

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate, on Tuesday 9th January 2018 at 7 pm

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

In Attendance: Christina Jones (Locum Responsible Finance Officer and Minute Recorder)

There were eight members of the public present.

1. Election of Chair and Vice Chair.

Councillor Devereux was proposed as Chair by Councillor Morley, seconded by Councillor Easton and elected by a majority vote with one abstention.

Councillor Felgate was proposed as Vice Chair by Councillor Morley, seconded by Councillor Crown and elected by a majority vote with one abstention.

2. Apologies for Absence and approval of reasons for absence.

No apologies had been received.

3. Declarations of Interest.

Councillor Devereux declared a non-pecuniary interest in Item 8.3.2. Planning Application at 42 Main Road.

4. Minutes of the Council Meeting held on Tuesday 15th November 2017.

4.1 It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on Tuesday 15th November 2017 be confirmed as a true record and signed by the Chairman.

4.2 There were no Non-agenda matters arising from the above Minutes.

5. Reports.

5.1 There was no report from Borough Councillors nor from Andrew Jamieson, County Councillor, who had sent apologies for his absence due to a business commitment.

5.2 Councillor Devereux gave an update on the Neighbourhood Development Plan. A Consultation Day had been held on Thursday, 4th January 2018:

~ 84 people had attended including villagers, people from other villages, landowners and developers.

~ Good feedback had been received from those attending.

Feedback on policies from the Development Control Department at the Borough Council is now awaited and the Draft Plan needs to be largely completed by March.

Councillor Needham complimented the team on the amount of work completed but felt there was too little mention of villagers' rights and that the end result would be costly and very similar to the Village Plan completed some years ago. Councillor Devereux confirmed there would be relevant background information on the village in the Plan but stressed that unlike previous village plans, the main aim of a Neighbourhood Plan was to produce policies to influence future development and that once adopted it would become part of the formal local plan framework.

6. Public Participation.

It was **RESOLVED** (unanimously) that the meeting be adjourned for up to 15 minutes for Public Participation.

Issues raised:

(1) Light pollution specifically at the junction of Kirkgate and Eastgate from the caravan park lights. Another complaint was made about the night lighting at the caravan park behind The White Horse. Also, the duration of street lights was queried. Councillor Devereux agreed to look into the matter.

(2) The amount of mud on the roads and the damage to verges. A suggestion was made that posts could be located at the road edge of the Village Green to prevent vehicles encroaching and this will be considered. Councillor Felgate confirmed he had spoken to the owner of Brook House who had confirmed that any damage done to the Village Green by contractors working on that property will be rectified.

(3) The proposed dog bin at the entrance to the NWT Reserve. It was confirmed this was agreed, consent received and now needed to be purchased and installed.

Timothy Carless, the garden designer working with Mr & Mrs Pallant at Brook House came to clarify some issues around the work being done on the bank of the River Hun. He brought plans and illustrations. It was stated:

(a) His company had done a considerable amount of this type of work in the past and had approached the Environment Agency (EA) before starting. No consent had been required as the work being undertaken was judged to be maintenance. Councillor Devereux noted that the EA correspondence so far provided to the Parish Council did not state that no consent was required.

(b) The work had been undertaken as the bank had eroded caused by the angle of water approaching it and a piece of wall had cracked necessitating the installation of metal sheets which will not be visible when the work is complete as the sheets will be pushed down just above the water line. The EA were pleased the metal sheets will not go the full length of the plot, in fact, what can be seen now is almost the full extent and will ultimately be about 30 metres. The steel is an essential part of the work to prevent erosion.

- (c) The intention is to provide a pleasant sitting area overlooking the river for Mr & Mrs Pallant and to create a natural habitat for newts and water voles. Kate Warwick at EA had been happy with the list of plants proposed eg dogwood and spindle.
- (d) Unfortunately work had been halted as it had been stated it was started without permission, the Norfolk Wildlife Trust had reported the presence of water voles, a protected species on site (and no licence application had been made) and the Borough Council had indicated that Planning permission was required.
- (e) Mr Carless had however spoken to the planners yesterday and they are happy for a retrospective application and for work to now proceed. The EA have also said that an application will be fast tracked.

Mr. Carless said that there were no protected species on the site. However, it was pointed out from the public attending the meeting that there had indeed been water voles in the bank prior to the work commencing but unfortunately the habitat had now been destroyed and would have been helpful to speak to the Parish Council in advance of starting work as villagers have considerable knowledge about the local environment.

Another member of the public raised issues from the Neighbourhood Plan Consultation Day which he had attended. He said he was not a resident but had owned a property in Holme-next-the-Sea for 20 years. He commended the information that had been made available but was concerned about the proposal for the strip of land at the side of Park Piece for housing. Councillor Needham explained that there is a restrictive agreement on that land for 21 years but it had been decided to retain that piece in case it was needed in the future. The rest of Park Piece was dedicated under the Fields in Trust. It was confirmed that although individuals had pledged money for the purchase of Park Piece, all contributions had been returned and the purchase funded entirely out of Parish funds. Councillor Devereux confirmed that the Neighbourhood Plan was being constructed with the best interests of the villagers in mind and in consultation with them. The Borough Council had indicated that they expected to see as much housing in the Neighbourhood Plan period as in previous plan periods and so the aim was to give villagers a choice on sites. There will be a further Consultation Day with the Draft Plan has finally been drawn up.

7. Appointment of Responsible Finance Officer (RFO).

It was proposed and accepted unanimously, that Christina Jones act as Responsible Finance Officer until the appointment of a new Clerk, and possibly beyond if required.

8. Planning Applications.

8.1 Any Planning Applications received subsequent to this Agenda.

None had been received.

8.2 Applications for Comment.

8.2.1. 17/02359/F Demolition of existing dwelling and outbuildings and erection of replacement dwelling and garages with revised highway access at Homefields, Peddars Way PE36 6LD.

Discussions raised the following points:

- (i) It had originally been built with a grant to provide property for agricultural workers but the original deeds had apparently been lost prior to the purchase although it was thought some records must still be held by the Borough Council.
- (ii) The property is outside the developed area of the village and the proposal includes agricultural land for development. Even if it is to be designated as a 'wildflower meadow' it requires a change of use.
- (iii) It is in the AONB, in open country and a large development there will erode the gap between villages and could lead to further development between them.
- (v) The proposed development is 5-6 times the existing building, in fact the garage in the new build is as big as the existing bungalow, and the development has implications for traffic onto a very minor road. A previous application for a caravan in a field on that road was refused partly on grounds of traffic issues.

It was agreed that comments be drawn together for submission.

8.3 Comments submitted subsequent to November meeting.

8.3.1. 17/02188/F Replacement dwelling at High Road Farm Bungalow PE36 6LR.

Unknown to the Parish Council, this semi-detached property had been demolished without planning permission causing problems for the remaining semi but when raised with the Borough Council, the Planning Department had said it was a legal matter and not a planning issue.

8.3.2. 17/02194/F Demolition of existing dwelling and erection of one and a half/two story dwelling and detached garage at The Poplars, 42 Main Road PE36 6LA.

Comments had been submitted as agreed.

8.4 Enforcement Inquiry.

The Borough Council had notified the parish Council that an Enforcement Inquiry had been initiated into engineering works on the River Hun adjacent to 32 Beach Road (issue discussed in Public Participation).

9. Village Matters.

9.1 Village Green.

Councillor Morley said the brambles need cutting back from time to time and sought agreement to ask Jamie Bridges to do the work. It was agreed unanimously.

9.2 Village Hall.

Councillor Burton reported that the Village Hall Committee want to have a small shed in the grounds behind the Meeting Room to hold items currently in the Village Hall porch and items held in villagers' homes. He was asked to ascertain the size for the next meeting and to check if planning permission is required. Otherwise the proposal was agreed.

9.3 The Holleys Charity.

Councillor Devereux had been contacted by one of the Trustees as the four year appointment is drawing to a close. The three current Trustees are happy to continue for a further term but anyone interested in being a Trustee should contact the Parish Council.

Discussion as to whether the appointment should be dealt with at the Parish Council AGM in May or the Parish Meeting also held in May. This will be clarified and information regarding the procedure will be circulated.

9.4 Village Information Network (VIN)

A request had been received from a developer based outside Holme to be included in VIN. The company owns property in the village and although in the past only individuals had been included there are a number of non-residents and individuals from outside the village on the circulation. The request was agreed but in response to a question from Councillor Burton it was noted that forthcoming changes in Data Protection legislation may require a review of procedures.

Members of the public left at 8 pm.

10. Finance Report.

A report had been circulated regarding the records received from the outgoing Clerk. The electronic records had not yet been received. The RFO confirmed that the Village Hall accounts mentioned in September minutes are complete. It was also confirmed that there were no missing Confidential Minutes (page 12) between March 2017 (page 11) and July 2017 (page 13) and this was a typographical error. Also, Confidential Minutes mentioned in September 2017 Minutes were not presented at the next meeting in October.

10.1 2018-19 Precept.

In the absence of electronic records no 2018-19 Budget has been located despite reference in the November 2017 Minutes and the RFO will prepare one for the next meeting. The RFO stated the Precept requirement should be completed in conjunction with a Budget Plan but it was known that a Nil Precept was required and it was **RESOLVED** (unanimously) the Return be completed accordingly.

10.2 Payments for Authorisation.

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

PAYEE	REASON	AMOUNT	CHEQUE NO.
E-on	Street Lighting 01.07.17 - 30.09.17.	£ 64.80.	DD (12.10.17)
BT	Emergency Telephone 01.12.17 - 28.02.18.	45.46.	DD (28.12.17)
E-on	Street Lighting 01.10.17 - 31.12.17.	64.80.	DD (12.01.18)
Ward Gethin	Advice relating to Lease of 27 Beach Road.	96.00.	101463
Lynn Devereux	Refund printing and laminating for NDP Consultation Day 04.01.18.	147.81.	101464
NALC	Introduction to Clerk Training Course 27.11.17 (Martin Crown)	30.00.	101465
Getmapping Plc	ParishOnline Annual Fee	18.00.	101466
Westcotec Ltd.	Street Lighting Maintenance April - September 2017.	62.64	101467
Christina Jones	NDP support for November & December 2017 (36 hrs) including £130.07p reimbursements for purchases relating to NDP Consultation Day on 04.01.17.	480.67.	101468
Marianne Charles	Refund for plants purchased for Village Sign.	30.75.	101469
High Associates	Advice and support in preparation of Neighbourhood Plan.	520.00.	101470

It was agreed funds should be transferred from the Community Account to the Savings Account now a small amount of interest is being accrued.

10.3 In the absence of electronic records no monitoring was available but will be presented at the next meeting.

11. Correspondence (not otherwise on the Agenda)

(1) Information regarding the de-maining of the River Hun had been circulated. This indicated a different approach with consultation now proposed for later in 2018 once proposals are developed and agreed. Concerns were raised regarding the statement about the maintenance responsibilities being limited to support those of the riparian landowners only when it was deemed necessary and where there was 'the funding to do so'. Discussion regarding the EA moving responsibility to the IDB to save money and drains in the Parish being dealt with by landowners at their expense already. It was agreed Councillor Devereux should make contact with an IDB planner as part of the NDP process to try to clarify the intended policy.

(2) The RFO requested a training session be booked concerning the Audit process under the newly appointed external auditors. This was agreed. Currently there was little interest in the NALC Spring Conference.

12. **Date of next Parish Council Meeting** - Tuesday 13th February 2018 at 7 pm in the Village Hall.

13. A **RESOLUTION** was passed unanimously to exclude the Press and Public for the remaining Agenda items under the Public Bodies and Administration of Meetings Act 1960 due to the nature of the business being discussed.