

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 9th April
2024 at 7pm**

Present: Lynn Devereux (Chair), Martin Crown, Wendy Norman, Stefan Seare, Ermine Amies, Robert Burton and John Hulme

In Attendance: 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
None

2. Declarations of Interest: To declare any personal or prejudicial interests
None

3. Minutes of the Parish Council Meeting held on Tuesday 12 March 2024

3.1. Approval

These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 12 March 2024 be confirmed as a true record and be signed by the Chair.

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

(3.2) 24/00022/TREECA – Councillor Devereux still awaiting a reply from the Borough Council's Arboricultural Officer

(4.1) Minimal Precept – Clerk confirmed that this is being pursued with the Borough's Revenues Department

(4.2) Contractors for Village Hall – Councillor Norman thanked other councillors for their suggestions

(4.3) Parish Council Chairs meeting – Councillor Devereux confirmed that she was still awaiting written replies to the 4 questions submitted prior to the meeting.

(6.5.2.) **23/02161/F** - Tanholt

Councillor Devereux to write to Case Officer

(6.6.1) Poplars – Clerk confirmed that he had contacted County Councillor Andrew Jamieson and was awaiting a reply

(10.1) North Norfolk Advisory Group (NNAG) – Councillor Amies confirmed that future meetings would be the second Tuesday of every quarter. **Contact still had to be made with the NWT about what the timeline is for a decision on King Charles Footpath repairs.**

(10.1) Brownsea – Councillor Devereux reported that she had been in communication with the Holme History Group to source more evidence about Shirley Harrison's connection with the property

(10.1) Hunstanton Bathing Water Quality – Councillor Devereux is liaising with the Environment Agency on monitoring sites

Signed Chair

LS Devereux

Date 7/5/24

4. Minutes of the Confidential Parish Council Meeting held on Tuesday 12 March 2024

4.1. Approval

These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 12 March 2024 be confirmed as a true record and be signed by the Chair.

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

(3.1) Extract of Minutes relating to Holleys be sent to the Chair (Steve Smith)

Clerk to send extract to Steve Smith

(3.1) Grant availability for land owned by Parish Council

Clerk to investigate

(4.1) Specification for preferred path surface

Clerk to prepare

5. Reports: to receive the following

5.1. County Councillor and District Councillor reports

None

5.2. Saxon Shore Parish Forum – 21 March (Councillors Devereux, Norman and Crown)

Councillor Norman noted the low attendance at this meeting. Much discussion was centred on the common issues of construction traffic and how Construction Management Plans could be introduced as a condition of approval for Planning Applications. Holme's NDP does include a Pollution Policy (HNTS 23) which contains a construction management plan requirement and might also be applied. Issues at the Squirrels site was reported as an example of how these impact on a local level.

Clerk to contact Case Officer for Squirrels for a status report

5.3. Flood meeting – 25 March (Councillor Crown)

Notes from the meeting had been pre-circulated by Councillor Crown. It was reported that Anglian Water (AW) are not statutory consultees for any Planning Applications and they are legally not allowed to turn down an Application for connection to a sewer or to re-engineer the system to cope with surface water. Re-lining of pipes has increased to prevent further leakages.

Environment Agency (EA) reported that the River Hun sluice is fully open but questions were asked about why the level of the river was so high and if the sluice is still fit for purpose. Surface water is not able to drain away due to the poor state of ditches in some parts of the village.

Confirmed that Internal Drainage Board (IDB) are due to visit this summer to clear ditches they are responsible for between Holme and Thornham Harbour. Councillor Crown suggested that while they were here and have the necessary equipment, they could perhaps check some of the drains that the Parish Council were responsible for and provide quotes for clearing them. Councillor Devereux suggested this could form the basis for a CIL bid.

Clerk to contact AW regarding overflowing inspection cover in Beach Road and sewage spill to the rear of the White Horse

Clerk to contact the EA regarding the operation / functioning of the sluice at the mouth of the River Hun

Clerk to contact (IDB) to inspect Parish Council owned ditches in Holme with a view to considering a bid submission to the Borough Council via the Community Infrastructure Levy Fund to carry out improvement works with a view to subsequent adoption by IDB if possible.

5.4. Local Plan Hearing – 26 – 28 March (Councillor Devereux)

Notes from the meeting had been pre-circulated by Councillor Devereux.

Hearing Week 3 – 26-28 March - key areas covered were:

- WWGA and WWHAR – viability of strategy (interdependence)
- Transport modelling – impacts of growth assumptions across Borough
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- Spatial distribution of housing – quantum of windfall and the related question of
- Development outside boundaries in rural areas and Designated Neighbourhood Areas (DNAs)

Hearing Week 4 – 16-20 April – area to be considered:

- New Policy LP02 issued for consultation
- Comprehensively re-written: New combined approach to windfall, boundary issues – recognising importance of NDPs and local choice

5.5. Meeting with Thornham Parish Council – 28 March (Councillor Crown)

Notes taken by the Clerk at Thornham had been pre-circulated along with informal notes from attending HNTSPC representatives . Councillor Devereux questioned whether Thornham’s understanding of the statement made with regard to development outside boundaries was correct. Questions were also raised about comments made about a permissive path between Thornham and Holme plus access to Holmbush.

Councillor Hulme to gather information for Clerk for sending to Clerk at Thornham for amending notes from the meeting

5.6. Village Hall Committee (Councillor Norman)

None

6. Public participation: Resolution – to adjourn the meeting up to 15 minutes for Public Participation

None

7. Planning matters

7.1. Applications received subsequent to this agenda

None

7.2. Applications for comment

None

7.3. Other Applications for information

None

Signed Chair

LS Devereux

Date 7/5/24

7.4. Comments made on Applications

The following Applications were reviewed and agreed by circulation and details of the Parish Council's decision can be found at <https://online.west-norfolk.gov.uk/online-applications/>

7.4.1. – **24/00264/F** - The addition of five holiday lodges to the existing glamping provision plus associated car parking at Wild Luxury - The Wild Glamping Company, Drove Orchards, Thornham Road. Expiry date – 3 April 2024 - Holding objection sent by Parish Council
Clerk to invite Applicant to an open meeting prior to June's Parish Council meeting to talk about a 10-year plan for Drove Orchards

7.4.2. – **24/00454/LB** – Application for listed building consent for alterations to fire proof three existing interior doors at Peartree Cottage, 49 Kirkgate, PE36 6LH – Parish Council supported

7.5. Decisions Reported

7.5.1. – **23/01926/F** – Beach House, 3 Beach Road, PE36 6LG. Formation of new vehicular access. Application Permitted, 13 March 2024. *Delegated Decision*

7.5.2. – **23/01990/FM** – The White Horse, 40 Kirkgate PE36 6LH. Reposition the existing vehicular access into the site. Landscaping and tree works to extend the existing car park. Insert pedestrian gate in a roadside boundary wall. Change the colour wash of the pub walls from blue to white. Application Permitted, 28 March 2024. *Delegated Decision*

7.5.3. – **23/01991/LB** – The White Horse, 40 Kirkgate PE36 6LH. Listed Building Application: Reposition the existing vehicular access into the site. Landscaping and tree works to extend the existing car park. Insert pedestrian gate in a roadside boundary wall. Change the colour wash of the pub walls from blue to white. Application Permitted 4 April 2024. *Delegated Decision*

7.6. Appeals and Enforcement

7.6.1. – **23/00422/F / APP/V2635/W/23/3333351** – Waxwings, Thornham Road. Proposed dwelling on subdivided plot of an existing dwelling. Expiry date for comments: 26 April 2024. Clerk reported that he had asked the Borough Council to correct a mistake whereby the site had not been correctly recorded on a Planning Inspectorate form as being in the AONB.

Parish Council to submit comments

8. Village Matters

8.1. White Horse licence variation

The applicant (ACI) has retracted the change of licensable activities applied for on their initial variation form and the current application is for a change of licensable area only.

AGREED – that Parish Council would object to variation, pending clarification of conditions with regard to outdoor music and mitigation conditions for indoor events

Clerk to contact ACI to clarify licensing conditions and intentions with regard to live / recorded music outside and also what mitigation there will be for live music within the pub.

9. Monthly Report from Responsible Financial Officer (RFO)

9.1. Report

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 expected to be handed over w/e 20 April. Intention is to have internal audit completed and documentation ready for approval by the Parish Council and signing by the Chair at the June Parish Council meeting.

9.2. 4th Quarter / End of Year Accounts and Budget Monitoring

4th Quarter and End of Year Accounts circulated to Parish Council prior to meeting.

| | 4 th Quarter Total | End of Year Totals |
|-------------|-------------------------------|--------------------|
| Income | £8,961.74 | £39,975.29* |
| Expenditure | £5777.60 | £23,009.75 |
| Balance | +£3,184.14 | +£16,965.54 |

*includes £2029.74 (VAT Refund), £2022.20 (CIL payment) and £71.60 (various refunds)

- Balance at beginning of the year - £121,850.88
- Balance carried forward to 2024/ 2025 - £138,816.42
- Bank balances@ 31/3/24
 - Community Account (Current) - £38,489.68
 - Business Premium Account (Savings) - £100,324.74
 - 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.
 - New subscription for Planning Resource covered for 2024/25
 - Increases in BT costs including retrospective claim for Emergency Telephone
 - Some areas of expenditure saw little or no spend

9.3. Payments for authorisation

| PAYEE | REASON | AMOUNT | PAYMENT METHOD |
|---------------------------|--------------------------------|----------|----------------|
| BT plc | Emergency telephone | £139.60 | Direct Debit |
| British Gas plc | Village Hall electricity | £151.75 | Direct Debit |
| KLWNBC | Annual dog waste bins charge | £913.54 | Direct Debit |
| Payroll | Staff salaries | £629.75 | Bank Transfer |
| HMRC | PAYE on staff salaries | £161.65 | Bank Transfer |
| Norfolk Rivers IDB | Rates | £2.16 | Bank Transfer |
| NALC | Annual subscription | £124.13 | Bank Transfer |
| BT plc | Telephone and broadband-March | £90.72 | Direct Debit |
| Mr D.T. Watkins | Photocopy paper | £4.49 | Bank Transfer |
| Npower | Streetlighting – January-March | £213.27 | Direct Debit |
| NWT | Commons Rights/shooting rights | £5.00 | Bank Transfer |
| Zurich Municipal | Annual insurance premium | £1264.91 | Bank Transfer |

Agreed unanimously

Signed Chair

LS Devereux

Date 7/5/24

10. Correspondence

10.1. Any correspondence not otherwise on the Agenda

- **Kerb opposite Drove Orchard** – Clerk had received a communication from a local resident about the difficulties accessing Drove Orchards via the permissive footpath from Thornham. A raised mound adjacent to the bus stop on the south side of the A149 at the entrance / exit of the path was identified as the problem. Clerk has contacted the landowner who has said he will investigate.
- **Great Chalk Way Information Board** – Councillor Devereux had received a request to site a lectern board on the Orchard Land. Parish Council have plans to install their own information board and cycle racks and Councillors expressed concern about the number of boards appearing around the parish so felt any additional structures would cause overcrowding of this green space.

Councillor Devereux to contact NWT to suggest that the adjacent toilet block would be a preferable location for siting the board.

11. Date of next meetings:

Annual Parish meeting - Tuesday 7 May 2024 at 6pm

Annual Meeting of the Parish Council Tuesday 7 May 2023 at 7pm

Signed Chair

LS Devereux

Date 7/5/24