

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 8th July 2025 at 7pm

Present: Lynn Devereux (Chair), Martin Crown, Robert Burton, Ermine Amies, John Hulme, Stefan Seare, Wendy Norman

In Attendance: Dave Watkins (Parish Clerk) and 8 members of the public

1. Apologies for Absence and approval of reasons: To receive apologies and reasons for absence
None

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

3. Minutes of the Parish Council Meeting held on Tuesday 10 June 2025

3.1. Approval

These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Annual Parish Council Meeting held on **Tuesday 10 June 2025** be confirmed as a true record and be signed by the Chair.

3.2. Matters arising from the Minutes (non-agenda items)

(3.2) Wash Barrier – email sent to James Wild expressing Councillor Amies (phasing) and Councillor Devereux's concerns (government changes to the consultation process).

Clerk had searched through Norfolk County Council Minutes and Agendas for mention of discussions about the Wash Barrier proposals without success.

(3.2) Public participation –Repainting lines at junction of Peddars Way/Kirkgate/Westgate. Chased by Clerk again on 4 July after first being reported in September 2024.

Clerk to contact County Councillor Andrew Jamieson

(4.2) Village Hall Committee – Draft Constitution had been circulated prior to the meeting.

Parish Council agreed to proceed to adopt the Constitution

(5) Public participation – Clerk confirmed that the email was re-sent to the parishioner regarding Eastgate Barn lighting (11 June).

(9.2) Appointment of online banking and cheque signatories – Councillor Seare confirmed that he was happy to continue as a bank signatory.

(10.1) Speeding on Main Road – Clerk confirmed that contact had been made with the Police. They reported that Holme is not the only parish to experience issues with speeding and advised SAM2 data, showing peak timings, be sent, so that they can target any enforcement at the relevant times. The Police suggested the Parish Council send a representative to attend the next SNAP meeting on 14th July so that concerns could be raised directly with the policing team.

Councillor Amies to attend on behalf of Parish Council

Signed Chair

LS Devereux

Date 2/9/25

Councillor Devereux to supply recent SAM2 data

(10.1) Memorial bench enquiry – Clerk has contacted family to confirm what the Parish Council could offer and is awaiting a response.

4. Reports: to receive the following

4.1. County Councillor and District Councillor reports

None

4.2. Parish Planning Update – 25 June 2025 (Councillor Devereux)

Presentations were delivered by the expanded Policy Team, the Development Control Manager and IT Manager. New teams were introduced with their structures explained. Links to information presented at the sessions has been circulated to the Parish Council.

Content of the new Local Plan was reviewed with an Interactive Map demonstrated, providing visual representations of Policy Areas, Neighbourhood Plan Areas, Development Boundaries, Housing Site Allocations, and Employment Site Allocations.

An important announcement was made regarding MHCLG to end funding for the NDP support programme. Locality funds for technical support and grants to parish and town councils will no longer be available. Other topics of discussion centred on changes to Permitted Development Rights as they apply to agricultural buildings.

4.3. Village Hall Committee (Councillor Norman)

Councillor Norman reported that there are currently just 3 Committee members. A recent advert placed on the Village Information Network (VIN) had resulted in only one response. The Committee currently has no Treasurer and Councillor Norman highlighted concerns on how financial transactions would be processed.

It was reported that locks on some of the Village Hall toilets require checking and replacement following an incident at the Open Gardens event.

Councillor Norman also reported that a front door key kept in a secure box is missing and that a request will be placed on the VIN for its return.

* key has been subsequently recovered

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

A member of the public raised concerns they had about what they believe was the spraying of a glyphosate-based product on Park Piece by Councillor Burton on 24 June 2025. They confirmed that they had written to the Parish Council and received a reply from the Parish Clerk stating that no authorisation had been given for any councillor to use such products. Their concerns focussed on health issues related to glyphosate-based products and that the Parish Council should warn the public in advance by displaying notices. Furthermore, that they should now inform the public by posting information on the VIN and in the Norfolk LINK magazine, distribute leaflets to all households in the village and have an item on the Parish Council Agenda. They also informed the meeting that they had contacted the Health & Safety Executive and the Borough Council. They asked what the Parish Council intended to do in response to the matters they had highlighted.

Signed Chair

LS Devereux

Date 2/9/25

Councillor Burton denied using a glyphosate-based product on Park Piece and Councillor Devereux asked the member of public to provide evidence to support their allegations through making a formal complaint to the Parish Council on a form that will be supplied by the Parish Clerk. This would allow the Parish Council to investigate. Furthermore, Councillor Devereux reminded the member of the public that these allegations were of a personal nature and were not appropriate to be discussed at a public meeting.

Parish Clerk to supply member of the public with copies of both the Parish Council's Complaints Policy and Complaints Form

Concerns were expressed by a member of the public about activities at the White Horse public house, which since the addition of the bakery extend to almost 24 hours. Councillor Devereux informed them that a recent Retrospective Application to site a gazebo adjacent to a neighbouring residential property had been objected to by the Parish Council and that other complaints about the pub had been received. However, a suggestion to the Planning Case Officer to convene a meeting between the Borough Council, Anglia Country Inns, Parish Council and neighbours directly affected was declined until a decision had been made on the retrospective Application. She suggested that neighbours should contact each other to share their concerns and would provide contact details. Member of public felt that the pub had made a positive contribution to the village and acknowledged that it had been responsive to issues when approached and hoped that this approach would continue.

Councillor Devereux to supply contact details to member of the public

Another member of the public commented that although they supported the White Horse's refurbishment they had observed increases in the amount of traffic using Peddars Way and that staff had been abusive when issues had been raised with them.

Member of the public suggested the creation of a "Residents Group" bringing together those affected by the pub's activities. Councillor Devereux thought an informal group approach may be more effective in some situations and quicker than more formal routes and that the Parish Council could lend support if this didn't work.

6. Planning matters

6.1. Applications received subsequent to this agenda

None

6.2. Applications for comment

None

6.3. Other Applications for information

6.3.1. - **25/00129/TREECA** -To remove completely 1x Quercus Ilex (4.5-5m tall) as will become too big for the confined space, x1 Salix Chrysocoma which is too close to outbuilding, x2 Betula Pendula (mature), x1 Acer Pseudoplatanus (semi mature), Kerbside Ash, semi mature Sycamore and x3 Fraxinus Excelsior (deceased Ash) as these are effecting walls (which need extensive repairs) and the Ash trees have chalara fraxulifolia - Home Farm House, 40 Westgate, PE36 6LF

Councillor Amies asked a question in relation to chalara fraxulifolia. She reported that a number of ash trees adjacent to the car park in Beach Road, had been in poor condition, been cut back and 2-3

years later were now doing OK. Therefore, the question was, is chalara fraxulifolia still a threat to ash trees requiring removal or can they, with proper attention be saved from having to be cut down.

Clerk to contact Borough Council's Arboricultural Officer for his advice

6.4. Comments made on Applications

6.4.1 - **25/00934/CHSR17** - Application under the Habitats Regulations 2017: Temporary Recreational Campsite for 10 camping pitches, for 60 days

Councillor Devereux commented that this has been an extremely complex application. No formal consultation is required on Prior Approval Applications but comments and a report have been sent to Natural England (NE) together with covering letter highlighting shortcomings in the Appropriate Assessment Information submitted by the Agent and querying how a decision of **"No Objection"** could be reached. A letter has also been sent to the Borough Council attaching a copy of the submission sent to NE and drawing attention to procedural inconsistencies in the Application, requirement for regard to NPPF Policy and the new duty imposed on relevant authorities to further the objects of the NL / AONB. A request from the Borough Council's Ecology Officer for Parish Council source data has been received. This has been supplied but not acknowledged. NE have responded to say **"No Objection"** maintained. Parish Council is continuing to work to strengthen its case.

6.5. Decisions reported

6.5.1. - **25/00700/F** - Householder Retrospective: Retention of small garage and store within the existing garden. (Constructed September 2018). Holmbush, Thornham Road, PE36 6LS

Application Permitted, 16 June 2025. *Delegated Decision*

6.5.2. – **25/00562/F** - Retrospective application for a freestanding gazebo, for the use as a covered outdoor eating and drinking area for patrons of the pub, and the retention of timber storage shed for general storage - The White Horse 40 Kirkgate, PE36 6LH. Application Permitted, 2 July 2025. *Delegated Decision*

6.6. Appeals and Enforcement

6.6.1. - **APP/V2635/W/25/336465 / 24/01749/F** - Retrospective change of use of part of field to gravelled yard allowing for new store building for maintenance of 2 acre meadow adjacent private dwelling. Norfolk Pools, Builders Yard, Thornham Road

Parish Council has made its submission to the Planning Inspectorate. Borough Council also submitted a similar response but with emphasis on changes to policy included in the new Local Plan. It would appear that much appears to depend on HNTS5 and there was a concern that with the passage of time consent for the proposed "barn" could result in PDR for a change of use to a commercial operation.

7. Village Matters

7.1. Village sign update

Clerk reported that the sign is currently being re-painted in the workshop and a meeting with a building contractor took place on 3 July regarding re-siting of post.

8. Licensing

8.1. Licensing Policy Review

The Licensing Team at the Borough Council has recently updated its guidance on making representations under the Licensing Act 2003 and is consulting on them. Details were circulated to Parish Council on 27 June.

Main changes are:

- Director of Public Health added to consultees
- Counter terrorism and public safety - The Terrorism (Protection of Premises) Act 2025, requires licensed premise to implement appropriate measures to mitigate the risk of terrorism. This includes conducting thorough risk assessments to identify potential threats and vulnerabilities, and adopting security measures such as enhanced physical security, staff training, and emergency planning.

Any comments the Parish Council wishes to make have to be submitted by 31 August 2025.

Clerk requested any comments be sent to him by 20 August 2025

9. Monthly Report from RFO

9.1. Report

2024 / 2025 Annual Governance & Accountability Return (AGAR) submitted to external auditors (PKF Littlejohn) on 12 June 2025. Acknowledgement of receipt received same day with further confirmation on 2 July 2025 that Parish Council's AGAR has been logged and now in the queue for processing.

Exercise of Public Rights (16 June – 23 July 2025) posted on noticeboard and on Village website.

Monthly internal financial checks carried out by Councillor Crown:

- March 2025 on 10 April 2025 – all satisfactory and correct
- April 2025 on 8 May 2025 - all satisfactory and correct
- May 2025 on 9 June 2025 – 13 invoices required signatures of approval. This was undertaken at the June Parish Council meeting 10 June 2025
- June 2025 on 4 July 2025 - all satisfactory and correct

9.2. 1st Quarter Accounts and Budget Monitoring

Copies of 1st Quarter Accounts and Budget Monitoring with commentary sent to parish councillors prior to the meeting. Main points:

- Most budget lines are on target or close to them
- Electric meters at Village Hall need emptying
- x1 cheque needs to be paid in (wayleave payment from UK Power Networks)
- Unexpected change in the Borough Council's charging schedule and removal of subsidy for collection of dog waste
- Contribution to Village Hall electrical works
- Increase in telephone and broadband charges
- Some expenditure is annual (such as Subscriptions, Payroll fees, Auditor's fees, ICO) so will even out over the course of the financial year

Signed Chair

LS Devereux

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9.3. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
British Gas plc	Village Hall electricity	£57.27	Direct Debit
D.T. Watkins	Land Registry fees	£21.00	Bank Transfer
HMRC	PAYE on staff salaries	£212.59	Bank Transfer
Payroll	Staff salaries	£629.04	Bank Transfer
Lawnright	Grass cutting	£205.00	Bank Transfer
D.T. Watkins	Postal charges	£8.75	Bank Transfer
BT plc	Telephone and broadband (June)	£92.60	Direct Debit

Unanimously agreed

10. Correspondence

10.1. Any correspondence not otherwise on the Agenda

- **Parish Partnership Scheme** - for local highway improvements, which the County Council will be repeating in 2026/27 and maintaining the 50/50 funding model. All bids to be submitted by 1 December 2025. Parish Council was asked to consider ideas and submit them to the Clerk for further research and Highways advice.

Clerk to contact Westcotec about options to upgrade SAM2 units to incorporate solar power and remote access to download data

- **Tree in honour of Tony Foster** – Clerk has sent an email to person who suggested it saying Parish Council supports the idea but highlighted that as Park Piece has poor drainage and no water supply, it is vulnerable to both waterlogging and summer drought making the choice of tree and site very important. It is understood that the Village Hall Carpet Bowls Club will maintain any tree that is selected. Parish Council acknowledged Tony Foster's exceptional contribution and lent its support for the planting of a tree in recognition of this.

- **Future of Village Website and VIN** – owing to poor health of the webmaster the Parish Council was asked to consider a number of options to ensure the future of both the Village Website and the VIN. Challenges include administrative and technical support, content management and the VIN's GDPR requirements. In addition, future admin & tech roles may need to be split due to differing local knowledge & skillset needs.

Acknowledged that it would be difficult for Parish Council to take on either, but Parish Council website requirements could be achieved by extending Neighbourhood Development Plan website.

A parishioner has offered to help with transitional arrangements but if the Village Website and VIN are to continue as a vital community resource, then a longer-term solution is required.

Current costs of the domain name are less than £80 for 5 yrs. Costs of maintaining the website as it exists are estimated to be less than £130 per annum. Costs of the VIN are currently covered by the above.

Providing there is agreement to hand over account details and security clearances and that potential GDPR (VIN) issues can be overcome Councillor Devereux proposed that Parish

Signed Chair

LS Devereux

Date 2/9/25

Council offers to pay these costs and set aside a further £500 to keep the website live and deal with any unforeseen costs in the 2 years following handover - thus a total commitment of <£750).

Meanwhile, the Parish Council will explore options for the future

Agreed: Parish Council to bear costs of transferring / maintaining domain name and website – approximately £750

- **Local government re-organisation** – Norfolk Association of Local Councils (NALC) email received 4 July

NCC held some engagement sessions with parish councils earlier this year to listen to their views about LGR. During those engagement sessions, some parish councils raised concerns about additional services being 'shunted' onto them as part of LGR.

Other parish councils said that they were interested in taking control of some local assets (like car parks and public toilets) and welcomed the opportunity take on some services to be delivered on a more local basis.

As part of NCCs development of a business case for submission to Government, they want to work with NALC and a number of parish councils to co-design a prospectus/framework that could enable parish councils to take on local assets or services.

NALC would like to set up a virtual meeting either on the 24 or 25 of July. Responses expressing an interest required by Thursday the 17 of July

11. Date of next meeting of the Parish Council: Tuesday 2 September 2025

Signed Chair

LS Devereux

Date 2/9/25