

# HOLME-NEXT-THE-SEA PARISH COUNCIL

## Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate, on Tuesday 14th February at 7 pm

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

In Attendance: Christina Jones (Temporary Clerk) Murdo Durrant (Incoming Clerk)

There were 8 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.**

It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on 10th January 2017 be confirmed as a true record and signed by the Chairman after the following amendments:

Page 455 - 'It was RESOLVED to accept the quotation of £190. including VAT....' to replace plus VAT.

Page 458 - The date of the next meeting to be changed from 14th February 2017 to 14th March 2017.

**4. Matters arising (information only).**

There were no non-agenda information items arising from the Minutes of the Meeting held on 10th January 2017.

**5. Estelle Hook - Policy and Partnership Officer, Norfolk Coast Partnership (NCP).**

Councillor Felgate welcomed Estelle Hook, the Policy and Partnership Officer with the NCP. She had come to speak to the Parish Council some time ago regarding a potential project for the River Hun but a lot has happened since then and she wanted to provide an update. She is part of the team responsible for looking after the Area of Outstanding Natural Beauty (ANOB) and there has been a project over the last three years for improving the chalk rivers along the coast. This included a plan for future work on the River Hun.

The River Hun has been canalized in some parts and the proposal for the section near the Golf Course is to create meanders and improve the profile. This would change the water flow, although not the depth which cannot be changed, and increase wildlife. The footpath cannot be altered and the proposal is to incorporate plank footbridges into the existing route.

The proposal for the section from Broadwater Road which has been canalized is to alter the banks by building up on alternate sides and change the drainage arrangements slightly so that it remains wetter for a longer period. This system operates on nearby land owned by Lord Melchett and results in a better habitat for the birds.

(Estelle Hook showed all those present the sections under discussion on the relevant Ordnance Survey map.)

A funding bid had been put in previously to the Heritage Lottery Fund (HLF) which had been kept quite low (approximately £400K) but unfortunately the meeting at which it was submitted had applications for funding of three times the level available. Following that bid, there was a meeting with the HLF who were keen to fund more biodiversity projects but need evidence of landowner commitment and community involvement. More discussions with the Le Strange Estate are needed but the Golf Course and the tenant farmer, Nick Pull, are really keen. A formal commitment in writing from the Landowners will ultimately be required. It will also be required to provide evidence of community involvement showing what the community wants, how it is involved with the project and how it will be used after completion. The recent Questionnaire for the Neighbourhood Plan has shown the value placed on the environment and letters of support would be helpful. Suggestions for involvement may include survey work eg taking water samples or walks with experts for the local community as well as visitors.

Councillor Needham said that the River was cut straight in the early 1900's and that there had been a path all along the river years ago and he wondered whether it could be re-instated. Estelle Hook said the Norfolk Wildlife Trust (NWT) purposely exclude the public from the area of the river past Broadwater Road as people were not encouraged on the marsh in order to protect the birds. This immediately raised the contentious issue of the numbers of visitors being encouraged to the Reserve with the car park, toilets and enlarged café facilities.

There was some discussion about the long term future of the whole area resulting from information gained recently from the Environment Agency (EA) about the Shoreline Management Plan (SMP) in relation to the Neighbourhood Development Plan (NDP) when it was acknowledged that in the long term it is quite possible the area will become intertidal salt marsh although there are currently some compensation schemes in place which may provide similar habitat on an alternative site.

Consultation with the Norfolk Rivers Trust (NRT) will be required concerning water quality data before the project could go ahead and there is scope for water quality to be included as part of the funding bid if that is important to the local community. Councillor Needham recalled there being trout in the river years ago. The river had always been kept clean in the past but there is a problem with piling spoil on the river edge as this separates the river from the marsh. The proposed project would not be aiming for a neat cut channel but a natural flow with different growth areas. Estelle Hook then said she was hoping to find a parishioner who was interested in the project to join in meetings with the NRT and NWT to discuss various ideas for community involvement. Robin Jolliffe, a member of the public present at the meeting said he had an amateur wildlife background with the Royal Society for the

Protection of Birds (RSPB) and would be interested. He was thanked by both Estelle Hook and Councillor Felgate. A query was raised concerning changes to a piece of the river by the bridge and Estelle Hook confirmed she had already spoken to Mr. Coker who owns the land.

A further query was raised as to support from the NWT and Estelle Hook confirmed that the Warden at Holme Dunes, Gary Hibbard, had always wanted this work to be done.

Councillor Felgate thanked Estelle Hook for all the information provided.

#### 6. **Public Participation**

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

##### **(a) Public Participation.**

- (i) A parishioner raised the issue of the state of the sides of Beach Road near Brook House where there are large numbers of contractors' vehicles on a daily basis.

Councillor Felgate said he had already spoken to David Smith, the builder, who has given an assurance that the roadsides will be re-instated once the work has been finished. It is possible to stop cars parking on the Green but damage is being caused by vehicles passing the parked vans on the other side. Although it would be good to have the road cleared at the end of each working day, neither this nor a requirement for re-instatement at the contract end, are included are conditions in Planning Consents by BCKLWN. This issue has been raised by the Parish Council on previous occasions without success. The builder at Brook House is currently establishing an area of hard core to enable some of the vehicles to get off the road.

- (ii) A parishioner raised the issue of the additional dog waste bin that had been proposed and agreed for the area by the small car park at the entrance to the NWT reserve.

The Clerk explained that the Parish Council had agreed to buy a bin and pay for installation and emptying. The BCKLWN had supplied utensil requirements and confirmed a lorry would go up Broadwater Road to empty it as bins on the Reserve were already being emptied. However, it was not possible to make further progress until the landowner (NWT) confirmed agreement and no response has yet been received. It was agreed the Clerk should write again and it would be helpful if parishioners wrote concerning the issue as well. There was some discussion of the impact of Hunstanton's summer ban on dogs on the beach and the possibility of inclusion of dog control in the NDP although it was agreed education, not legislation, is the way forward.

- (iii) A parishioner raised the issue of the hardcore improvement to the boardwalk which is creating problems whenever it is wet as it then comes off onto boots etc. It would be much better if the boardwalk could be re-instated in the appropriate parts.

Councillor Needham reported that he had been at a meeting recently when a Natural England representative had stated there was funding to improve the coastal path and that any project would be looked on favourably. Possibly the disabled access proposal raised some time ago should be submitted and well as the problem with the boardwalk that had just been raised. The Parish Council had been surprised not to be consulted regarding changes to the coast path following information provided by Mr. Coker from the Golf Club and it was agreed a Natural England representative should be invited to a future Parish Council meeting. Councillor Needham will advise the Clerk of the person to be contacted.

##### **(b) Borough Councillor Report.**

There was no Borough Councillor report.

#### 7. **Community Infrastructure Levy (CIL) - Guidance for Town and Parish Councils.**

Papers had been circulated. The new CIL becomes effective from 15th February 2017. BCKLWN imposes CIL on any development and funding is used to pay for local amenities. Parish Councils receive 15% capped at £100. per property if there is no NDP in place but receives 25% if there is although it will probably not bring in much income to Holme-next-the-Sea.

#### 8. **Enclosure Books.**

Three original books had been deposited at the Norfolk Records Office (NRO) in Norwich and Councillor Crown handed the Clerk a receipt detailing the books as:

- (1) Book containing various extracts by Thomas Nelson including an Enclosure Map.
- (2) Book containing compilation of original manuscripts relating to the Enclosure 1811-27.
- (3) Book containing Inclosure Award and Map 1827.

It was thought that another deposit had been made some years ago but the NRO had not been able to trace it on the information available. The Clerk was requested to investigate the old records to see if additional information was available.

After viewing the books the NRO have stated the books can be photographed and the resulting digital images sent to the Parish Council for a fee of £84. (including VAT). It was **RESOLVED** (unanimously) that this should be done. Anyone can go to view and / or photograph the books, free of charge, on production of a Letter of Authority from the Parish Council.

#### 9. **Flooding - Peddars Way.**

Councillor Felgate reported that the manhole at the top of Peddars Way near the junction with the A149 had been cleared together with the pipe leading down Peddars Way to the ditch going into Redwell Marsh. Unfortunately oil was found at the bottom of the drain and this pollution needs to be investigated to determine whether it was an isolated incident or relates to a leaking domestic oil tank. Ownership of the land onto which it drains needs to be established as it may be land owned by David Gorton or Redwell Marsh, or possibly 50 / 50. A meeting is being

(NOA) do not want oil on the Marsh and possibly the EA will need to be consulted. The dyke will probably not be cleared until after the summer.

**10. System for responses to Parish Council emails.**

The lack of response from some Councillors to emails raised had been raised by the Clerk who had just resigned and Councillors were encouraged to respond as necessary. It was agreed that the Clerk would indicate those emails that required action or a response.

**11. Introduction of Electronic Accounts and Filing Systems.**

**(a) Equipment - Purchase of Laptop, Projector and Hard Drives.**

Discussion of the suggestion that a laptop and projector be purchased by the Parish Council for use at meetings, in particular to display plans when discussing Planning Applications, but also as a visual aid for other discussions. It was also suggested that two hard drives be purchased to store data, one to be kept by the Clerk and one to be kept at the Village Hall as a back up. It was **RESOLVED** (unanimously) that Councillor Felgate investigate costings and report at the next meeting.

**(b) Electronic Accounts System.**

For the benefit of the public present, the Clerk explained that the Parish Council accounts are currently a combination of manual and electronic with a manual Cash Book which is summarised onto an Excel spreadsheet for Quarterly Monitoring. There is a separate independent Excel spreadsheet for the Budget Monitoring. Discussion of the suggestion that all Accounts should now be electronic either with integrated spreadsheets or alternatively, a commercial package such as Sage. This needs to be organised without delay as the new financial year commences on 1st April. It was **RESOLVED** (unanimously) that the Clerk and Councillor Felgate investigate possibilities, including a discussion with the internal auditor, bringing a proposal to the next meeting.

**12. Clerk's Report.**

This had been circulated and was read by Councillor Felgate.

- (i) An additional road clearance had been organised at the end of 2001 but no further record had been found. Councillor Needham reported that this had been the first clearance but that then arrangements had been with the foreman at the depot, either Gayton or West Winch. After discussion it was **RESOLVED** (unanimously) that the Clerk should contact Sally Bettinson, Highway Engineer with Norfolk County Council (NCC) to further explore the possibility of additional work to be done if paid for by the Parish Council. It was agreed it would not be possible to approach the depot direct.
- (ii) The Clerk was requested to locate the original paperwork when the double yellow lines in Beach Road were marked incorrectly so that the matter could be dealt with appropriately.
- (iii) Flooding in Marsh Lane (currently officially designated a continuation of Eastgate) had been reported to the Environment Agency and the Clerk was requested to seek a response.

**13. Correspondence Received.**

The following correspondence had been circulated for information.

- (i) Information from Stephanie Mochatta (Chairman of Thornham Parish Council) regarding the Permissive Path from Thornham to Drove Orchard and signage that may ultimately be required.
- (ii) BCKLWN confirmation of payphone removal. The Clerk was requested to clarify Parish Council decision on the removal of the Westgate kiosk (listed incorrectly by BCKLWN as Beach Road).
- (iii) A crime information Newsletter had been received from the Hunstanton Ward. Councillor Felgate read out some of the information and the Clerk was requested to send it to Tony Foster for inclusion on the Village Website.

**14. Planning Applications.**

**(a) Planning Applications submitted.**

- (i) **17/00090/F** Proposed garage at Thorn Grove, 7 Peddars Way, Holme-next-the-Sea. Papers had been circulated with a response date of 22nd February. After discussion it was **RESOLVED** (unanimously) that this application be supported as it is using natural materials, maintains the boundary integrity and does not impact on any neighbouring property.
- (ii) **17/00192/F** Proposed first floor extension over existing garage at Lodge Cottage, 21A Peddars Way, Holme-next-the-Sea. No official notification of this application had been received by the Clerk so there was no response date available and the Clerk was asked to investigate the reason. After discussion it was **RESOLVED** (unanimously) that it was not a contentious application and no objections would be raised.
- (iii) The Clerk was asked to clarify the definition of a 'Householder Application' which does not appear in the BCKLWN Scheme of Delegation.

**(b) Other Planning Matters.**

**BCKLWN - Statement of Community Involvement Consultation.**

Papers had been circulated and Councillor Devereux indicated this was effectively a new Code of Practice. The Consultation ends on 20th March 2017 and Councillors should send comments to Councillor Devereux so that a response could be formulated and considered at the March Parish Council meeting.

**(c) Updates.**

The following were notified by the Clerk:

- (i) **15/01883/F** Land to the North east of The Old Smithy 26 Eastgate, Holme-next-the-Sea PE36 6LL. Use of land for the stationing of six mobile homes for holiday use together with associated formation of hardstandings, new boundary treatments and minor engineering works.

Signed.....*Kevin Felgate*..... Chairman Dated.....**14/3/17**.....

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- (ii) **16/00767/F** Land on the West side of Beach Road, Holme-next-the-Sea. Demolition of lean to stable and erection of new timber stable block.  
**Application Permitted** - 6th January 2017 - Delegated Decision.
- (iii) **16/01693/O** Land Adjacent to 48 Beach Road, Holme-next-the-Sea PE36 6LA. Construction of two holiday chalets.  
**Application Withdrawn** - 16th January 2017.
- (iv) **12/02033/NMA-1** Vine Cottage, 49 Main road, Holme-next-the-Sea PE346 6LA. No-material amendment to Planning Permission **12/02033/F** erection of two residential annexes, amended design.  
**Application Refused** - 16th January 2017 - Delegated Decision.

The Clerk also reported an email had been received Martin Hubbard Associates dealing with a potential new dwelling at 11 Kirkgate. (An earlier application for alterations had been withdrawn.) A representative would like to attend the Parish Council meeting at which the application is discussed. When it is submitted the Clerk was instructed to confirm the relevant meeting date and invite the representative to speak in Public Participation.

**15. Neighbourhood Development Plan.**

Councillor Devereux reported as follows:

- (i) Much of the work during the past month had been in relation to the environment for the evidence base and sustainability. There has been a meeting with Lord Peter Melchett. With respect to his own land Lord Melchett said he wished to see this continue as a place of peace and tranquillity for the protection of wildlife and for the quiet enjoyment of the village.
- (ii) There has been a meeting with the EA to discuss the implications of the SMP and the approach to sea defences. It is expected that the dunes will be allowed to roll back naturally and there will be maintenance on Thornham Sea Bank but no capital investment. Consideration needs to be given to the impact on the community and the possibility of alternative sites to replace any lost amenity for the Parish. Suffolk is further advanced with regard to possible future changes and there may be some useful information in related documentation. The EA reviewed the NDP summary paper relating to the SMP and agreed it with only one small alteration.
- (iii) Information was now being obtained on the local heritage and although there are only eight listed buildings there are approximately 200 archaeological sites of interest. Heritage information can be obtained direct from Historic England (HE) for a cost of £55. (plus VAT) which will save a great deal of time and effort coding up data and map co-ordinates. It is not possible to fund this through the Grant Funding Scheme as the one Grant has been completed and the second Grant not yet obtained. After discussion it was **RESOLVED** (majority) that the Parish Council would meet the cost. The information will need to be discussed with HE that a basis for a policy can be established.
- (iv) There has been some publicity in the recent issue of Hunstanton Town and Around in an article written by Andrew Murray.
- (v) The Grant Funding Report for the first allocation of funds has been completed. There were some small overspends in some categories which were accepted without question but there was still an overall overspend of £673.16p which will have to be returned to Groundworks UK, the funding body. A second application will be made at the beginning of April which will cover a period of six months again and can include the unspent funds from the first application. If an application was made now, funds allocated would have to be spent by the end of March.
- (vi) The next step is to review the Draft Vision and Objectives but unfortunately a meeting with the Planning Adviser had been cancelled due to illness.

**16. Village Matters.**

**(a) Village Information Network (VIN).**

The Clerk confirmed there was nothing to report.

Seven members of the public left the meeting and Councillor Felgate thanked them for their attendance.

**17. Finance:**

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

High Associates	NDP Advice and Support	£ 1,200.00.(Cheque No: 101333)
Mrs. M. Hayes	Clerk's January 2017 Salary.	590.76.(Cheque No: 101334 part)
Mrs. M. Hayes	Clerk's January 2017 Expenses & Office Costs.	44.55.(Cheque No: 101334 part)
Lynn Devereux	NDP copying and binding costs	
(Refund)	(3 receipts Whitley Press)	36.68.(Cheque No: 101335)
Jamie Bridges	October 2016 Grass Cutting.	300.00.(Cheque No: 101336)
	(Lawnright Garden Maintenance)	
Jamie Bridges	Relocation of Dog Waste Bin.	30.00.(Cheque No: 101337)
NALC	Good Councillors Guide x 5	15.35.(Cheque No: 101338)
Groundworks UK	Refund unspent NDP Grant.	673.16.(Cheque No. 101339)
Acorn Pest & Country	Removal of Moles (14) at Orchard Land.	190.00.(Cheque No. 101340)

**(b) Account Signatories / Transfer of Funds.**

Councillor Felgate explained that Cheque 101329 payable to Maxine Hayes had been rejected by Barclays Bank

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as a result of a perceived discrepancy in the signatures provided. The Bank had allowed him to transfer the relevant funds direct to the payee's account in order to deal with the problem on provision of his signature. (He is one of four signatories on the Bank Mandate.) He had apprised Councillor Morley of the situation but wished to raise his concerns about the Bank's system of authorisation for this transaction. After discussion it was agreed that any one of the four cheque signatories should be authorised to deal with such a situation in the future so long as a cheque for the amount in question had already been formally approved and signed in a previous Parish Council meeting. It was agreed the Clerk should draft a proposal for formal agreement at the next meeting with a view to its inclusion in the Standing Orders at the next review to be undertaken shortly.

**18. Christina Jones - NDP Administrative Support.**

Councillor Felgate confirmed that everyone was aware that it was proposed that the previous Clerk, Christina Jones, should continue to provide administrative support for the NDP. It was anticipated that work would be at irregular intervals over the period of the NDP's completion and it was proposed that timesheets be submitted for approval to both the Chairman and the Vice Chairman as the basis of remuneration. It was **RESOLVED** (unanimously) that this proposal be accepted.

**19. Parish Clerk - Resignation and Appointment.**

*The public were not excluded from this item as the Agenda had made an incorrect reference to the item from which the public should be excluded.*

Councillor Felgate confirmed that everyone was aware that Maxine Hayes had tendered her resignation to take effect from Friday 10th February 2017. Councillors were also aware of the proposed appointment of Mr. Murdo Durrant as Parish Clerk with effect from 1st March 2017. The previous Clerk, Christina Jones, would provide temporary support in the intervening period, including the March Parish Council meeting which Mr. Durrant was unable to attend due to a long standing prior engagement, and effect a handover to Mr. Durrant during March. As with the administrative work for the NDP, timesheets would be submitted for approved to both the Chairman and Vice Chairman by Christina Jones for this work. It was **RESOLVED** (unanimously) that these arrangements be confirmed.

Councillor Felgate stated that there were a number of issues requiring consideration in relation to the Contract for the new Clerk and it was agreed that the NALC sample Contract be circulated to Councillors, together with items for consideration and discussion. The terms of the formal Contract would be agreed at the March meeting. It was confirmed Mr. Durrant did not have a problem with receiving a Contract approximately two weeks following the commencement of his employment.

**20. Date of next Parish Council Meeting - Tuesday 14th March at 7 pm in the Village Hall.**

Councillor Felgate thanked everyone for their attendance.

The meeting closed at 8.45 pm.

Signed.....*Kevin Felgate*..... Chairman Dated..... **14/3/17** .....

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