

**HOLME-NEXT-THE-SEA PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 12<sup>th</sup>  
April 2022 at 7pm**

**Present:** Lynn Devereux (Chair), Robert Burton, Ermine Amies, Wendy Norman, Michelle Cole and Stefan Seare

**In Attendance:** Bob Lawton (Borough Councillor), Dave Watkins (Parish Clerk) and 3 members of the public

1. **Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence  
Councillor Martin Crown – illness
2. **Declarations of Interest:** To declare any personal or prejudicial interests  
None
3. **Minutes of the Parish Council Meeting held on Tuesday 8 March 2022**
  - 3.1. Approval  
These had been pre-circulated.  
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 8 March 2022 be confirmed as a true record and be signed by the Chair.
  - 3.2. Matters arising from the minutes (non-agenda items)
    - (5) Councillors Amies has contacted the Police requesting that speed checks be undertaken
    - (3.2) Toilet lighting in Beach Road – Councillor Amies to pursue
    - (3.2) Marsh Lane sewage spills – letter received from CEO of Anglian Water providing information and an offer to meet with their Maintenance Manager which will be taken up
    - (4.2) Councillor Devereux has circulated details of the categorisation of village properties
    - (4.2) Disabled access on coastal footpath – Councillor Devereux will be raising this at a meeting with Norfolk Coast Partnership on Wednesday 13 April
    - (8.2) Platinum Jubilee Celebrations – patio has been completed by Councillors Burton and Seare for which they received thanks from the Parish Council. Picnic table delivered 12 April.
4. **Reports:** To receive the following:
  - 4.1. County Councillor and District Councillor reports  
Councillor Lawton reported on continuing problems within the Borough Council's Planning Department following departures of staff. Councillor Devereux commented on a recent case where the Department were unable to locate historical records required to enable the Parish Council to comment in full on a Planning Application received (Item 6.4.2. on this meeting's Agenda).  
**Councillor Lawton to make enquiries**

Signed Chair

*LS Devereux*

Date 10/5/22

**4.2.** The Wash and North Norfolk Marine Partnership (WNNMP) Stakeholder Group meeting – 17 March 2022 (Councillor Crown and Councillor Devereux)

A new one-day-a week Administrative post has been created to provide additional support.

The Dogs Project and Marine Debris Project have recently been concluded with reports to be issued soon. Noted that Norfolk Coast Partnership (NCP) have been offering free dog leads to those who exercise their dogs without one.

The Environment Agency (EA) representative reported that there was going to be a review of the Shoreline Management Plan (SMP). Unclear whether the review will involve consultation but Councillor Lawton agreed to investigate whether the Borough Council will be consultees.

Although the Norfolk Ornithologists Association (NOA) were unable to attend they had sent a letter expressing their concern about erosion of the dunes in Holme, which has been passed to the EA for their attention.

A presentation by Footprint Ecology was given on their *Limits to Acceptable Growth* study. The focus is on conservation impacts (between Weybourne and Gibraltar Point) related to growth in housing, tourism and access. Noted that it doesn't consider impacts on communities. Aim is to develop indicators of "pressure" linked to carrying capacity. Intention is that these indicators can be developed for zones as basis for suggesting interventions. Methodology will be based on vehicle counts March to May at car parks.

**5. Public participation: Resolution** *To adjourn the meeting for up to 15 minutes for Public Participation*

Parish Council thanked a member of the public who was present for his work in removing and securing a tree which had recently fallen onto Beach Road and presented an obstruction.

**6. Planning matters**

**6.1.** Applications received subsequent to this agenda

None

**6.2.** Applications for comment

None

**6.3.** Other Applications for information

None

**6.4.** Comments made on applications

6.4.1. - **20/02070/F** - Construction of a two storey dwelling following demolition of existing dwelling at The Tower, Broadwater Road, PE36 6LQ

Parish Council maintained their objection to this revised Application as did Norfolk Wildlife Trust (NWT) and NOA. Councillor Devereux reported that she had been invited to attend a meeting with NWT and NOA to discuss planning matters.

6.4.2. - **22/00321/F** - The proposed alterations are designed to reorder a 5-bedroom second home and holiday let (with existing planning permission for further infill new dwelling development) into a single principal residence for the owners. Westgate Cottage, 37 Westgate, PE36 6LF

Parish Council objected to this on grounds of size noting that it was not possible to determine if there

was an outstanding permission had for development due to historical plans not being available from the Borough Council (see 4.1)

6.4.3. - **22/00119/F** - Construction of first floor rear extension over existing single storey ground floor extension at 10 Westgate, PE36 6LF

Parish Council did not raise any objections to original Application but did comment on materials intended to be used. A request for the Conservation Officer to comment was made and agreed. New information had come to light since the Parish Council submitted its earlier comments on the original application confirming the size of the proposed development is contrary to NDP Policy HNTS17 and the use of materials is regarded by the Conservation Officer as “alien” to the area - blackened cladding and, in particular, the use of coreten steel. Therefore, the Parish Council has objected to this re-consulted Application.

#### 6.5. Decisions reported

6.5.1. - **20/00737/F** - Builders Yard, Thornham Road - New dwelling following change of use of builders yard. Application Permitted. *Committee Decision*

6.5.2. - **22/00014/TPO** - Peddars End, 20 Kirkgate, PE36 6LH - 2/TPO/00511: T1- Poplar - To reduce crown by up to 10m. T2 - Conifer - To reduce height down by 6m. T3 - Beech - To reduce and reshape to original form. T4 Beech Trees x 2 - To thin crowns by up to 15%. TPO Work Approved. *Delegated Decision*

6.5.3. - 21/02152/F – Imola, 1 Main Road, PE36 6LA - Conversion of bungalow to chalet bungalow. Application Withdrawn

#### 6.6. Appeals and Enforcement

6.6.1. Three cases currently being investigated by Enforcement at the request of the Parish Council – Beach Road campsites, activity observed east of Peddars Way and a large advertisement for holiday accommodation which has appeared on a property in Main Road.

### 7. Report from Park Piece Working Party

Two meetings have taken place where the Terms of Reference have been reviewed and amended plus a protocol adopted on how the group should operate. The current management plan for how things work now is in draft. Intention is to consult with parishioners, via a survey, on their current use of Park Piece and what they would like to see in the future.

### 8. Village Matters

None

### 9. Monthly Report from RFO

#### 9.1. Report

A timetable for this year’s Annual Governance and Accountability Return (AGAR) has been announced. Deadline for submitting AGAR forms is 1 July. Responsible Finance Officer (RFO) has contacted the Internal Auditor and documents for inspection are being handed over sometime between 21-25 April. Intention is to have internal audit completed and ready for approval by the Parish Council and signing by the Chair at the May meeting if possible.

Monthly internal financial check for February conducted by Councillor Crown 14 March 2022. Some unsigned invoices due to RFO having Covid and being unable to attend March meeting, subsequently rectified.

### 9.2. 4<sup>th</sup> Quarter / End of Year Accounts and Budget Monitoring

Copies of the 4<sup>th</sup> Quarter / End of Year Accounts had been pre-circulated to the Parish Council

	4 <sup>th</sup> Quarter Total	End of Year Totals
Income	£16,279.79	£42,907.19
Expenditure	£6,981.51	£31,281.85
Balance	+£ 9,298.28	+£11,625.34

- Balance at beginning of the year - £95,710.39
- Balance carried forward to 2022/ 2023 - £107,335.73
- Bank balances
  - Community Account (Current) - £38,768.23
  - Business Premium Account (Savings) - £68,565.50
  - Cash in Hand (VH electric meter) - £2.00
- Summary
  - Most budget codes were on target and the Parish Council's Accounts are in good health.
  - Covid had an obvious effect on some budget lines – primarily this was loss of income from the electricity meters at the Village Hall coupled with a sharp increase in the cost of electricity (standing charge as well as consumption)
  - Some areas of expenditure saw little or no spend
  - NDP Referendum costs predominantly covered by the Borough Council
  - No expenditure on 27 Beach Road, legal or traffic fees

Councillor Devereux asked if balances could be invested to ensure a higher return.

**Parish Clerk to investigate options**

### 9.3. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
<b>BT plc</b>	Emergency telephone	£45.46	Direct Debit Paid 28/3/22
<b>Semba Trading Co. Ltd</b>	Gravel for Riverside Caravan park	£265.00	Bank Transfer Paid 21/3/22
<b>Semba Trading Co. Ltd</b>	Paving slabs and sand for Village Hall	£518.00	Bank Transfer Paid 24/3/22
<b>British Gas</b>	Village Hall electricity	£98.00	Direct Debit
<b>Realise Futures CIC</b>	Picnic table	£1518.43	Bank Transfer Paid 29/3/22
<b>Lawnright</b>	Grass cutting	£200.00	Bank Transfer

Signed Chair

*LS Devereux*

Date 10/5/22

<b>BT Plc</b>	Telephone/broadband - March	£49.86	Direct Debit
<b>Payroll</b>	Staff salary	£574.40	Bank Transfer
<b>HMRC</b>	PAYE on Clerk's salary	£143.80	Bank Transfer
<b>Norfolk County Council</b>	Parish Partnership Scheme contribution	£1000	Bank Transfer
<b>Npower</b>	Street lighting	£147.43	Direct Debit
<b>L. Devereux</b>	Annual Zoom subscription	£143.88	Direct Debit

## 10. Correspondence

### 10.1. Any correspondence not otherwise on the Agenda

- **RTPI Awards for Planning Excellence 2022** – Parish Council has submitted its Neighbourhood Development Plan
- **Parish Partnership Fund** – outcome of the Parish Council's bid for the purchase of a new SAM2 unit has been delayed by the County Council who have yet to convene a Panel meeting
- **Draft Local Plan for West Norfolk** - submitted by the Borough Council to the Planning Inspectorate for review.
- **Great British Beach Clean (Marine Conservation Society)** – a parishioner has asked if the Parish Council would consider sponsoring an event in September as part of this organisation's annual programme. Councillor Cole has contact with a group that regularly cleans Old Hunstanton beach.  
**Clerk to obtain more details from the Marine Conservation Society**  
**Councillor Cole to provide details of Old Hunstanton's cleaning programme**
- **Planning application 22/00321/F - Westgate Cottage, 37 Westgate** – owner in Holme from Thursday to respond to any questions that parish councillors may have
- **NCP meeting with Natural England (NE)** – Councillor Devereux has been asked if she could attend a meeting to be organised by NCP to meet the new Natural England team to discuss planning issues in the AONB exemplified through a visit to Holme

## 11. Date of next meeting of the Parish Council Tuesday 10 May 2022

Signed Chair

*L S Devereux*

Date 10/5/22