

## HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of a meeting of the Parish Council held in the Village Hall,  
Kirkgate, on Tuesday 9<sup>th</sup> October 2018 at 7pm.

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

**In Attendance:** Mike Longley (Parish Clerk and Responsible Financial Officer), Andrew Jamieson (Norfolk County Council) and seven members of the public.

### 1. Apologies for Absence and approval of reasons

Councillor Easton (Unwell).

### 2. Declarations of Interest

Councillor Devereux declared a non-pecuniary interest in item 6.2.1.

### 3. Minutes of the Parish Council Meeting held on Tuesday 28<sup>th</sup> August 2018

#### 3.1. Approval

The Minutes had been pre-circulated and there was one amendment required. In 4.1 it was pointed out that the name David Mortimer should read Darren Mortimer. Subject to this amendment, it was **RESOLVED** (unanimously) that the Minutes of the Meeting held on the 28<sup>th</sup> August 2018 be confirmed as a true record and be signed by the Chair.

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

**3.2.1** A query was raised regarding the pipe on the beach near The Firs Visitor Centre. The Environment Agency had inspected it and concluded it wasn't a hazard or doing any harm. Comments were made that it spoilt the attractiveness of the beach without any conclusion reached regarding taking any further action.

**3.2.2** The Clerk had not written to Gary regarding the orange string on the beach at the NWT as he didn't have any contact details. The Chair will provide these.

**3.2.3** The Clerk had spoken to Matthew Philpott at the IDB regarding the blocked culvert on Marsh Lane which is owned by the Courtyard Farm Trust. Following the passing of Peter Melchett, Mathew Philpott hadn't taken any further action, but agreed to write to the Estate pointing out it was their responsibility to maintain the blocked culvert in question.

**3.2.4** The Clerk agreed to look into providing a dog bin on Drove Lane, which Councillor Jamieson had agreed to pay for and apply for funding for data recording equipment for the SAM2.

#### Minutes of the Extraordinary Meeting held on 10<sup>th</sup> September 2018

#### 3.3 Approval

Subject to an amendment in item 5 to anonymise a Councillor's name, it was **RESOLVED** (unanimously) that the Minutes of the EGM held on 10<sup>th</sup> September 2018 be confirmed as a true record and be signed by the Chair.

#### 3.4 Matters arising from the minutes (non-agenda items)

There were none.

### 4. Reports

#### 4.1 County Councillor and District Councillor Reports

There was no District Councillor Report. Ward Councillor Bower had been invited to the Meeting but had a prior engagement. County Councillor Jamieson said he would comment on 4.3 below.

Signed... *LS Devereux*...Chairman

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#### 4.2 Update on the Neighbourhood Development Plan (NDP)

The Chair gave an update on the NDP. 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 Hunstony Project Update

The Chair confirmed that the Norfolk Coast Partnership had failed in its latest bid for funding from the Heritage Lottery Fund for the Hunstony Project. Councillor Jamieson referred to meetings with Natural England saying the Hun was relatively poor in biodiversity. They are looking for funding for a study of water levels, making sure the cutting regime is right with a view to creating new areas of access. Councillor Jamieson is keen for improved access and looking to persuade Natural England to help raise the sea wall to protect the 91 homes under threat. He reported on plans to set up a new project to extend the area of freshwater marsh which would involve NE and a group of relevant land owners. Extending the Protected Sites could be used as an argument for raising the level of flood protection.

Concerns were raised about pollution levels in the Hun and Broadwater lagoon and how these would impact if new areas of marsh were created by raising water levels. It was noted that the EA had recently renewed AW's licence to pump sewage into the river so that the current problems were likely to continue or possibly even worsen as a result of housing growth. The Chair questioned whether this practice should be subject to an Appropriate Environmental Assessment but this was unclear. It was noted that the Le Strange Estate probably owned the area right up to the sewage works and should be involved in any project and also that the Parish Council owns land on the edge of the marsh which could be threatened by raising the sea levels. Also, where were all the additional visitors going to park their cars? Councillor Jamieson said he is asking for funding to look into the issue of car parking in his patch, as a whole. It was pointed out that Holme is unique in the sense that all the cars visiting the NWT have to pass through the village to access it. The Chair asked if the Mitigation Fund could be used to assist with measures to alleviate the problem e.g. through the provision of a seasonal shuttle service to ferry visitors to the beach who would otherwise have to drive through the village. Councillor Jamieson asked The Chair to write to him about this idea and also about pollution of the River Hun from the sewage works.

### 5. Public Participation

It was **RESOLVED** (unanimously) that the meeting be adjourned for fifteen minutes for Public Participation.

**5.1** A member of the public asked for the hedge to be cut back at the junction of Beach Road and the A149. As the landowner was present at the meeting, this was quickly agreed.

Also, the same person asked if the pond could be tidied up, saying he would do it himself if permission could be obtained. It was explained that the legal ownership is complex. It was agreed the Clerk would approach the Highways Authority to see if they would object to a member of the public doing the required cleaning up work. Councillor Jamieson asked to be cc'd into the email to Highways.

**5.2** Another member of the public asked if the hedge on the west side of Peddars Way North could be cut back away from the road. The owner was identified and Councillor Jamieson said he would look into it.

**5.3** Another member of the public raised the issue of coach parking in the village. This was on the agenda at 10.1.

### 6. Planning Matters

#### 6.1 Applications received subsequent to this agenda

**6.1.1 18/00175/TREECA 19 Kirkgate** – Permission sought to fell a Eucalyptus tree and trim a Portuguese Laurel. There were no objections.

Signed... *LS Devereux*...Chairman

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**6.1.2 18/01799/A - The Poplars, 42 Main Road, Holme next The Sea, Norfolk - Retrospective freestanding sign for The Poplars Campsite**

There were no plans on the Borough Council Planning Portal for comment but it was noted that the advertisement was unacceptable because The Poplars was not an official campsite and there are associated problems with Highways. See 6.2.1 below.

**6.2 Applications for comment**

**6.2.1 Further consultation on amendments to Poplars and related enforcement Issues**

Since the EGM the Parish Council have written to the Borough Council to set out its concerns. An additional letter has been sent to Planning and NCC Highways Officers raising Highway's design and safety concerns regarding Planning Application and Enforcement issues. Councillor Jamieson has held a meeting with a NCC Highways Officer to help clarify the situation. The Borough Council Enforcement Team have made follow up enquiries into unlawful advertising and unauthorised uses on land to the rear of houses along Main Road. Images were shown on the overhead projector which highlight a number of examples of where the applicants' drawings are misleading. No responses have been received from the Planning Officer. Highways have agreed with some but not all of the Parish Council's concerns. The proposed enforcement action by KLWNBC was discussed, though in the case of the advertisement there was now some doubt if it will proceed in view of the recently submitted application for retrospective permission.

A statement from LANPRO, the agents for the landowner/applicant, AR & V Investments, was then read out as requested by them, explaining that they had been instructed to examine the lawful planning history relating to the site in view of the threatened enforcement action. They confirmed the intention to use the site as a campsite and stated they were prepared to attend the next meeting, if invited by the Parish Council, and discuss their findings in respect of the use of the site.

A councillor confirmed the site was once certified for use by Caravan Club members only, but this was not renewed after 2014. The councillor's relatives who have knowledge of this are still alive and could be contacted to confirm this.

Councillor Jamieson explained that Highways had responded to the application in front of them, which is for a replacement dwelling. They have confirmed they will look again at their decision if it is proposed to become a camping site. He also confirmed he had pressed the Planning Officer, Jade Calton, for a comment but none was forthcoming.

Another Councillor commented that if the applicant commences building log cabins on the site it will be "the thin end of the wedge".

It was agreed the Parish Council should go back to Highways regarding the issues and LANPRO should be invited to attend the next meeting to discuss their findings in respect of the use of the site.

**6.3 Decisions Reported**

There were none.

**6.4 Free NCP planning session for AONB Parishes**

Norfolk Coast Partnership are organising a planning session in October/November focusing on landscapes in AONB parishes. Anyone interested in attending should let the Clerk know. It was suggested that Christina Jones might be able to attend on behalf of the NDP Team if no Councillors were able to attend.

## 7. Consultations

### 7.1 The Anti-social Behaviour, Crime and Policing Act 2014. Public Spaces Protection Order (Control of Dogs) – Borough Council of King's Lynn & West Norfolk 2018

A draft copy of the revised order had been pre-circulated. There was some initial confusion as to whether it was relevant to Holme-Next-The-Sea due to references in the document to locations in Hunstanton. However, as it related to dog fouling on any land within the administrative area of the Borough Council to which the public have access it was agreed relevant to the parish. It was agreed Councillors will give their responses to the Clerk who will then complete the short online survey.

## 8. Village Matters

### 8.1 Village Hall Floor update and stain query

The presence of a stain from the chimney was raised giving rise to concerns that there may be a leak and hence the risk of future damage to a new/refurbished floor. This stain was confirmed as having been there for quite some time and should not give rise to problems in the future.

The Clerk then gave an update, saying that one quotation had been received from Reform Flooring Ltd for laying a new floor on top of the existing floor with a cost of £8,515 plus vat for Engineered Timber and £6,146 plus vat for Vinyl Plank. The Clerk went on to say that this company felt that refurbishing the floor by sanding and recoating with oil/lacquer was not an option. They felt the floor itself was in a poor condition, there are some boards which have been installed where the stage used to be, which are different to the original boards and would sand up to be a very different colour. There are also several loose boards which would be difficult to re-fix to the subfloor before they could be sanded. Also, the original floor has been installed with cut nails and these would rip a sanding belt to pieces. One Councillor disagreed with the statement made by the Clerk regarding the condition of the existing floor. He felt the floor could be refurbished and it wasn't necessary to spend more money on a replacement floor.

The Clerk explained that we are waiting for another quotation from a company called AC Woodflooring who had inspected the floor earlier that day. It was agreed we should get opinions/quotes on the option of refurbishing from specialist refurbishing companies.

### 8.2 Village Hall request for contribution to electricity costs incurred in the Village Hall office

The RFO said he had reviewed this issue and had concluded the simplest way to resolve it would not be for the Parish Council to contribute to the Village Hall Committee (VHC) for use of electricity in the office, but instead to take over responsibility from the VHC for paying the electricity bills and reclaim the VAT, which the VHC were unable to do.

Councillor Devereux proposed, Councillor Burton seconded and it was **RESOLVED** (unanimously) that the Parish Council take over responsibility for paying the electricity bills in future. Cash collected from the meter will be banked by the Parish Council in future.

### 8.3 Village Hall Car Park

It was pointed out that there continues to be problems with cars being parked in the Village Hall car park by people who are not using the hall and also people blocking the access to the car park by parking badly on the roadside. It was agreed an improved official notice, prominently displayed, is required. Councillor Burton to co-ordinate with the Clerk on this.

#### 8.4 VIN: Village Information Network

There are now 142 subscribers.

### 9. Monthly Report from RFO

#### 9.1 Annual Governance & Accountability Return (AGAR) 2017/18 UPDATE

The external auditors, PKF Littlejohn LLP have completed their review of the HNTSPC AGAR 2017/18. They issued their External Auditor Report and Certificate 2017/18 on 22 September 2018 and there are no qualifications or matters affecting their opinion which need to be drawn to the attention of the Parish Council. Copies of their report, together with the " Notice of conclusion of audit" have been published on the notice boards and Village Website, as required under the Accounts and Audit Regulations 2015.

#### 9.2 Community Infrastructure Levy (CIL) – Parish Payment

We are about to receive a CIL Parish payment of £1,764 as our share of £11,760 CIL payment received by KLWNBC from the developers of High Road Farm Bungalow on Thornham Road. The PC must spend this money on the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area. CIL monies may be used to provide match funding with other income streams. Councillor Jamieson said the CIL monies could be used to purchase the SAM upgrade and that he had access to some funds that he could contribute, so that with the NCC scheme it may not cost the Parish Council anything. There are reporting requirements in the form of an Annual CIL Report made up to 31 March each year to be submitted to the BC no later than 30 June following. Councillors proposals on what the money should be spent on should be directed to the RFO.

#### 9.3 Proposed payments for October meeting

PAYEE	REASON	AMOUNT	CHEQUE NO.
BT Group PLC	New Phonenumber, Broadband delivery charges, Bundled services, phone services from May 2018 to Sept 2018 and Office 365 from July 2018	£247.85	Direct Debit
BT Direct Debits	Emergency telephone 01/09 to 30/11	£ 45.46	Direct Debit
Jamie Bridges	Grass cutting August 2018	£177.50	101388
Westcotec	Street Lighting Maintenance Oct 2017 to Sept 2018	£125.28	101389
PKF Littlejohn LLP	Limited Assurance review of AGAR 2017/18	£360.00	101390

Signed... *LS Devereux*...Chairman

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Vital Parts Ltd	Village Hall - Chair & table leg inserts including delivery (Pro-Forma invoice)	£125.92	101391
Mike Longley	Clerk Salary August Expenses reimbursed – BT phone for office	£587.34 £ 29.36	101392
	Total	£616.70	

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

## 10. Correspondence:

### 10.1 Coach Parking on Kirkgate

Correspondence received from a resident regarding this issue was discussed. Reference was made to a previous meeting with Sally Bettison of NCC Highways regarding the placing of bollards along verges to protect them from damage. The conclusion was that bollards cannot officially be put on a verge as it is classed as part of the highway. This led on to a discussion of the recent road closed and diversion signs commencing in Hunstanton for a road closure in Thornham. Councillor Jamieson encouraged the Parish Council to raise the issue of bollards again with Sally Bettison of NCC Highways.

### 10.2 Peter Melchett

The letter of condolence sent to the family of the late Peter Melchett from the Parish Council was read out and the question raised of whether the Council wished to do anything further in view of the contribution made to the Parish by Lord Melchett. One Councillor felt that the letter was sufficient and the majority agreed.

### 10.3 Any correspondence not otherwise on the agenda

**10.3.1** An email was read out from a resident couple regarding the worry and financial cost they have suffered, due to the poor handling by the Planning Department, in trying to defend their property rights in relation to the planning application for The Poplars discussed at 6.2.1 above. They requested the Parish Council give them any assistance it could. A Councillor pointed out it was not the business of the Parish Council to get involved in what is, essentially, a boundary dispute between neighbours but it was pointed out that there were related issues as to whether as a result the development layout could be accommodated on site. Cllr Jamieson said he had been in discussion with Highways about the related matters and noted that Officers were looking into the potential number of movements of vehicles at the site.

**10.3.2** A Councillor requested the Parish Council ask Mr Gorton to stop dumping rubbish on the old Allotment field owned by the Parish Council. Another Councillor said he would speak to the building contractor, David Smith, who is responsible.

## 10. Date of next meeting

The next meeting will take place on Tuesday 13 November 2018 at 7 pm.

The Meeting closed at 8.40 pm.

Signed... *LS Devereux*...Chairman

Date... *13/11/2018*.....