

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of a meeting of the Parish Council held in the Village Hall,
Kirkgate, on Tuesday 9th April 2019 at 7pm.**

Present: Lynn Devereux (Chair)	Gillian Morley	Kevin Felgate
Geoff Needham	Robbie Burton	Martin Crown

In Attendance: Mike Longley (Parish Clerk and Responsible Financial Officer) and nine members of the public.

1. Apologies for Absence and approval of reasons

Cllr Easton due to family commitments.

2. Declarations of Interest

There were none.

3. Minutes of the Council Meeting held on Tuesday 12th March 2019

3.1 Approval

The Minutes had been pre-circulated and there were no further amendments required. It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on 12th March 2019 be confirmed as a true record and be signed by the Chair.

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

3.2 10.2 The Clerk to write to the organiser of the Endurance Event to suggest making contact with the police to request no parking cones be put out the night before the event to restrict parking along Kirkgate etc.

3.2 10.3 The Clerk confirmed that 12 dog fouling notices had been erected by a parishioner around the Parish. There are now 8 signs left. It was noted the signs were on the small side, so the Clerk to enquire with the BC to see if any larger ones are available.

5.2 The Clerk is to contact Cllr Jamieson to see whether he has managed to speak with Sally Bettinson of NCC Highways regarding a map of the village, which clearly defines the ownership of verges.

8.2 It was agreed the Chair will write to show our support in response to Heacham Parish Council's request, over the numbers of allocations in the draft Local Plan, which should be a specific number and not subject to a minimum.

8.3 The Clerk confirmed he had emailed and heard back from PC Francine Heath regarding the man suspiciously looking through resident's bins etc. Apparently, he is known to the police and has been spoken to. PC Heath was unable to do anything regarding the group of four suspicious people due to the lapse of time, but thanked us for letting her know.

4. Reports

4.1 County Councillor and District Councillor reports

There was no District Councillor report. Cllr Jamieson had sent his apologies.

4.2 Neighbourhood Development Plan Update

The Chair gave her report for April 2019. She confirmed the Plan is now all written and they are currently inserting photographs into what is a large report. The Chair showed on the

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screen and talked through, the Outline Structure and contents. The last of the background reports will be circulated to the Cllrs after the meeting. For further detailed information people should visit the consultation area of the NDP website <http://www.holme-next-the-sea-plan.co.uk>

4.3 River Hun Feasibility Study Community Meeting 29th March 2019

Held at Thornham Village Hall

The Chair summarised the discussion at the Second Community Meeting.

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- Presenters included:

Estelle Hook – NCP (Introduction)

Adam Worley – Anglian Water

- Investigating sources of pollution and levels – ongoing. Indicates that AW is discharging sewage overflow from Smugglers Lane but only in circumstances of extreme rainfall.
- May also be discharges at Beach Road facility. Eastgate too?
- Conclusions so far are that sources of pollution are diffuse and issue of constantly high nitrate levels are not down to AW. Further work needed on E-Coli (AW main concern).

Jonah Tosney – Norfolk Rivers Trust

- Investigating River health and species diversity
- Top of the Hun healthier than expected, lower half worse – fish in evidence

James Albone – NCC Heritage Team

- Very interesting investigations (including providing further insight into the origins of the word “Holme” which appear to be linked to a specific, dry location or island in the marshes)
- Research suggests that The Hun originally flowed into the sea at Gore Point - not at Thornham Harbour.

Mark Cocker – Author / Naturalist / Promoter

- **Introduced Richard Hey**

Richard Hey – Geomorphologist

- Revising plans for Phases 1 and 2 of the Project (west & east of Beach Road).
- Main changes seem to involve revival of idea of introducing meanders on Redwell Marsh and avoiding any connection with Broadwater Lagoon in order to preserve brackish habitat.
- Flood analysis does not so far seem to take account of impact of tidal inundation.
- Suggestions of creating an extended “Landscape Scale Reserve” on the southern margin of the existing freshwater marsh (northern margins of the village!).

- Emphasised that the project depends crucially on landowner agreement.

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- Funding so far from EA - not present at meetings.
- Councillor Crown had queried EA approach to maintenance of Thornham Sea Bank? NCP to respond.
- A question remains about the viability of the Dunes sea defences?
- **What next?**
 - Version of presentations / notes to be put on NCP's website. CJ is drafting notes for PC.
 - Research will be completed and reports compiled
 - Decision on way forward tbc
 - Sources of funding to be identified (HLF?)

Cllr Crown queried the apparent contradiction between the work being done on the west side of Beach Road, compared to what the Footpaths Report said about not having the funding to put in bridges over the meandering river. The various parties need to speak to each other before work starts.

The report on footpaths concluded it will be very difficult to re-route the footpaths to follow the re-aligned river.

There is a meeting on the Dunes Project taking place on 17th April. This is a European project which is looking at using dunes environments to improve sea defences. This appears to be a very worthwhile project.

4.4 European Marine Site Meeting 19th March 2019

Cllr Needham gave a report on the meeting which he had attended. He confirmed he attended the meeting as a representative of the common rights holders as well as the PC. However, due to standing down from the PC, he will no longer be attending as a PC representative, just common rights holders after tonight. The PC will need to appoint a new representative.

RSPB, National Trust and NE gave their reports. Holkham Estate had a representative who spoke as well. The shooting rights are available to parishioners only, not visitors and they are talking of using biodegradable pellets only and that will need to be watched when issuing permits in future. Holkham reported they had 800,000 visitors to Lady Anne's Drive last year. They are concerned about horses and horseboxes. Titchwell Reserve had 80,000 visitors, Snettisham Reserve had 25,000.

The chalk reef has been attracting attention, with concern expressed by NE of the damage being caused to the reef. Trawling has been banned, but pots are still allowed. It was an interesting meeting. The next meeting takes place on Tuesday 16th July 2019.

5. Public Participation

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

No members of the public wished to say anything.

6. Planning Matters

6.1 Applications received subsequent to this agenda

There were none.

6.2 Applications for comment

Comments on both applications reviewed at last week's Extraordinary Meeting had been submitted.

6.3 Decisions Reported

- 6.3.1 **19/00216/PACUS19/00216/PACU5: Prior Notification; Change of use from agricultural grain store to indoor play centre under Schedule 2, Part 3 Class R – Farm Buildings, Drove Orchards, Thornham Road, PE36 6LS. Application withdrawn 21 March 2019.**

6.4 KLWNBC Local Plan Review

Just a reminder, comments must be submitted by 5pm on 29th April 2019.

7. Monthly Report from RFO

7.1 Review of Financial and Management Documents

The RFO explained that he and Cllr Crown had reviewed the following three sets of pre-circulated documents and updated them where necessary, following a review of previous versions and the latest model documents available.

7.1.1 Review of Financial Regulations

The RFO explained the only change of significance was the reference to procedures to deal with a new but relatively small new source of income. This is the cash that is emptied from the electricity meters in the main hall and meeting room. The RFO explained that as it is cash and there is no way of verifying the amounts emptied from the meeting room meter, the procedure will be for two Cllrs, or one Cllr and the RFO, to count and record the cash emptied from the machines. The RFO has designed a form to evidence this control. The Financial Regulations requires adopting by PC if acceptable. As they had been pre-circulated, and there were no further questions arising, it was **RESOLVED** (unanimously) that the Financial Regulations be adopted by the PC.

7.1.2 Review of Internal Financial Controls

The RFO explained that the Internal Financial Controls have been reviewed, with one or two amendments, including the control over cash emptied from the electricity meters, and it is felt that the Internal Financial Controls over the monies coming in and going out are fairly strong. This document had been pre-circulated and as there were no further questions arising, it was approved.

7.1.3 Risk Assessment Review

The RFO explained that the Risk Assessment covered Financial and Management Risks. Most of the risks are considered to be low. As there were no further questions the discussion concentrated on the issue which was highlighted in red on the document, which is the issue of the smoke alarms not being connected to anywhere outside the Village Hall building. Cllr Burton pointed out that the smoke alarms are designed to safeguard life, not property. This part of the risk assessment is concerned with the risk to property owned by the PC. Cllr Felgate explained the solutions in terms of connecting an alarm by telephone

line to an external service. This comes with a cost but also the need to train staff etc. We have to weigh up the risk of what we might lose in the case of a fire. The insurance policy covers the building in case of fire. The area of concern is the records/paperwork which is kept in metal fireproof cabinets. Under the circumstances it was felt that the safeguards are adequate compared with the low risk of a fire starting in an unattended building. It was agreed the Risk Assessment document should be completed accordingly.

7.2 Draft updated Fixed Asset Register 2018/19

Before the discussion of the pre-circulated draft Fixed Asset Register commenced, Cllr Needham enquired if there is any income from the Parish Allotments. It was confirmed there is no income and the discussion moved onto what we could do with this asset owned by the PC. The question was raised if there is any potential income the PC could obtain through the Stewardship Fund. Cllr Devereux agreed to contact NE to see if it qualified for the Stewardship Fund. The RFO explained the register had been updated for the capital expenditure during the year which is highlighted in red. The Cllrs confirmed they were content with the draft asset register and the RFO confirmed the total cost value would be included in the year end accounts.

7.3 Accounts 2018/19 QTR 4

The RFO ran through some of the key figures in the pre-circulated accounts for QTR 4. He confirmed a surplus of around £9,500 for the 2018/19 financial year. The accounts were approved.

7.4 2018/19 Budget Monitoring QTR 4

The RFO ran through the key figures in the pre-circulated Budget Monitoring for 2018/19 QTR 4. He highlighted that the cost of the Village Hall floor came out at more than was budgeted but the shortfall was covered by the CIL payment of £1,764. The RFO pointed out the S.137 payments were within the maximum allowed. There was a budgeted deficit for the year of £9,700, but an actual surplus of around £9,500 was achieved.

7.5 VAT Claim for year ended 31/03/2019

The RFO confirmed the annual Vat Claim position for the year:-

Total vat claimable for 2018/19	£1,611.99
Less vat incorrectly claimed during years 2014/15 to 2016/17	880.38
Net amount of claim for 2018/19	£731.61

It was agreed the RFO should complete the annual Vat Claim on form Vat 126 in the figures shown above.

7.6 Budget request for the Dunes Project Meeting on 17th April 2019

The RFO explained that there had been a request for a budget of up to £100 to cover the cost of Christina Jones attending as minute taker and also the cost of refreshments.

7.7 Payments for approval at April meeting

PAYEE	REASON	AMOUNT	CHEQUE NO.

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BT Group PLC	525819 Feb/Mar 2019 Nothing to pay as covered by credit, the balance of which is due to be repaid to the PC	£40.44	Nothing to pay due to credit
BT Group PLC	525667 Emergency phone Mar/Apr/May 2019	£45.46	Direct Debit
KLWNBC	Council Tax for 27 Beach Road. Instalments due 7/04, £116.79 and 7/05, £116.00	£ 232.79	101412
E-on	Street lighting electricity 01/01/19 to 31/03/19	£ 85.19	Direct Debit
M Longley	Clerk's Salary March 2019	£587.34	101413
Norfolk ALC	Annual subscription for 2019/20	£102.84	101414
Mr R Burton	Re-imbusement for 27 Beach Rd expenses £76.83 for alarms and £260 for replacement window. These costs had been approved by circulation.	£336.83	101415

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

7.8 Flood Flash Insurance cover – Quote from BHIB re 27 Beach Road

The RFO referred to the quotation which had been pre-circulated to Cllrs. This is a new product (called Flood Flash) which provides stand-alone insurance against damage caused by flooding. Essentially, a device is fitted to the property which measures the depth of flood water when a flood occurs. The premium varies from an affordable £681.79 for a sum insured of £50,000 when the flood waters reach a depth of 1.4m, to £5,915.41 for £50,000 sum insured, when the depth reaches 0.4m. There are other premiums for different levels of sums insured for different depths of flooding. A discussion ensued which included the fact that the building is on stilts and the last time the levels of flooding would have been sufficient to have flooded the building would have been in the 1950's. In view of the relatively low cost of replacing the building (estimated at around £50,000 to £60,000) and the high cost of the premiums, but low perceived risk of flooding the building it was agreed not to accept the quotation.

8. Correspondence

8.1 List of Nominations

The Chair referred to the recently circulated list of Nominations for the Parish Council Elections and noted there were seven people nominated for seven places, so there will be no contest. The Chair read out the names of the new candidates, Ermine Amies, Wendy Norman and Stefan Seare.

The Chair took the opportunity to mention that the Clerk and RFO had resigned. An advert for his replacement has been placed on the NALC website. The Clerk has offered to help out until the end of June, if necessary.

The Chair went on to mention and thank the Cllrs who will be standing down at the election on 2nd May – Cllr Easton has done a very good job in representing us in front of the BC at

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Planning Committee meeting; Cllr Morley who has been on the PC for eighteen years and has done a very good job in supporting the Chair with various things and has an “eagle eye” in spotting mistakes; and finally Cllr Needham who has served the PC for over fifty years. The Chair concluded by saying it is a big responsibility and growing commitment and thanked all Cllrs for their help.

9. Date of the next meeting of the Parish Council (Annual Meeting)

The Annual Meeting of the Parish Council will be held on Tuesday 14th May 2019 at 7pm.

10. Date of the Annual Parish Meeting

The Annual Parish Meeting will take place on Tuesday 14th May 2019 at 6pm.

The meeting closed at 8.15 pm.

Signed.....*L S Devereux*...Chairman

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