

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of the Meeting of the Parish Council held online Tuesday 14th April 2020 at 7pm

Present: Councillors Lynn Devereux (Chair), Stefan Seare, Martin Crown, Ermine Amies, Robert Burton

In Attendance: Dave Watkins (Parish Clerk), Councillor Bob Lawton (KLWNBC - Brancaster Ward), Councillor Andrew Jamieson (Norfolk County Council) and 3 members of the public

1. Apologies for Absence and approval of reasons

Councillors Kevin Felgate (business commitments) and Wendy Norman (family commitments)

2. Declarations of Interest

None

3. Procedure for discussion and speaking at the virtual meeting

Councillor Devereux explained how and why the Parish Council was holding a virtual meeting using the Zoom platform. Protocol for indicating someone wishes to speak was explained.

4. Minutes of the Council Meeting held on Tuesday 10 March 2020

4.1. Approval

These had been pre-circulated with no comments arising. It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 10 March 2020 be confirmed as a true record and be signed by the Chair.

4.2. Matters arising from the minutes (non-agenda items)

(3.2) Dark Skies Festival – Clerk had received no further replies to offers from the Parish Council to host events and not sure whether Festival will proceed

(3.2) Defibrillator – Clerk had contacted East of England Co-Op regarding the donation of a unit but was informed that Every Minute Counts initiative was no longer in operation.

Clerk to investigate alternatives and costs.

(4.3) Endure Project – Stakeholder Workshop that was due to be held on 31 March in Well-next-the-Sea was cancelled due to the coronavirus outbreak and restrictions on public gatherings.

(4.4) Footpaths Project – Clerk had circulated Information Pack and related documentation of NCC's project to Councillors.

(5) Annual Parish Meeting – to be discussed under item 13

(6) Under-used litter bin adjacent to car park in Beach Road – Clerk reported that due to restrictions on movement he had not had the opportunity to do a site visit and take photographs which would be used to report to KLWNBC.

(8.2) Adoption of drain by IDB in Marsh Lane – Clerk had contacted the local IDB but had not yet received a reply and will chase

Signed Chair *LS Devereux.*

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(8.3) Damage to Village Green - [Parish Partnerships Scheme](#) - letters for invitation to bid for 2020/21 will be sent to Parish Clerks in June 2019.

5. Coronavirus pandemic

5.1. PC Responsibilities and authority

Councillor Devereux explained the role of the Parish Council during this pandemic regarding provision of information and the limits of its authority. Has been acting as a referral point for requests for help, information and advice. The Chair and the Clerk have consulted relevant legislation to ensure that the Parish Council, residents and visitors adhere to the law. Norfolk Association of Local Councils (NALC) have been supportive through their interpretation of legal documents as it applies to parish councils.

5.2. Maintenance of critical functions and services

Legislation allows the Parish Council to hold virtual meetings so that the normal decision-making process can continue. There will be an investigation into delegation of powers if councillors and / or the Clerk should fall ill and not be able to perform their duties. Open spaces managed by the Parish Council continue to be maintained and open to the public. The Village Hall is being regularly checked for security but is not in use for public meetings.

5.3. Liaison with authorities - police and public health

Reports had been received of alleged breaches of the Coronavirus Act 2020 as it related to travel to Holme by visitors, Second Homeowners and those in rental properties, and inconsiderate behaviour involving removal of barriers to car parks and Broadwater Road / NWT Firs access. A request to the Police for increased patrols had been met with a positive response and subsequent breaches of the regulations by visitors had seen significant falls. The Police wished to thank residents for working with them to ensure everyone stayed safe. There is liaison with the Police, NHS, Borough and County Council to ensure that parishioners are kept informed on all matters and response of the coronavirus outbreak.

5.4. Support for parishioners

VINAID is supporting parishioners in need of help with shopping, collecting of prescriptions etc. The Parish Clerk can be contacted by anyone requiring help and referral to relevant councillor / agencies / organisations that can respond.

6. Reports

6.1. County Councillor and District Councillor Reports

Councillor Lawton has been forwarding information from the Borough Council via email.

Councillor Jamieson welcomed the holding of this meeting and the contributions of VINAID. He reported that he is in constant contact with the Chief Constable of Norfolk whose officers have been active in the area to ensure compliance with coronavirus legislation. Previous

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comments regarding Second Homeowners and those commuting will be reported back but he commended those who had decided not to travel to the area.

Councillor Amies had observed Coastguards assisting Police and had personal experience of how the Police had responded to an online report. She wanted to express her thanks to all the public services working together.

Councillor Jamieson commended Stuart Dark (Emergency Planning) at KLWNBC in overseeing distribution of help, support and money.

Latest statistics for coronavirus in Norfolk were 600 confirmed cases and 111 deaths. There is concern about stocks of PPE, but NCC has secured 1m face masks, gloves and aprons. Also received some from central government of which 70% was delivered to care homes which are of concern. Testing is proceeding slowly but again priority is for care homes. NCC is planning for recovery after lockdown.

Spare bed capacity in Norfolk is 40% which was achieved by working in partnership with a range of health providers.

Vulnerable children – Special Schools are due to open w/c 20 April.

Councillor Devereux raised a concern about the virus spreading to rural areas given the urban focus on support infrastructure and thought that once clear it would be helpful to understand which services would be affected by the recovery plan. Councillor Jamieson reiterated that key objective was to prevent the NHS from being overwhelmed.

6.2. Neighbourhood Plan update

Councillor Devereux reported that the Plan has been completed and that the Parish Council had been waiting for the announcement of a date for the referendum prior to the outbreak of coronavirus. Legislation has now delayed all referenda to 6 May 2021. However, MHCLG have updated the Planning Guidance which now indicates that significant weight can be attached to any NDP that is awaiting referendum.

7. Public Participation

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

- VINAID – reported that there are 165 subscribers to the Village information Network (VIN) including 11 new subscribers since 23 March 2020. There have been 70 messages sent in last few weeks. VIN recently celebrated its 4th anniversary and had sent a total of 675 messages during that time. VINAID has 30 volunteers.
- A Second Homeowner resident in London appreciated the opportunity to join the meeting via Zoom and appreciated the work undertaken by VINAID and the Parish Council.

Signed Chair

LS Devereux

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8. Planning Matters

8.1 Applications received subsequent to publication of Agenda

None

8.2 Other Applications for information

None

8.3 Decisions Reported:

8.3.1. - **20/00019/F** - Sandy Ridge, Broadwater Road, Holme next The Sea, PE36 6LQ - Introduction of two new windows. *Application Permitted - Delegated Decision*

8.3.2. - **20/00088/F** - Visitor Centre, The Firs, Broadwater Road, PE36 6LQ - Variation of condition 2 of planning permission 19/00723/F to increase the size of the outbuilding. *Application Permitted - Delegated Decision*

8.3.3. - **19/01607/LDE** - Land South of Inglenook 32 Main Road Holme next The Sea Norfolk PE36 6LA - Lawful Development Certificate: Existing use of the land as a caravan and camping site and continued use for such purposes. *Not Lawful - Delegated Decision*
Councillor Devereux noted the importance of residents' comments in informing the decision and thanked those who had provided input.

8.4 Appeals and Enforcement:

8.4.1. - Enforcement Appeal Public Hearing: Land S of 38 to 42 Main Road, Holme-next-the-Sea (The Poplars) –Alleged Unauthorised Use. BC Reference - 18/00319/UNAUTU; Planning Inspectorate Reference APP/V2635/C/18/3216570 (Postponed)

9. Village matters

None

10. Monthly Report from RFO

10.1 Report including Revised banking arrangements

Parish Clerk now has access to online banking but still awaiting two signatories to receive their instructions to authorise payments. Cheque payment system is not a robust method during the coronavirus pandemic but flexible options being considered until online banking fully operational.

10.2 Annual Accounts - Fourth Quarter Summary

Parish Clerk reported headlines for 2019 / 2020:

➤ Income

- Anticipated income less than expected due to overrunning sewage works and tenant not being able to move in until 1/1/20
- NDP – no new funding this year

- Village Hall Electricity Meter – not able to empty at end of Quarter due to coronavirus regulations
- **Expenditure (underspends)**
 - Dog Waste Collection – Invoice received for £831.17 but DD not yet taken
 - Street Lighting – only two invoices received
 - Caravan site – no repairs required
 - Garden Maintenance – less than expected
 - Insurance – cheaper policies secured
 - Section 137 / Donations – need to be correctly categorised for 2020/2021
 - Elections – no elections this financial year
- **Expenditure (overspends)**
 - Subscriptions – renewal of CPRE after several years
 - 27 Beach Road – sewage works more complicated and expensive than anticipated
 - Clerk and RFO Salaries – two posts now combined
 - Office / Admin Expenses – purchase of new PC for new Clerk
 - Capital Expenditure – no budget set. Purchase of new SAM2 -£3780

MINUTES CONTINUED ON NEXT SHEET

Signed Chair *LS Devereux.*

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10.3 Payments for authorisation

PAYEE	REASON	AMOUNT	CHEQUE NO.
BT Group PLC	VH Office February 2020 Broadband and Telephone	£47.16	Direct Debit
Anglian Water	Water Charges – 27 Beach Road	£51.70	Bank Transfer
Kings Lynn and West Norfolk BC	Council Tax – Village Hall	£0.00	For information
Holme-next-the-Sea PCC	Parish Council contribution towards churchyard maintenance	£1100.00	Bank Transfer
BT Group PLC	Emergency telephone	£45.46	Direct Debit
NALC	AGAR training – Parish Clerk	£54.00	Bank Transfer
NALC	AGAR training – NDP Coordinator	£54.00	Bank Transfer
British Gas	Village Hall electricity	218.78	Direct Debit
Lawnright Garden Maintenance	Grass Cutting	£101.50	Bank Transfer details requested
NALC	Annual subscription	102.84	Bank Transfer
D. Watkins	Clerk's salary	£493.05	Bank Transfer
HM Revenues & Customs via James Johnson	PAYE on Clerk's salary – March 2020	£123.20	Investigating payment via Bank Transfer
BT Group PLC	VH Office February 2020 Broadband and Telephone	£37.90	Direct Debit
E-on	Street Lighting	£89.92	Direct Debit
L. Devereux	Subscription to Zoom	£143.88	Bank Transfer
	Renewal of Norton Protection software	£59.99	
	Total	£203.87	

11. Correspondence

None

12. Date of next meeting of the Parish Council: Annual Meeting of the Parish Council 7pm
Tuesday 12 May 2020 (arrangements to be confirmed)

13. Date of Annual Parish Meeting 6pm Tuesday 12 May 2020 (arrangements to be confirmed)

Given the circumstances presented by the coronavirus pandemic and the legislation providing an option not to hold a meeting it was decided to postpone this year's meeting. Clerk to send out a notice via the VIN.

Meeting closed at 8.20pm

Signed Chair *LS Devereux.*

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