

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 9th July 2024 at 7pm

Present: Lynn Devereux (Chair), Martin Crown, Ermine Amies , Wendy Norman and John Hulme

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 Burton (personal commitment), Councillor Seare (work commitment)

2. Declarations of Interest: To declare any personal or prejudicial interests
None

3. Minutes of the Parish Council Meeting held on Tuesday 11 June 2024

3.1. Approval

These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Annual Parish Council Meeting held on 11 June 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) Flood meeting 25 March – a follow-up email was sent to the IDB by the Clerk on 21 June.

(3.2) Cycle racks – these have been delivered and were installed by Councillors Burton and Crown. Chair thanked them both for their efforts.

(7.1) Village Hall tree – consideration of applying for a Tree Preservation Order (TPO) – Brian Ogden (Borough Arboricultural Officer) due to visit Holme to discuss process.

Clerk to contact Officer to arrange date

Councillor Amies asked the Clerk to check on the TPO status of a tree at the junction of Beach Road / Broadwater Road

Clerk to check on status of the tree

(7.3) Arrangements for walkabout with Local Highways Engineer – Damien Jefferies (Highways Engineer) accompanied Councillors Burton and Crown with the Clerk around the village on 4 July. Looked at overhanging trees, verges, pavements, Chalk Pit Lane drainage works and other items raised by parish councillors and parishioners. Pavement will be replaced on Main Road between Nos. 8 to 14 and grass bank cut back in front of the telephone exchange. It was reported that Damien Jefferies is leaving his current post to assume a management post in the North Area on 15 July. Parish Council formally extended their thanks to him for all his hard work in supporting Holme.

Clerk to send letter of thanks to Damien Jefferies

(8.1) Electricity contract – Clerk reported that he had successfully moved the contract from a Variable to a Fixed Rate on better terms as reported at last Parish Council meeting.

Signed Chair

LS Devereux

Date 3/9/24

(8.2) Approval of Annual Governance and Accountability Review (AGAR) – Clerk confirmed the AGAR submission had been made to the External Auditor with an acknowledgement that it has been received and work begun on processing it. Exercise of Public Rights notices have been published with an expiry date of Friday 26 July.

4. Minutes of the Confidential Parish Council Meeting held on Tuesday 11 June 2024

4.1. Approval

These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Confidential Council Meeting held on 11 June 2024 be confirmed as a true record and be signed by the Chair.

4.2. Matters arising from the minutes (non-agenda items)

(3) Honorarium – Clerk confirmed that Parish Council’s decision had been enacted.

(4) Proposed path works for Park Piece – to be discussed under Item 9.2 on the Agenda.

5. Reports: to receive the following

5.1. County Councillor and District Councillor reports

None

5.2. Saxon Shore Parish Forum (SSPF) – 27 June (Councillors Norman, Devereux and Crown) – meeting attended by representatives from Holme, Thornham and Ringstead Parish Councils. Items of discussion were updates to the Local Plan, Neighbourhood Plans and Speedwatch schemes.

Councillor Amies suggested that SSPF consider inviting James Wild MP to a future meeting to brief him on planning issues as it affects Parish Councils. Old Hunstanton are due to host the next meeting in September.

Clerk to contact Old Hunstanton’s Clerk in regard to September’s meeting

5.3. Planning Law Seminars (Councillor Devereux) – 4 seminars were organised by Suffolk ALC and delivered by specialist planning lawyers from the law firm Birketts. Councillor Devereux attended all 4 seminars and commented that although they were excellent, no questions were allowed. Notes had been circulated by Councillor Devereux to parish councillors prior to the meeting summarising the key points from the seminars.

5.4. Village Hall Committee (Councillor Norman) – it was reported that a team had undertaken a tidy of the garden.

The VHC is due to meet on 22 July to discuss refurbishment of the Hall and how to gather ideas from parishioners through use of a survey. The VHC continues to consult with the architectural designer approached who has promised to contact the Borough Council’s Conservation team and understands the importance of awaiting the outcome of the survey. Therefore, no proposals have been agreed at this stage and no plans have been drawn up.

- 6. Public Participation: Resolution** – to adjourn the meeting up to 15 minutes for Public Participation Applicant for 24/01164/F (item 7.2.1 on Agenda) addressed Parish Council. The aim is to make the building more accessible to children and older people. Plan to use materials which match existing ones and not to alter ridge heights. Confirmed that there is no intention to remove trees or hedges which currently provide cover. Applicant believes that there will be no adverse effect on the AONB and will be good for biodiversity.

Property is currently holiday accommodation but intention is for this to become a permanent residence. Confirmed that Applicant was not the owner when previous “un-approved” works were undertaken.

7. Planning matters

7.1. Applications received subsequent to this agenda

None

7.2. Applications for comment

7.2.1. - **24/01164/F** - Proposed extension to form entrance lobby, sitting room, two bedrooms and a bathroom, together with internal alterations. High Road Farm Bungalow, Thornham Road, PE36 6LR. Expiry date - 22 July 2024

Noted that previously this was a Replacement Dwelling plus a cartshed that was permitted in 2017 following unconsented demolition of the original building (pre-NDP). Property is located outside the Development Envelope in NDP Countryside Zone. There is a good degree of screening from the A149 and the neighbouring property provided by a mature boundary hedge.

Noted that proposed works would not alter current access or make changes to the established landscaping, would use existing colour palette and that slate roofing materials are to be retained Parish Council discussed if the Application complied with HNTS 17 and felt further examination was required.

Noted that there had been no neighbour or public comments made so far. Parish Council had no major concerns over what was being proposed but agreed that HNTS 17 needs to be implemented consistently and a further check should be undertaken before making a final comment.

Agreed: Councillor Devereux to look again at GIFA calculation before submitting Parish Council response

7.3. Other Applications for information

None

7.4. Comments made on Applications

None

7.5. Decisions Reported

7.5.1. - **22/01970/F** – Brownsea, 44 Beach Road, PE36 6LG. Replacement dwelling. Application Refused 17 June 2024. *Committee Decision*.

7.5.2. - **24/00150/F** – Field, Beach Road. Excavation of a 60m x 20m landscape scrape in the low corner of field. Application Permitted 14 June 2024. *Delegated Decision*

7.6. Appeals and Enforcement

7.6.1. – **APP/V2635/W/24/3340315 / 23/01265/F** - Removal of existing sheds and erection of 1no storage shed built in an agricultural style within paddock area. 8 Kirkgate, PE36 6LH

7.7. Ringstead Draft Neighbourhood Plan Consultation

Parish Council had previously commented on a number of policies at the Regulation 14 consultation stage in February 2024. Following that, a meeting was arranged by Ringstead Parish Council to discuss these. Most of HNTSPC's comments have been taken on board with the main concern in relation to the proposed Policy RNP 3 – affordable / social housing (6 units) off Peddars Way North (impact on AONB / views/ National Trail; distance from village services, poor access route and no public transport; pressure for infill in the countryside). Noted that this policy remains unchanged for reasons explained in the consultation response (selected following evaluation of multiple sites specifically to meet affordability requirements - including availability of affordable land)

Agreed: Parish Council to make no further comments other than to wish the Parish Council good luck

8. Norfolk Ornithologists Association – land purchase appeal

Reported that all land on NOA nature reserve was previously leased. One landlord offered two key areas for sale, which NOA purchased for £48k. This resulted in diminishing the NOA's reserves and they are therefore seeking donations to cover costs of purchase and to help maintain operations Parish Council acknowledged the important long-term monitoring and ringing work that NOA undertakes to protect key parish habitats.

Agreed: Donation of £500 to NOA land purchase appeal

9. Village Matters

9.1 Holme Speedwatch Scheme (Councillor Crown)

Councillor Crown had been asked by a parishioner if the Parish Council would support a Speedwatch scheme for Holme-next-the-Sea. Investigation shows that a scheme needs 6 volunteers with one appointed as a Coordinator and to have been vetted by Norfolk Constabulary. Speedwatch is only allowed to operate in daylight hours and specific sites have to be approved by the Police with volunteers required to wear hi-vis jackets. Sites have to be visible with warning signs put in place to alert drivers in advance. Volunteers are covered by Police insurance.

Speeds are manually recorded as are the vehicle's details. For police support, a "10% + 2 Rule" (speeding not enforceable <35mph) is in force. Those that exceed the speed limit by 35mph are sent a letter of warning, followed by another letter if another breach is recorded. A third letter, issued by the Police, warns drivers of the consequences of any further breaches.

Councillor Devereux provided a detailed report of vehicle activity as recorded by the SAM2 unit on Main Road for April – June 2024.

Agreed: Parish Council to offer support and send data collected from SAM2 units to parishioner

9.2 Park Piece – Community Infrastructure Levy Fund bid

Parish Council had previously agreed to make a bid (£33k) for a resin-bound finish option to the above Fund in regard to proposed path works on Park Piece.

Clerk reported that an Application form had been received which indicated that match-funding, although not essential, would be taken into consideration by the Panel deciding on bids. Therefore, the Clerk outlined what this process entailed, explaining that a points-based system, relating to the percentage of match-funding provided by the Parish Council was in force.

Agreed: to contribute 10% from the Parish Council's Community Infrastructure Levy reserve

10. Monthly Report from Responsible Financial Officer (RFO)

10.1. Report

A VAT Claim for £752.58 was submitted on 29 May 2024 and the full amount has been agreed by HMRC and paid into the Parish Council's bank account on 20 June 2024.

Following Parish Council's decision to move from a Variable to a 1-year Fixed Rate the RFO contacted British Gas to confirm their offer of a reduction to the Standing Charge from 75.506 to 40 pence per day and a reduction from 47.532 pence per kwh unit charge to 24.18. New contract now in place which should see the bills for the VH go down substantially based on current use.

Confirmation from external auditor that 2023 / 2024 Annual Governance & Accountability Return (AGAR) has been received and is now being audited.

10.2. 1st Quarter Accounts and Budget Monitoring

Most budget lines are on track. Those that are in "deficit" are mainly a result of them being annual or quarterly payments that even out across the year. There is a need to empty the electricity meters in the Village Hall.

Clerk to liaise with Councillor Norman to empty electricity meters

10.3. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
NALC	Training – Invoice 2006	£42.00	Bank Transfer
BT plc	Emergency telephone	£158.02	Direct Debit
Barriers Direct	x6 cycle racks	£382.46	Bank Transfer
Glasdon UK Ltd	Tamtorque clamp kit	£45.73	Bank Transfer
Earth Anchors Ltd	35 litre dog waste bin	£180.00	Bank Transfer
Robert Burton	Post mix for cycle racks	£43.20	Bank Transfer
Mr D.T. Watkins	Expenses	£100.00	Bank Transfer
Lawnright	Grass-cutting (May-June)	£555.00	Bank Transfer
British Gas PLC	Village Hall electricity	£91.74	Direct Debit
Payroll	Staff salaries	£600.95	Bank Transfer
HMRC	PAYE on staff salaries	£150.20	Bank Transfer
Npower	Streetlighting (April-June)	£173.95	Direct Debit
BT plc	Telephone and broadband (June)	£84.49	Direct Debit
NALC	Training – Invoice 2020	£42.00	Bank Transfer

Agreed unanimously

Signed Chair

LS Devereux

Date 3/9/24

11. Correspondence

11.1. Any correspondence not otherwise on the Agenda

- **Alcohol licence for Gurneys** – “adding a takeaway offering on the attached unit” 11am – 9pm. Deadline for responses is 1 August 2024.

Clerk to obtain more details

- **Dangerous spike on Holme Beach** – Clerk reported that he had been contacted about a dangerous spike on Holme Beach. Matter referred to Le Strange Estate who made a site visit but were unable to locate the object.
- **Parish Partnership for 2025/2026** - All bids to be submitted by 06 December 2024.
- **24/00264/F - holiday lodges at Drove Orchards** – response to Parish Council’s comments received from Agent yesterday. Insufficient time for the Parish Council to consider at this meeting so will be dealt with via email communication.

- **Dersingham Farms Woodland Creation Project**

Agent for Dersingham Manor Farms has sent details regarding the creation of a number of woodland parcels in Holme as part of the England Woodland Creation Offer, administered through the Forestry Commission. The planting mix is predominantly made up of native species (80%). Agent is welcoming feedback – no deadline given.

Clerk circulated details to Parish Council showing locations and list of species on 21 June.

- **Emily Cottage** – Concern has been raised by parishioners, parish councillors and Highways about the removal of roadside banks and ongoing work at the front of this property. It is unclear if planning permission has been given as Highways have not been consulted or approved any works.

Clerk to write to homeowner and refer matter to Planning Enforcement for investigation

- **Park Piece and Orchard Land** – contractor has asked Parish Council’s permission to arrange for the long grass on Park Piece to be cut late August / early September and for the pruning back of trees on the Orchard land which is preventing effective grasscutting.

Agreed unanimously and Clerk to contact contractor

12. Date of next meeting of the Parish Council Tuesday 3 September 2024