

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of a Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 10th April 2018 at 7 pm

Present: Lynn Devereux (Chair) Gillian Morley Margaret Easton
Robert Burton Martin Crown Kevin Felgate
Geoffrey Needham

In Attendance: Mike Longley (Parish Clerk and Responsible Financial Officer), Christina Jones (Former Locum Responsible Financial Officer)

There were four members of the public present.

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

No apologies had been received.

2. Declarations of Interest.

There were no Declarations of Interest.

3. Minutes of the Council Meeting held on Tuesday 13th March 2018.

3.1 It was noted that there was a date in paragraph 8 which should read 23 March 2018. The Clerk agreed to amend this prior to the minutes being signed. The draft Minutes had been pre-circulated and it was **RESOLVED** (unanimously) that the Minutes of the Parish Council (PC) Meeting held on 13 March 2018 be confirmed as a true record and be signed by the Chair, following the correction referred to above.

3.2 Matters arising from the Minutes (non Agenda items):

3.2 6(2) The contractor, R M Smith has agreed to reinstate once weather conditions improve.

3.2 6(3) The dog bin for the entrance to the Norfolk Wildlife Trust (NWT) Reserve has been installed.

The updated information regarding observations of Protected Species at Brook House has yet to be passed to the Enforcement Officer, by the Chair.

5 (1) The application at Barnwell Cottages had been classed as a Householder Application – hence the use of Delegated Powers. This had not been previously understood.

6.5.1-2 The Chair has written to the Borough Council about concerns raised, relating to planning application processes and procedure.

5. (1) The Wildlife Crime Officer still has to be informed (**by whom?**) about the damage caused to Marsh Lane, a known Natterjack Toad migration route. The Clerk is to liaise with Sally Bettison at NCC Highways about the damage in Marsh Lane and a new car parking space created at the rear of the Old Forge, as it is possible that the upper part of the lane is in NCC ownership.

5. (2) The Clerk to also raise with Sally Bettison the possibility of installing PC edging posts along the Green to prevent future damage.

5. (5) Similarly, the Clerk to complain to NCC Highways about the number of concurrent road works being carried out in the area resulting in multiple road closures and a request that closure signs be removed at weekends when work is not in progress.

9. The Clerk is following up GDPR by contacting Eastlaw and a local group of Parish Clerks.

10.1. The Clerk has instructed James Johnson, the Accountants, to recover the overpayment of PAYE from the previous financial year.

10.2.3. The Clerk needs to check whether the Borough Council checked the Entertainment Licence for the Village Hall every three years, as it was thought this was no longer the case.

10.2.4. The Clerk will need to update the Clerk's information details in the Publication Scheme.

10.6. The Clerk has arranged to meet with Patrick Chapman, Internal Auditor, on 20 April 2018 to discuss the Internal Audit/Annual Return and advise on setting up of the Accounts on Excel.

4. Reports.

4.1 County Councillor and District Councillor Reports.

No reports had been received.

4.2 Update on Neighbourhood Development Plan (NDP).

The Chairman reported that no feedback had yet been received from the Development Control section of the Borough Council Planning Department with comments on draft policies that had been submitted. There were discussions of a request from Thornham PC to have sight of the PC's draft policies for the NDP. Some councillors had no objections, but it was decided to see specifically what they want before passing them over.

5. Public Participation.

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

Issues raised:

- (1) Tony Foster confirmed that there are now 134 subscribers to Village Information Network (VIN).
- (2) Dave Moseley, manager of Riverside Caravan Park, explained that last year he received 17 complaints about smells coming from 27 Beach Road. He added there were already faint odours again. He felt this was a health and safety issue as the smell was that of raw sewage, though it was not there all the time. A councillor questioned if he was sure it was coming from 27 Beach Road as there is a pumping unit just across the road from the bridge. Another councillor commented that to his knowledge, as soon as the cesspit is emptied it is full again within a short space of time. Mr Moseley said that he had reported the smell in August 2017 and had not heard back from the Council, other than, it was being dealt with. The Chair said she was surprised to hear this, but confirmed the matter was going to be discussed later on in the agenda under confidential business.

Public participation was then formally closed.

6. Planning Applications.

6.1 Any Planning Applications received subsequent to this Agenda.

None had been received.

6.2 Decisions reported.

- 6.2.1. **18/00098/F** Holmbush, Drove Orchards Thornham Road PE36 6LS - Detached double garage, workshop with wc and a loft room over. *Permitted* (Delegated Decision).
- 6.2.2. **18/00132/LDP** Drove Orchards, Certificate of Lawfulness: Change of use from a tractor shed to a building for apple juice production. *Not Lawful* (Delegated Decision).
- 6.2.3. **17/01496/F** Barnwell Cottages, PE36 6LP - Attic alterations and proposed side extension for ground plus two floors of additional accommodation together with a relocated parking area. *Permitted* (Delegated Decision).
- 6.2.4. **Ref. No: 18/00117/F** Drove Orchards, Change of use of apple juicing to mixed retail and agricultural, extensions and alterations for new retail and storage. *Withdrawn*.

7. Highways Matters.

7.1. Potholes and drainage.

A councillor reported on some terrible pot holes on Peddars Way which were not being repaired properly. Altogether, there were 4 dangerous pot holes. It was also noted there are some by the village green as well. These matters are to be added by the Clerk to the list for Sally Bettison.

7.2 Parking of cars and horseboxes.

A councillor commented that before Easter he had noticed parking on verges and pavements. Opposite Holme House there was a car and trailer and a horsebox partially blocking the road. It was suggested that the PC should send a VIN notice reminding motorists not to park on the pavements and verges. There were discussions regarding ownership of the verge in question and the Clerk was instructed to add it to the list of matters to discuss with Sally Bettison at NCC Highways.

8. Consultations.

- 8.1. **BCKL&WN: Draft Tree & Woodland Strategy (To note - CD 01/04/18)**
The closing date has now passed.
- 8.2. **NCC: Draft Norfolk Access Improvement Plan 2018-2028 (CD 15/06/18)**
This gives the priority to create circular walks and identify gaps. The Clerk is to check arrangements for registering rights of way (By 2025, Clerk to check the date). They need to be registered as they are, as a lot of Permissive paths have “crept in”. It was pointed out that the Clerk has a list of Registered paths on file so the Clerk was requested to get the information out for later in the year.
Comments to the Chair by **2 June 2018.**
- 8.3. **Natural England: England Coast Path :(CD 16/05/18)**
This covers Weybourne to Hunstanton and NE are seeking to adopt the “walked” route rather than the original path. They are suggesting restricted access to parts of the Protected Sites, part all year and part of the breeding season. They are seeking the flexibility to change the route in response to coastal erosion without SoS approval.
Comments to the Chair by **20 April 2018.**
- 8.4. **EIFCA: Common Ground Report: Final Report on consultation of coastal communities on marine protected areas and sustainable fisheries (2018)** Eastern Inshore Fisheries & Conservation Authority
This is a community engagement project. A final report has been made, following a meeting at Wells last week. A report will be made by a Councillor at the next meeting.
- 8.5. **Ministry of Housing, Communities and Local Government: Draft revised National Planning Policy Framework (CD 20/04/18)**
A NALC led consultation response sets out questions. There are proposals to review Local Plans every five years. There are tougher targets for turning around planning applications – 5 week decision window and 14 days consultations for local PCs. We should comment on the proposed reduction in consultation timescales.
Comments to the Chair by **20 April 2018.**
- 8.6. **Committee on Standards in Public Life: Review of Local Government Ethical Standards – (CD 27/04/18)**
This looks at breach of conduct by Councillors including complaints by the public. If we have any doubts we can always contact NALC. There were no specific comments. However, any comments to the Chair by **20 April 2018.**

9. Village matters.

- 9.1 The Car Scheme has been moving out of the office over the last month. A letter has been received from the Car Scheme thanking the PC for the use of the office over several years. It was suggested that in future a donation be made to the Car Scheme as parishioners continue to benefit from this service. The installation of Broadband has been arranged for Monday the 16th April 2018. After this, the laptop for the new Clerk can be set up.
- 9.2 Village Pond
Some work had been carried out and the retaining wall has been demolished. A discussion ensued and it was concluded that the back half of the pond was owned by the land owner, whereas the front half is owned by NCC Highways. This issue is to be added to the list of matters for the Clerk to discuss with Sally Bettison.
- 9.3 VIN: Village Information Network
Tony Foster has already reported under item 5. above.

10. HunStory Project Update.

A Meeting was held on 23 March – attended by 4 PCllrs, NCP, NOA, Golf Club, EA and NCC. There was a presentation by NCP outlining the project. There was a presentation by the Chair outlining the PC’s main concerns about proposals and priorities - based on the pre-circulated note (lack of Community Consultation and misrepresentation of their Appreciation of the Local Environment, Management of Visitor Numbers, Car Parking and Traffic, dealing with Water Pollution and contribution to resilience of the landscape – including property and recreation in the face of the SMP) Good discussion – demonstrating the value of getting the broader stakeholder group together.

Some good points / suggestions came forward:

- a. NOA pointed to a potential problem for the re-meandering proposals – i.e. they appear to clash with the route of the main sewer across the coast
- b. EA suggested that a low tech solution could be investigated to deal with some of the pollution problems
- c. Cllr Jamieson suggested the possibility of diverting the Coast Path to help relieve growing visitor pressure on the sea defences / Dunes.

Concluded with agreement on a way forward on two points:

- d. Organise a meeting of a Working Group to look in more detail at the proposals issues
- e. NCP will convene a meeting for the Local Community

11. Training and professional activities.

11.1. **NALC** : Training Programme March to December 2018.

The Clerk mentioned two courses he would like to attend. One in April on GDPR Awareness costing £25 plus vat, and one in May, a two day course on The Role of the Clerk costing £110 plus vat. It was **RESOLVED** that the Clerk should attend both courses.

11.2. **SLCC Membership**

It was proposed that the Clerk would benefit from membership of the Society of Local Council Clerks. The former Locum Responsible Financial Officer explained that with the benefit of hindsight, she wished she had taken this up when she started working as Clerk, as at times she felt very alone and she would have benefitted from the mentoring and support available from SLCC. It was **RESOLVED** that the PC would pay the cost of £125 of SLCC membership for the Clerk.

12. Finances

12.1. **Monthly Report from the RFO**

This had been pre-circulated by the RFO. It was pointed out that the Vat claim for January to March 2018 was £10 less than the £163.65 mentioned in the report due to a deferral of a payment to April 2018.

12.2. **Draft Updated Asset Register**

The Bus Shelter on Main Road has been included at 50% of the purchase price in recognition of the matched funding received. The same applies to the Speed Awareness sign.

12.3. **Neighbourhood Plan Funding**

£2,282.53 remains unspent from the second grant. This will have to be refunded to Groundwork UK. A final grant application can be made in the financial year 2018/19 with approximately £2,300 left available from the total of £9,000. We will need to do an expression of interest for this.

12.4 **Payments**

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

PAYEE	REASON	AMOUNT	CHEQUE NO.
BT	Emergency Telephone (01.03.18 - 31.05.18)	£ 45.46p	SO (28.03.18)
Norfolk Association of Local Councils	End of Year Accounts Training x 2 (12th March 2018)	£ 60.00p	101481
Holme Village Hall	Shingle for Car Park purchased from Semba Trading	£208.00p	101482
Christina Jones	February 2018: RFO/Minute Recording (28 hrs) Expenses NDP admin support (2.5 hrs)	£280.00p £ 22.30p £ 23.10p ----- £325.40p	101483
Groundwork UK	Refund of unspent funds from Grant NPG-03300 for Neighbourhood Planning.	£2282.53p	101484
Christina Jones	Refund for Reference Book : Local Council Administration by Charles Arnold-Baker (purchased through Amazon)	£ 98.00p	101485
Norfolk Rivers IDB	Agricultural Drainage Charges (2 yrs)	£1.72p	101486
Richard High	Review of Draft NDP Policies	£840.00p	101487

13. Correspondence (not otherwise on the Agenda)

A Councillor explained he had been passed a copy of some plans for development of a parishioner's property for the PC to peruse and provide feedback, prior to submission of a formal planning application. There was a brief discussion as to whether this is part of the PC's remit with no conclusion being reached. The plans were passed to the Chair.

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

The Annual Meeting of the PC will take place on 22 May 2018 at 7 pm.

15. Date of Parish Meeting

The Annual Parish Meeting will take place on 22 May 2018 at 6 pm. It was agreed that a VIN notice be sent out to remind parishioners.

16. A RESOLUTION was passed unanimously to exclude the Press and Public for the remaining Agenda items under the Public Bodies and Administration of Meetings Act 1960 due to the nature of the business being discussed.

The meeting closed at 8.20 pm.

