

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of a meeting of the Parish Council held in the Village Hall,
Kirkgate, on Tuesday 17th July 2018 at 7pm.**

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

In Attendance: Mike Longley (Parish Clerk and Responsible Financial Officer) and three members of the public.

1. Apologies for Absence and approval of reasons

There were none.

2. Declarations of Interest

There were none.

3. Minutes of the Parish Council Meeting held on Tuesday 12th June 2018

3.1. Approval

The Minutes had been pre-circulated and there were no amendments required. It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on the 12th June 2018 be confirmed as a true record and signed by the Chair.

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

3.2.1 The Clerk confirmed an Assessment form had been received from BCKLWN to complete in respect of the Premises Licence for the Village Hall. This had been completed by the Chairman and Secretary of the Village Hall Committee and returned to the Clerk, who will review the forms before copying and returning to BCKLWN.

3.2.2 The Clerk also confirmed he had issued a VIN Notice regarding problems with Black Bins. Councillor Felgate mentioned that a Bin Inspector had visited the village to identify cases where empty bins had been left out. Letters will be sent to householders who leave empty bins out, warning them that their bins will be confiscated if it continues.

4. Reports

4.1 County Councillor and District Councillor Reports

There were none.

4.2 Update on the Neighbourhood Development Plan (NDP)

Councillor Devereux gave an update on the NDP saying, amongst other things, that most of the work in the past month had been on the Heritage Report which draws upon a very large number of sources. They hope to have the bulk of the work on the Draft Plan completed by the time of the next PC meeting at the end of the August. For further detailed information people should visit the consultation area of the NDP website <http://www.holme-next-the-sea-plan.co.uk>

5. Public Participation

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

5.1 It was mentioned that there had been incidences of house burglary on Peddars Way, Ringstead and elsewhere in the village. A discussion followed with the conclusion that the Clerk should contact Norfolk Constabulary to arrange a visit by the Police at the next PC meeting to discuss what the Police are doing and what the Parish Council and parishioners can do to reduce the risk of these types of crimes.

Signed..... *LS Devereux*.....Chairman

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- 5.2** As it was a non-agenda item, Councillor Needham passed around copies of a brochure for Wild Seas Week 2018, and went on to explain he had attended a meeting in Wells organised by the Marine Management Organisation. He explained that it was quite a boisterous meeting at times with Natural England apologising for banning the public (except for Common Rights Holders) from Coastal Paths and now having to re-think about banning people on the marshes. He said he was representing the Common Rights Holders at the meeting and upholding what traditionally belongs to these people.

6. Planning Matters

6.1 Applications received subsequent to this agenda

There were none.

6.2 Applications for comment

There were none.

6.3 Decisions reported

- 6.3.1** 18/00717/O The Meadows, 9 Peddars Way, Outline Planning for a detached dwelling -Approved by Delegated Decision.
- 6.3.2** 18/00795/F 34 Westgate, Single storey extension to rear of dwelling - Approved by Delegated Decision.
- 6.3.3** 18/00852/F Skyfall, 29 Peddars Way, New Summerhouse in garden – Approved by Delegated Decision.

6.4 Processing of Applications

Councillor Devereux gave a report on the meeting on 18 June 2018 with the Assistant Director of Planning, Stuart Ashworth, and Principal Planner Helen Morris (KL&WNBC). HNTSPC representatives were Councillors Crown, Devereux and Morley.

The main points of discussion were:

1. Parish concerns about inappropriate development
2. Impacts of development pressure on the community
3. Checking and validating planning applications and dealing with misleading information
4. Lack of transparency in negotiations with developers
5. Enforcement issues (developer / development – related)

The main outcomes were:

1. Many of the BC's policies are subject to interpretation. Privacy issues, such as overlooking and overbearing, could be picked up through the NDP and the BC have indicated that they would be prepared to work with us on this. We have written to the neighbours at Aslack Way to inform them of the outcome. An approval for inclusion in planning applications of new points of access to potential back land development sites only secures a revised field access to the rear. NCC HA should be consulted about access standards for different purposes. The PC should always flag up local issues. It may be possible to arrange to meet Planning Officers on site to discuss these at the time of a pre-arranged site visit.
2. The BC accepted the uncertainty and pressures that can be caused particularly by long- running, undecided applications. They agreed to look into one of these and have subsequently "disposed" of the Outline Planning Application that was made on the land between Eastgate and Kirkgate.
3. Details are checked as far as possible before validation and on-site visits. It is helpful for the PC to point out any discrepancies.
4. Negotiations with developers are a part of the planning process and for reasons of efficiency many take place over the telephone. If neighbours / consultees want to make any comments on a planning application it is always best to do this in writing.

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Councillor Devereux explained there is an Ombudsman who can subject planning decisions to independent scrutiny, hold a local authority to account if something has gone wrong, or provide assurance that decisions were made in a proper and transparent manner. The Ombudsman also deals with complaints / compensation for planning consents that are deemed to have been unreasonable. In order to have the case accepted for review it is however vital that the correct complaints procedure has been followed through with the authority concerned.

5. Stuart Ashworth asked us to write to him regarding the enforcement issues that we raised and subsequently passed these to the Enforcement Team for action. They have since been in touch to update us on the position and an Officer visited the village today to follow up their inquiries.

7. Consultations

7.1 Norfolk Minerals Waste and Local Plan Review Consultation

Councillor Devereux gave an overview of the consultation on The Minerals and Waste Local Plan which will contain policies used to determine planning applications for minerals developments and waste management facilities in Norfolk. There are three plan documents:

- Norfolk Core Strategy and Minerals and Waste Development Management Policies
- Minerals Site Specific Allocations
- Waste Site Specific Allocations DPD

The Review extends the plan period to 2036 and consolidates the three plans into one - Norfolk Minerals and Waste Local Plan.

Potential impacts on HNTS:

AONB Sites –NPPF (2012) states that “Planning permission should be refused for major developments in these designated areas except in exceptional circumstances and where it can be demonstrated they are in the public interest. HNTS is currently therefore not considered appropriate for the areas of search to include the AONB.

The local site of relevance is Frimstone at Snettisham, which is safeguarded as a carstone extraction site and for inert recycling and landfill waste operations. If operations were extended in Snettisham it will impact directly on anyone using the A149 Coast Road including parishioners.

The Statement of Community Involvement Consultation sets out how Norfolk County Council intends to involve the community in the preparation of minerals and waste planning policy documents and the consideration of planning applications determined by the County. Any comments should be made to the Chair before 13 August 2018.

8. Village Matters

8.1 Village Hall Floor

A discussion ensued on whether the floor needed to be replaced, or simply be refurbished. The floor is uneven in places, the heads of some of the nails have come off and the area where the stage was removed is particularly bad. The floor is difficult to clean. There was an estimate a long time ago of around £3,000 for refurbishing and a recent quote of around £6,000 for overlaying with boards an area of 85 square metres. It was agreed the Clerk should arrange for two more quotes to be obtained for refurbishing, replacing and covering over the floor, to include guarantees and technical advice to inform a decision on the best option.

9. Monthly Report from RFO

The RFO began by explaining he had found time to create an Excel spreadsheet cashbook for the first quarter and it has been written up and reconciled. This means Councillor Crown

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can now carry out the independent checking procedures which had been discussed previously. The RFO will next create an Accounts format that ties in with the Excel cashbook and he is hoping to be able to present the Accounts for the first quarter together with a comparison against budget, at the August meeting.

9.1 Village Hall Office proposed expenditure

The RFO referred to the pre-circulated summary of proposed expenditure which totalled £597. He explained that quotes had been obtained for every item listed with the exception of the decoration and carpet, which was a "best guess". The wireless mouse had been purchased already. Councillor Devereux requested an extension cable be added to the list as one is needed for the overhead projector. It was **RESOLVED**, unanimously, that the items on the summary and the extension cable be purchased. The RFO was instructed to deal with this.

9.2 Vat Claim Update

The RFO explained he had completed his review of Vat reclaims relating to Village Hall expenditure covering the years 2014/15 to 2016/17 which amounted to £880. The RFO's view is that this had been incorrectly claimed as the Village Hall is not a Section 33 Body, whereas the Parish Council is. The vat expenditure claimed back was not the responsibility of the Parish Council and there were no valid vat receipts to support the claims. In the RFO's opinion, the claims had been made in good faith and therefore he was not proposing to revise earlier year's claim, but will make sure the claims are made on the correct basis moving forward. Nothing has been claimed in respect of vat on Village Hall expenditure for 2017/18. The RFO will shortly be completing the vat claim for the first quarter which will amount to around £200, and will consider setting this against the £880 vat incorrectly reclaimed.

9.3 Insurance Policy renewal 1st September 2018

The RFO confirmed the Village Hall Insurance Policy renewal is due by 1st September 2018 so, as the August meeting is taking place on 28th, it makes sense to review it at this meeting, to allow more time to agree the terms and make the payment of the premium. The premium quoted by Allied Westminster is £802.51 compared with £778 the previous year. The RFO asked the Councillors if they are aware of any changes in circumstances. The only one that came to light was the fact that the Car Scheme have vacated the office and the Clerk now uses the office, but not to the same extent. The RFO to confirm this change with the brokers. The RFO then ran through the various levels of cover for the different sections of the policy. It was agreed that the sums insured appeared to be adequate. The RFO then outlined a new service being offered by the brokers to have an online valuation done by a Chartered Surveyor after submitting photographs and providing other information. The cost of this service is £100, plus vat. The reason for the new service is an attempt to help Trustees reduce the risk of underinsuring the rebuilding costs, by obtaining an up to date professional valuation. The RFO explained that Trustees may become personally liable for underinsurance of property. A Councillor questioned that statement, saying that it is no longer the case. Due to the uncertainty over the question of trustees becoming personally liable it was agreed the RFO would check out this point with Norfolk ALC. It was agreed to go ahead with the online rebuilding cost evaluation for the cost of £100 plus vat.

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9.4 Payments for authorisation

The following payments were approved:-

PAYEE	REASON	AMOUNT	CHEQUE NO.
BT	Emergency Telephone 01/06 to 31/08 2018	£45.46	Direct Debit
Marianne Charles	Village Sign plants	£24.00	101500
E.On	Street Lighting Electricity 01/04/18 to 30/06/18	£72.07	Direct Debit
Christina Jones	RFO & NDP covering May, June & July 2018	£125.61	101381
	NDP expenses	£4.20	
	Total	£129.81	
Mike Longley	Clerk Salary June	£587.34	101382
	Expenses	£29.99	
	Total	£617.33	
Allied Westminster (Insurance Services) Ltd	Village Hall Insurance renewal 02/09/18 to 01/09/19	£802.51	101383

10. Correspondence:

10.1 KLWNBC letter re uncontested election costs from 2019

Reference was made to a letter recently received from KLWNBC saying they were commencing recharging Parish Councils the cost of uncontested elections, starting in April 2019. The Clerk stated he had seen much email correspondence on the subject between Clerks and Councillors, but at present it all seems rather vague. The Clerk said that the only firm figures seen were by Clenchwarton PC. A contested election would cost them £2,000 to £3,000 but an uncontested election would cost in the low hundreds of pounds. The Clerk said it is something which needs to be considered when preparing the budget for 2019/2020.

10.2 Any correspondence not otherwise on the agenda

The Clerk referred to a letter received from Daphne Potter at the Burnham Market Car Scheme asking for a donation to help them with funding the costs of running the scheme which benefits many people in our and neighbouring parishes. It was proposed by Councillor Easton, seconded by Councillor Felgate and **RESOLVED** unanimously that a

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donation of £250 would be appropriate, now they no longer have the use of our Village Hall Office.

11. Date of next meeting

The next meeting will take place on Tuesday 28 August 2018 at 7 pm.

The Meeting closed at 8.20 pm.

Signed..... *LS Devereux*.....Chairman

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