

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 13th February 2024 at 7pm

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

In Attendance: Dave Watkins (Parish Clerk) and 2 members of the public

1. **Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence Councillor Hulme (holiday), Borough Councillor Tom de Winton (business commitment) and County Councillor Andrew Jamieson (meetings clash)
2. **Declarations of Interest:** To declare any personal or prejudicial interests
Councillor Crown declared an interest in Item 8.3.
3. **Minutes of the Parish Council Meeting held on Tuesday 9 January 2024**
 - 3.1. Approval
These had been pre-circulated
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 9 January 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) NCP status – email sent to County Councillor Andrew Jamieson. Reply received 10 January and circulated to Parish Council 11 January. Copy also sent to member of public who asked a question during Public Participation.
 - (8.3) Third Quarter Accounts 2023-2024 - transfer of funds (£34,776.26) undertaken from Current to Business account on 12 January.
 - (9.1) Hunstanton Bathing Water Consultation – Councillor Devereux responded to Environment Agency Consultation on how water quality could be improved in the local area.
4. **Reports:** to receive the following
 - 4.1. County Councillor and District Councillor reports
Borough Councillor Tom de Winton was unable to attend the meeting but had sent a letter informing the Parish Council that the Borough Council had agreed to double Council Tax for 2nd Home Owners for 2024/2025 and that a rough sleeper had been evicted from Brancaster, who may decide to visit neighbouring parishes.
 - 4.2. Village Hall Committee (Councillor Norman)
Councillor Norman reported that a new member had joined the Village Hall Committee bringing considerable knowledge and experience of finance which would be useful in making grant applications. Noted that bookings for the Hall continue to be steady.

Signed Chair

LS Devereux

Date 12/3/24

4.3. How Local Councils Can Benefit From The Levelling Up Agenda - 31 January (Councillor Devereux)
Report circulated to Parish Council. Mention was made of Section 215 of the Town and Country Planning Act 1990 which gives local planning authorities the power to take steps to require land to be cleared up where its condition affects the amenity of the area. The Levelling Up and Regeneration Act 2023 increases the level of fine that can be levied if a Section 125 notice is not complied with.

4.4. Meeting with Anglia Country Inns re White Horse – 29 January

A report of the meeting had been pre-circulated to the Parish Council. It was felt to be a positive meeting with ACI listening to both Council and parishioners concerns with suggestions on how these could be addressed.

4.5. 23/00580/F – Barns north of Thornham Road - Planning Committee 5 February (Councillor Norman)

Councillor Norman reported back on her attendance at the above Committee meeting where the Application was refused. She urged other parish councillors to take the opportunity to watch the broadcast Committee proceedings as an aid to understanding how decisions are made. Some Planning Committee members were keen to ask officers why their recommendation had changed from a previous meeting and asked for training on the Shoreline Management Plan (SMP). Councillor Norman felt that the Committee is taking notice of Holme’s Neighbourhood Development Plan.

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

A letter, from a parishioner who lives opposite the pub, regarding two recent Planning Applications for the White Horse, was read out by the Parish Clerk. They wished to share their concern about the access proposal for the car park for which they feel exiting vehicles headlights will impact on their amenity. The homeowner has been in communication with the Agent about a reorientation of the access further west which they believe would solve the problem by moving any glare from headlights facing the brick wall opposite. The letter sought support from the Parish Council for this proposal. The letter was accompanied by some slides which were shown with the agreement of the owner.

Parish Council welcomed that the homeowner and ACI were communicating. Some concern was expressed as to whether resolving this issue could cause a similar problem for other neighbours and reduce the number of car parking spaces available. Uncertainty at this point that if changes were accepted by ACI, whether this would require a re-consultation.

Parish Council agreed to wait for a response from ACI and the Borough Council before making any further comments

6. Planning matters

6.1. Applications received subsequent to this agenda

6.1.1. - **24/00150/F** - Excavation of a 60m x 20m landscape scrape in the low corner of field, Field, Beach Road. Expiry date: 1 March 2024

The application recorded that the site had been graded as poor agricultural land and had not been used for this purpose since 2018. It is now saturated (underlying clay barrier detected) and water is often discharged onto Beach Road.

Work proposes to create a scrape 60m x 20m; consider introducing a priority wildlife habitat; return soils to better health; create a more biodiverse sward that can be harvested for hay. There is a hope that excavation will improve water storage.

Noted that proposals (from a previous owner) for a livery business, equestrian development, permissive footpath / equine path had been refused or withdrawn. A later LDC Application (from the current owner) for the proposed siting of a movable shepherd's hut was withdrawn.

Parish Council reiterated its support for efforts to enrich biodiversity within Holme. If there is no change of use / recreational activity introduced, then principle of creating a new pond to improve biodiversity is consistent with NDP policy objectives (HNTS 1: Principle of Sustainable Development, HNTS 3: Protected Sites, HNTS 5: Countryside Zone, HNTS 7: Natural Capital and Ecosystem Services, HNTS 20: AONB Landscape Quality, HNTS 22: Biodiversity, HNTS 23: Pollution, HNTS 24: Water Resource Management). Parish Council would like confirmation from the Applicant on how they intend to ensure that water can be retained throughout dry summers and that any work complies with Habitats Regulations. Suggested that input from an ecologist with local experience would be beneficial.

Noted that field is subject to flooding and overflow of water onto Beach Road.

Decision: Send comments

6.1.2. - **23/01926/F** - Formation of new vehicular access at Beach House, 3 Beach Road. Expiry date: 5 March 2024

Noted that this was a re-consultation, taking account of Highways comments on original Application which proposed access at the narrowest point of the verge, reducing visibility and not deemed safe. New arrangement agreed with NCC shows entrance has been moved back and sight-lines improved. Additionally, the wall is to be augmented which is more in keeping with the local street-scene and the design of the gates now matches the neighbouring property.

Decision: Support

6.2. Applications for comment

6.2.1. – **23/01967/F** - Proposed extension and alterations to existing dwelling and detached garage. Beamish, Broadwater Road. Expiry date: 26 February

Initially it was not apparent to the Parish Council that there were any changes from the last consultation in either design or GIFA. Applicants are querying the PDRs, which the Parish Council believe have been withdrawn, and that the unconverted roofspace should be included in the GIFA calculation. No evidence that a Site Specific Flood Risk Assessment has been conducted which NPPF 173 and Guidance requires to assist decision making.

Agent has indicated that new Application shows parking spaces marked out.

Decision: Maintain Objection

6.3. Other Applications for information

6.3.1. – **24/00022/TREECA** – G1 - Leylandii and cypress - fell all conifers. Outgrown location, causing excessive shade, poor specimens. G2 - prunus, hawthorn and cherry -fell. Most and dead/dying/poor specimens. R1 - holly - fell, poor specimens. RETAIN horse chestnut and beech in same line. G3 - hawthorn, laurel, acer – fell. Encroaching on main building. T1 - ash. Reshape canopy, reducing by

approx 2 meters. Raise crown to 5 meters over driveway. T2 - ash. Raise canopy to 4 meters. The Squirrels 24 Eastgate, PE36 6LL

Noted that the site is a green focal point along main axis of the Conservation Area. Concerns were expressed about the loss of some of the trees here and around the village in general. Parish Council has requested a Landscaping Plan in its comments to the Planning Application.

Parish Council thanked the Borough Council's Arboricultural Officer for the information provided regarding this Application and for his offer to visit and meet with parish councillors to discuss issues within the village.

Agreed: Councillor Devereux to contact Arboricultural Officer to suggest a meeting

6.3.2. – **24/00032/TREECA** - T10 and T11 Leylandi trees, T12 Leylandi hedges and T13 Bay Tree - Remove in areas behind the existing pub and outbuildings. These are in addition to trees mentioned in Current Planning Applications 23/01990/FM & 23/01991/LB. These applications detail the proposed replacement trees and overall landscaping for the site. 40 Kirkgate, PE36 6LH

6.4. 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.go.uk/online-applications/>

6.4.1. - **24/00031/F** - Extension, Internal Alterations, Refurbishment and Erection of Car Port. The Squirrels, 24 Eastgate, PE36 6LL

Parish Council approved of the design but concerns expressed about timber cladding and request for a Dark Skies condition and request that Applicants are made aware of the problems being caused by contractor's vehicles parked on the road.

6.4.2. – **23/01492/F** - Single storey extension to link pool house to the main house. First Floor extensions to the rear and raise roof height to allow for habitable rooms above and relocation of the plant room. Home Farm House, 40 Westgate, PE36 6LF

No objections, but Parish Council requested conditions to protect Dark Night Skies.

6.5. Decisions Reported

6.5.1. - **24/00002/TREECA** - Little Meadow, 11 Kirkgate, PE36 6LH - Removal of two trees:- Tree 1 Willow - due to proximity of tree (circa 5 metres) from neighbours house resulting in shading to neighbours house and green house. Tree 2- Small Lime (at the bottom of the garden circa 30 metres from house and neighbours) overshadowed by the very large horse chestnut tree it is next to. No objection. 23 January 2024. *Delegated Decision.*

6.5.2. - **23/01265/F** – 8 Kirkgate, PE36 6LH - Removal of existing sheds and erection of 1no storage shed built in an agricultural style within paddock area. Application Refused. 31 January 2024. *Delegated Decision.*

6.5.3. – **23/00580/F** – Barns north of Thornham Road. Conversion of existing agricultural barns including change of use (C3) to a private detached dwelling and associated works. Application refused. 8 February 2024. *Committee Decision.*

6.6. Appeals and Enforcement

6.6.1. – Newholme – Clerk updated Parish Council on request made to Enforcement to investigate site following report from a parishioner large amount of building waste had been dumped there. Following contact with the site owner Enforcement responded that due to the agricultural land being extremely wet, muddy and sludgy, as a result of the recent bad weather, it was necessary to maintain the land by spreading some hardcore/rubble across it, which would explain the recent activities during late December. Enforcement concluded they were satisfied that these works were not related to the pending application and are in accordance with permitted development PART 6, Class A.

6.6.2. - Poplars – Clerk reported that communication had been received that a static caravan which should have been removed following dismissal of the appeal remained on site and was positioned so that it was looking into a parishioner's garden and kitchen. Additionally, Norfolk Coast Camping were still advertising via a website and Google Maps that Poplars was available to book. Clerk has contacted Enforcement about the caravan and reported the advertising to Trading Standards and the Advertising Standards Authority.

6.7. Definition of Principal Residence

Parish Council had received a request from Borough Councillor Tom de Winton, via its membership of the Saxon Shore Parish Forum (SSPF), to agree a basis for a definition of principal residence that the Borough Council could be asked to adopt. Parish Council's suggestions followed a review of definitions used by a variety of organisations: DVLA (Licence / Car Registration) , HMRC (Tax Office / domicile), Bank / Credit Card Companies, DWP (pensions / benefits), Home Office (passport) Noted that the Neighbourhood Development Plan (NDP) Policy HNTS 18 requires Section 106 Legal Agreements to guarantee that principal dwellings will be the occupants' sole or main residence where the residents spend the majority of their time when not working away from home or living abroad and will be required to maintain proof that they are meeting the condition, and will be obliged to provide this proof as and when required.

Research conducted by the Parish Council suggested that HMRC offers the most comprehensive "Test" (and is consistent with NDP Policy) through asking a series of questions:

- If the individual is married or in in civil partnership, where does the family spend its time?
- If the individual has children, where do they go to school?
- At which residence is the individual registered to vote?
- Where is the individual's place of work?
- How is the residence furnished?
- Which residence is used as the correspondence address by banks and building societies, credit card companies and by HMRC?
- Where is the individual registered with a doctor and dentist?
- At which address is an individual's car registered and insured?
- Which is the main residence for council tax purposes?

Additional evidence, if required could be proof of DWP benefits / pensions and what address is registered and / or contacting another local authority.

Proposed 3 proofs of evidence from the list above should be required as proof of principal residence.

Agreed: Clerk to send information to Borough Councillor Tom de Winton

6.8. Ringstead NDP -Regulation 14 Consultation

One Policy that was commented on was for an Allocation Site on Peddars Way North which extends the former local authority housing area. Concerns were for the visibility of the site in an area visited by walkers and that it closes the existing gap between housing development and will lead to sprawl in the countryside. Noted that there is already one property which extends beyond the current row of house between Holme and Ringstead. Additionally, it was pointed out that the footpath extending southwards from this location was inadequate and that there is no footpath from the Peddars Way North / Thornham Road junction, along Holme Road to the junction with Main Street / Hunstanton Road. The site is also some distance from the centre of the village and only shop.

The NDP is only seeking to add 6 houses which means that Anglian Water will not need to be consulted when a Planning Application is submitted. However, sewage from these properties would connect to the Beach Road sewer in Holme putting more pressure on a system that is currently struggling to cope.

6.9. Norfolk Minerals and Waste Local Plan

Norfolk County Council formally submitted the Norfolk Minerals and Waste Local Plan (NM&WLP) to the Planning Inspectorate (on behalf of the Secretary of State) on 20 December 2023 for independent examination.

The NM&WLP is used to determine planning applications for minerals extraction and associated development and waste management facilities in Norfolk and covers the period up to 2038. It also allocates specific sites for minerals extraction.

Agreed: no comment

7. Village Matters

7.1. Park Piece – planting and works update

Clerk updated the Parish Council on progress obtaining quotes for the proposed path works. Two quotes had been received so far with another due within the next few days. Quotes will be circulated via email and agreed at a subsequent Parish Council meeting.

8. Monthly Report from Responsible Finance Officer (RFO)

8.1. Report

Monthly internal financial check for December carried out by Councillor Crown 11 January 2024. All found to be satisfactory

Monthly internal financial check for January carried out by Councillor Crown 9 February 2024. All found to be satisfactory

Government have announced Section 137 amount for 2024/2025. It will be £10.81 per voter. Therefore, based on the Electoral Roll (216) for Holme, the amount for 2024/2025 will be £2334.96.

8.2. Budget 2024/2025

Parish Councillors were circulated a Draft copy of the Budget for 2024 / 2025 requesting feedback. Requests made at January's meeting have been included. Zoom have informed the Parish Council that the annual subscription will increase by £10 from March 3 2024, to £129.90pa.

Parish Council has circa £8k in CIL receipts at its disposal.

Signed Chair

LS Devereux

Date 12/3/24

Agreed: i) to show balance of Park Piece donation within Income ii) amend amount for Emergency Telephone to take account of recent "increase" in charges iii) increase allowance for Park Piece to £20k iv) consult with Internal Auditor to check compliance with auditing procedures

8.3. Donation request from PCC

A letter from the PCC requesting a donation towards grass cutting of the churchyard was circulated to parish councillors before the meeting. Last year the Parish Council contributed £1680 towards the £1840 the PCC spent on grass cutting of the churchyard.

An increase of 5% on last year's contribution was suggested. **Proposed by: Councillor Devereux. Seconded by: Councillor Norman. Vote (eligible councillors): 3 for and 1 against**

Agreed: Parish Council to contribute £1765.00 towards grass cutting of the churchyard

8.4. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
British Gas	VH electricity	£224.44	Direct Debit-paid 26/1/24
Witley Press	White Horse plans	£18.96	Bank Transfer-paid 26/1/24
Payroll	Staff salaries	£687.75	Bank Transfer
HMRC	PAYE on staff salaries	£186.04	Bank Transfer
Councillor Norman	Car Park fee-Planning Committee 16/11/23	£5.10	Bank Transfer
Norfolk Nature Trust (NWT?)	Shooting Rights	£5.00	Standing Order (approved AGM 18/5/23)-paid 2/1/24
Witley Press	White Horse plans	£5.00	Bank Transfer
BT plc	Telephone and broadband – January 2024	£71.17	Direct Debit
British Gas	VH electricity	£183.58	Direct Debit

Agreed unanimously

9. Correspondence

9.1. Any correspondence not otherwise on the Agenda

- **Borough Council Leaders meeting with Parish Chairs** – scheduled for 21 February.
Councillor Devereux to attend and report at next meeting
- **VCSE Energy Efficiency Scheme** – Government is providing funding for independent energy assessments to be conducted to help identify energy-saving opportunities for buildings operated by VCSEs (Voluntary, Community and Social Enterprise). Village Hall Committee (VHC) can apply as it is a charity but not the Parish Council. From January, the scheme will also be offering capital grants to implement measures recommended in the energy assessment. The current round of funding is now open, with applications closing at 12pm on Thursday 29 February 2024.
Clerk to forward details to VHC
- **Gypsy and Traveller Potential Sites and Policy Consultation** – None of the new sites being considered are near Holme. The consultation will run for 6 weeks, starting on Friday 26 January. The consultation ends at 11.59pm on Friday, 8 March 2024.

Signed Chair

LS Devereux

Date 12/3/24

- **Jacob Medlock – Beat Your Bills** – Borough Council are organising cost of living and energy efficiency roadshows that provide support to local residents. They are looking for venues from the spring onwards.
Clerk to forward details to VHC
- **Chalkpit Lane** – Parish Council have received confirmation that works to improve drainage will be completed in 2024/2025 financial year
- **Borough Council's Examination of Local Plan by Inspectors** - Resumed Hearing dates announced with submissions due February/March/April. Hearings scheduled for March, April and July.

10. Date of next meeting of the Parish Council Tuesday 12 March 2024

Signed Chair

LS Devereux

Date 12/3/24