

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

**Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate,  
on Tuesday 13<sup>th</sup> December 2016 at 7 pm**

Present: Councillors Kevin Felgate (Chairman) Gillian Morley  
Lynn Devereux Robert Burton  
Margaret Easton Geoff Needham  
Martin Crown

In Attendance: Christina Jones (outgoing clerk) Maxine Hayes (incoming clerk)

There were 3 members of the public present. Councillor Felgate welcomed everyone and thanked them for their attendance.

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

There were no apologies for absence.

**2. Declarations of Interest.**

There were no declarations of interest.

**3. Confirmation of Minutes of Meeting held 8<sup>th</sup> November 2016.**

It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on 8<sup>th</sup> November 2016 be confirmed as a true record and signed by the Chairman after the following amendment was made: 6.3 should read - Jamie Bridges would be asked to move the bin in the car park to a location where it was not hidden and also to keep the undergrowth clear of the bin.

**4. Matters arising - for information only.** None.

**5. Confirmation of Minutes of meeting held 28<sup>th</sup> November 2016**

It was agreed that due to the number of changes to be made the minutes would be redrafted and presented to the January meeting for approval.

**6. Matters Arising for Information only.**

The timing of the presentation day had been changed to 1 – 7pm to allow people working to be able to attend.

**7. Information Items**

**(a) Borough Council of King's Lynn and West Norfolk (BCKLWN)** – The Clerk brought the Councillors attention to the item on devolution. 44 councillors had voted against the proposals and 14 were in favour. All 3 Ward councillors for this Parish voted against.

**(b) Norfolk Association of Local Councils (NALC)** - This had been circulated to all councillors.

**(c) National Association of Local Councils (NALC)** – The survey had been circulated to all councillors and needed to be completed as individuals. It was **RESOLVED** unanimously that the Clerk purchase 5 further copies of the Good Councillors Guide.

**(d) Insurance Act** - The Clerk brought to the attention of the Council the changes which required any changes to Parish Council owned property to be notified to their insurers.

**8. Public Participation**

It was **RESOLVED** (unanimously) that the meeting be adjourned for 15 minutes for public participation.

**(a) Public Participation.**

There were no issues raised by the public.

**(b) Borough Councillor Report.**

There was no Borough Councillor report.

**9. Planning Applications.**

**(i) 16/01794/F** Amendment to plans for White Cottage, 3 Main Road, Holme-next-the-Sea PE36 6LA.

It was agreed that the Parish Council were unable to make further comments on this application as the plans had been amended to reduce the size of the extension.

**(ii) 16/01918/F** New details for Variation of Condition 1 attached to planning consent **15/00657/F** for the landscaping plan to be amended at Inglenook, 32 Main Road, Holme-next-the-Sea PE36 6LA.

The Parish Council agreed that the revised plans showing changes to the design of the flanking wall demonstrated that the visibility splay required by Highways had not been met and this point would be made as well as maintaining the previous objections.

**(c) Other Planning Matters:**

**(i) 15/02053/F** Issues relating to The Tractor Barn, Main Road, Holme-next-the-Sea. It was agreed that the Parish Council would be unable to make objections under non compliance but the Clerk was asked to contact the highways department for their views on safety issues and reversing on or off the A149 to gain access.

**(ii) 16/01744/F** Application permitted for extension to garage providing open car port, solar PV panels to the south elevation at Driftwood, 31 Main Road, Holme-next-the-Sea PE36 6LA. Concerns had been raised regarding the decision made under the Scheme of Delegation. Councillor Deveraux reported that the Clerk had been asked to investigate the wording and clarify point 1.1.b. The Clerk had contacted National Association (NALC) and also the Norfolk ALC and they had advised clarifying this point with the Borough Council. They had stated in their letter that it mentioned negotiation and resolution but as far as the Parish Council were concerned there had been no negotiation or resolution on this application. The Clerk was asked to email the Borough Council to state that the Parish Council were still unclear on how this decision was made under delegation and to clarify under what circumstances applications were deferred after Parish Council objection to committee.

**10. NALC Website Access** – It was agreed that the Clerk would set up access for all councillors.

**11. NDP – (a) – Presentation Day** – This event had been advertised in The Link and the Clerk had further copies of the notice to go in the December issue. Notices were on the notice boards and the Clerk would have a reminder sent through VIN in early January.

**(b) – Working Party Report** – The working party had met on the 8<sup>th</sup> December and had agreed designs for posters for the boards, comments books, SWOT analysis details. Refreshments would be provided throughout the day and all councillors were asked to attend if possible. The boards would be put up on the day before and removed the day after the event. A mixture of display boards would be used.

Councillor Deveraux reported that most of the work over the past 4 weeks had concentrated on the environmental aspects of the plan. Information was being collected to define the base line and what the environment was actually like in the Parish. Various environmental policies had been assessed and this information would be used to carry out a screening assessment. Various meetings had taken place over the past 4 weeks with the Borough Council policies team, Norfolk Coast Partnership, County Council Environmental Team and this week a meeting had been organised with the Wildlife Trust. All the meetings had provided very useful information. Councillor Easton had been researching the Dark Skies information. Holme-next-the-Sea had been recognised as a leading parish for low light pollution. She had informed the meeting that there were template letters and policies that could be used to be included in the NDP to be considered when reviewing planning applications.

Discussion took place over the River Hun which used to be full of wildlife but had not been cleared for many years and had recently had evidence of human faeces in the river. Councillor Needham said this would be from high tides, heavy rainfall and higher water levels flooding septic tanks.

**(c) – NALC Information Sheet** – This had been circulated to all councillors and all the information was also available on the NALC website.

- 12. Park Piece footpath from Westgate** – It was agreed this footpath was very slippery and dangerous and was a safety issue. The installation of small steps was discussed but it would be agreed that this would restrict disabled access. Councillor Morley was asked to instruct Jamie Bridges to look at installing the plastic grids which allowed grass to grow through (grasscrete) which would resolve this problem. It was also agreed that Councillor Morley would ask him to deal with the moles.
- 13. Highways – (a) New Property addresses 56 Main Road, 2/2A Kirkgate and 27/29 Eastgate.** Discussion took place over the Eastgate address as the track which followed on from Eastgate leading to the Marsh had always been known as Marsh Drove and Blacksmith Drove. The Clerk was asked to write to the Borough Council informing them and stating that the Parish did not want to lose these names.
- (b) Beach Road/Westgate Junction** – The Clerk had written to Sally Bettinson at Highways regarding the issues and she had not agreed to the request for a give way sign but had stated that the road markings would be refreshed in the Spring. Councillor Needham raised the issue of the double yellow lines outside the toilets which had been marked up incorrectly and never corrected. The Clerk was asked to write to Highways raising this issue again.
- (c) Verge Clearance** – The Clerk had raised the issue of the verges encroaching onto the roads and had been informed that they would not undertake any work to the verges other than grasscutting. Councillor Needham informed the meeting that the Parish Council used to pay for the operative to work on a Saturday in the Parish to do this work. It was agreed it would be a good idea to approach the Highways Department to see if this arrangement could be reinstated and the Parish would pay for the operative if they would provide the machinery.
- 14. (a) Village Information Network (VIN)** – Nothing to report.
- (b) – Broadband** - The Clerk had received a response to her query with BT and Norfolk County Council regarding Broadband. BT had only responded with a telephone call giving her the sales department contact number and the County Council had sent a letter stating that most (but not all) of the parish would be upgraded in 2018.
- (c) Road condition following construction work Kirkgate** – The Clerk was asked to write to the owners raising concerns over the condition of the road and asking them to instruct their builders to clear the mud and make good the road.
- (d) – Ownership/rental of the paddock adjacent to the River Hun** – the Parish Council had been approached by Environment Agency to ascertain ownership of the field as they wanted to seek permission to access the field so that they could remove blockages in the River Hun. Councillor Needham would let the Clerk have the contact details of the owner.
- 15. Village Hall – (a) Charity Commission submission** – The Clerk had been chasing Mr Davey regarding gaining access to the Charity Commission website to make the return. He had set her up as the contact for the public but not as the main contact and she was unable to access the details without the password. She had spoken to the Charity Commission who had stated they required a formal minute from a Parish Council meeting to authorise the Clerk to be the main contact and make the return.
- It was PROPOSED SECONDED and UNANIMOUSLY APPROVED that that the Clerk Maxine Hayes be appointed the main contact for the Village Hall.**

**16. Finance**

**(a) Parish Precept 2017/18** – It was PROPOSED SECONDED and UNANIMOUSLY APPROVED that the precept would be set as 0 as in previous years.

**(b) Approval of Payments and Direct Debits:**

HMRC	Clerks November PAYE	£71.20	101321
Mrs C M Jones	Clerks Salary & Expenses November	£358.58	101322
High Associates	NDP Advice	£400.00	101323
Jamie Bridges	Grasscutting October	£300.00	101324
NALC	Good Councillors Guide x 2	£7.40	101325
Get Mapping	Annual Subscription	£33.60	101326
Lynn Deveraux	NDP Expenses Copying	£20.50	101327

**17. Correspondence Circulated**

The following correspondence had been circulated:

CPRE – Booklet, Countryside Voice Magazine, Field Work Magazine, and membership letter.

**18. Date of Next meeting** – Tuesday 10<sup>th</sup> January 2017.

The meeting closed at 8.30pm and Councillor Felgate thanked everyone for their attendance.

Councillor Felgate thanked the outgoing clerk Christina Jones for all her hard work on behalf of the parish during her time as clerk and wished her well for the future.