 2016/17 PAYE Income Tax Payments.**

There was a credit on the account which was being claimed.

**(c) 2016/17 Accounts.**

Mr. Patrick Chapman had completed the Internal Audit and signed off the Annual Return. He had raised a number of issues including items (a) and (b) above. Also, Barclays Bank should be requested to provide a statement as to the balance of the Business Premium Account as at 31.03.17., VAT needs to be reclaimed quarterly, and the Parish Council must conduct an annual review of the effectiveness of the system of internal control to be recorded in Minutes. A query regarding competitive quotes for the Bus Shelter was resolved by Minutes on P447.

The Clerk was requested to write formally from the Parish Council thanking him for all his work.

**(d) 2016/17 Annual Report.**

The Clerk reported this had now been returned to Mazars, the External Auditors.

**(e) 2016/17 VAT Return.**

It was reported that this had been completed by the outgoing Clerk but that there were additional items to be claimed. These would be included on the 2017/18 First Quarter VAT Return. The Clerk gave a reminder that any items on which VAT was to be claimed must have an invoice addressed to the Parish Council.

**(f) 2017/18 PAYE Income Tax Payments.**

The outgoing Clerk's PAYE had been dealt with by the Accountants.

**(g) 2017/18 First Quarter Accounts - April - June 2017.**

These accounts with notes had been circulated and no queries were raised.

**(h) It was RESOLVED (unanimously) that the following payments should be made:**

BT	DD 28.06.17.	Emergency Telephone 01.06.17 to 31.08.17.	£ 45.46.
E-on	DD 11.07.17.	Street Lighting 01.04.17 to 30.06.17.	64.09.
James Johnson & Co. (Accountancy) Ltd.		April and May 2017 Clerk's PAYE	134.94. (Cheque No: 101371)
Aon UK Ltd.		Local Council Insurance 01.06.17 to 31.05.18.	1,327.89. (Cheque No: 101372)
BCKLWN		Dog Waste Disposal 27.02.16 to 26.02.17.	648.96. (Cheque No: 101373)
A. Fryett		Beach Road Willow Trees.	750.00. (Cheque No: 101374)
Mr. M. Durrant		Outgoing Clerk's June salary & re-imburements.	298.63. (Cheque No: 101376)
James Johnson & Co.		June 2017 Clerk's PAYE (Balance)	30.23. (Cheque No: 101377)
Mrs. C.M.Jones		NDP Support (April/May/June)	£ 173.19.
		Locum Clerk (June)	133.04
		Re-imburements.	22.31.
Allied Westminster (Insurance Services) Ltd.		Village Hall Insurance due 01.09.17.	328.54. (Cheque No: 101378)
Jamie Bridges (Lawnright Garden Maintenance)		Grass Cutting June 2017.	778.58. (Cheque No: 101379)
BCKLWN		Village Hall Rates 2017/18	252.00. (Cheque No: 101380)
			Nil

**20. The following correspondence had been circulated:**

Clerk's and Councils Direct Magazine Issue 112 July 2017  
CPRE Field Work Magazine Spring 2017 & Countryside Voice Spring 2017

Items 21 and 22 were discussed as confidential items.

**23. Date of next Parish Council Meeting - Tuesday 5th September 2017 at 7 pm in the Village Hall.**

Signed...*Kevin Felgate*..... Chairman

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