

HOLME-NEXT-THE-SEA ANNUAL PARISH COUNCIL

Minutes of the Meeting of the Parish Council held online Tuesday 14th July 2020 at 7pm

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

In Attendance: Dave Watkins (Parish Clerk), Councillor Bob Lawton (Brancaster Ward of King's Lynn and West Norfolk Borough Council) and 3 members of the public

1. Apologies for Absence and approval of reasons:

Councillor Kevin Felgate (dispensation given from attending meetings until December 2020), Councillor Andrew Jamieson (NCC)

2. Declarations of Interest

None

3. Minutes of the Parish Council Meeting held on Tuesday 9 June 2020

3.1. Approval

These had been pre-circulated with no comments arising. It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 9 June 2020 be confirmed as a true record and be signed by the Chair.

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

(3.2) Defibrillator – details of packages pre-circulated to councillors. Clerk explained how the packages were priced from £1,224.00 - £2,706.00 reflecting the amount of kit provided, replacements and insurance (Platinum only). Training is optional and deducted from cost if not taken up. Councillor Amies had suggested signage at lower end of Beach Road informing people that a defibrillator was available at the Village Hall. Clerk reminded Council that there is provision for removing the disused telephone box on Main Road which had previously been suggested as a location for a unit. Questions were raised about insurance and what it covers plus whether replacement pads / batteries are for wear and tear and / or after use. Suggested that a carry bag be purchased. Council had previously set aside £2,500, but with additional requirements needed this increased the approved amount to £3000.

AGREED that subject to clarifying insurance cover the Parish Council purchases the Platinum package from the East of England Ambulance Service at a cost of £2,706 plus a carry bag at £95.

Proposed: Councillor Crown Seconded: Councillor Seare

(3.2) 20mph speed limit – Councillor Norman reported on her research regarding 20mph speed limit zones in Burnham Market, Wells, Stiffkey, Blakeney, Cley, Kelling, Weybourne and Brancaster. 20mph zones often in place where roads have no pavements. Work needs to

be undertaken to determine how the cost of implementing a zone is arrived at. Beach Road a priority

Clerk to find out from NCC Highways the process for getting 20mph zones introduced and what priorities there are for particular types of road plus costs involved.

(11.1) Purchase of strimmer – Clerk reported that despite some problems in ordering it had been confirmed that new strimmer would be delivered on 15 July. It was also confirmed that a Risk Assessment for safe use of the equipment had been produced and that insurance cover had been checked for users and for public liability. **An additional column for checking-off each item to be added.**

(12) CIL payments – Discussion continued on whether CIL payments are liable just for new builds or if they extend to replacement dwellings and combining two properties into one.

Clerk to check with Borough Council's CIL Officer on how CIL is applied for different builds.

4. Coronavirus pandemic

Councillor Devereux provided an overview of the current situation comparing Europe and UK figures with those in West Norfolk which showed number of cases flattening out rather than falling. Whilst new cases in the local area were now much lower there is some concern over the effects of visitors transferring the virus from elsewhere, including the many holiday-makers from the East Midlands where numbers are rising steeply. Despite a dip in visitor numbers due to poor weather in June / early July, numbers have begun to increase with the re-opening of the Beach Road and NWT / NOA car parks. This has been accompanied by some alleged unlawful camping (Poplars and Inglenook), fly-camping and illegally parked campervans.

The Parish Council have issued a notice on the village website providing information for residents and visitors. This was re-printed in the LINK magazine. Fire safety notices have been placed on Park Piece and the Orchard Land. A request has been made to the Borough Council for additional signage and for 3 hand sanitising stations. The Village Hall Committee are preparing to re-open the Village Hall on 1 August with adherence to government guidance on cleaning and social distancing. Limits on attendance have been set – 25 for the Main Hall and 10 for the Meeting Room. A Risk Assessment has been produced for hirers to abide by. Track and Trace will also be the responsibility of hirers.

NCC have produced an Outbreak Control Plan should there be any rise in reported cases which would result in restrictions of movement and closure of non-essential services and increased testing. The main components of this were reviewed and councillors asked to note the arrangements to be made in case of an outbreak locally.

5. Reports

5.1. County Councillor and Borough Councillor reports

None

5.2. Endure Report

Norfolk County Council have now appointed a consultant called Footprint Ecology to produce a Visitor Management Plan (VMP) for Holme Dunes. Parish Council and NDP Team invited to a meeting on 25th June. Councillors Devereux, Crown and Burton attended. Presentation given by the Parish Council summarising its concerns particularly those around traffic and car parking. VMP focusses on NWT land and Broadwater Road access and looks forward 5 years. NWT is collecting visitor data for the project which it was thought would be interesting to compare with traffic data collected by the Parish Council on Beach Road. Concerns were expressed about the limited scope of the brief in terms of timescale and spatial coverage given that climate change planning requires long-term solutions. Impact of a possible increase in parking at The Firs was also discussed. Parish Council's ideas for a footpath network and a "Beach Shuttle" were introduced to the consultants plus possible alternatives to existing parking arrangements. Draft Plan to be produced for the NWT by the end of summer and circulated to stakeholders for comment.

Councillor Amies reported that residents of Broadwater Road were concerned at the levels of traffic using the road and the NWT's "failure to maintain it is a serious problem." Broadwater Residents Association is due to meet with the consultants where these issues plus concerns over the impact on wildlife will be raised. Councillor Amies asked to report back on the outcome.

6. Public Participation

It was **RESOLVED** (unanimously) to adjourn the meeting for up to fifteen minutes for Public Participation

- Member of the public commented on planning application 20/00737/F, Builders Yard Thornham Road. Although supporting the concept of a new residence they felt the design was too large for the plot and concerned that given the status as a full application, the application provided insufficient detail considering it was in an AONB. Investigation into the unidentified presence of asbestos in one of the outbuildings was also required. Noted that red line delineating the area of development strayed, in the north-east corner, onto the neighbouring nursely land.
- A member of the public acknowledged how impressed they were at the service provided by the Village Information Network (VIN). They were also impressed by the expertise and attention to detail witnessed at this Parish Council meeting.

7. Planning Matters

7.1. Applications received subsequent to publication of Agenda

7.1.1. 20/00737/F - New dwelling following change of use of builders yard at Builders Yard, Thornham Road – expiry date for comments 29 July

The Parish Council, whilst welcoming an improvement to the environment, felt that the scale of the proposal was at odds with local planning policy DM15. The plan would also conflict with NDP policies controlling new developments extending along the A149 and the establishment of Principal Homes. Materials proposed and the visibility of the property both on the approach to the village and the skyline are also concerns. The amount of glazing could impact on the AONB Dark Night Skies. An asbestos check is also required for the redundant buildings on the plot.

Norfolk Coast Partnership have indicated their objection and would like to see application withdrawn and replaced by something more sympathetic to the AONB.

Application not supported.

7.2. Applications for comment

7.2.1. 20/00857/F - Change of use of part of a mixed use former grain store from agriculture to Class B1 (business) use. Drove Orchards. *Expiry date for consultation: 17 July 2020*

Council considered the complex planning history relating to this application. It was felt there was insufficient information in the current application for the Council to make an informed decision. Therefore, it was proposed that the Borough Council be asked to judge application on National, Local and NDP policies.

AGREED unanimously with additional comments to be made about traffic impact

7.3. Decisions Reported

7.3.1. 19/00285/NMA_1 - NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 19/00285/F: Conversion of Dutch Barn to mixed use comprising Micro-brewery, retail and light industrial; change of use of grain barn to mixed use comprising agriculture, light industrial and retail; change of use of Polytunnel to dog training; erection of Café in lieu of that approved pursuant to 14/00193/F; new WCs and amended vehicular access. Drove Orchards.

Noted that this application had been refused since Agenda was published.

7.3.2. 19/01894/NMA_1 - NON-MATERIAL AMENDMENT TO PLANNING CONSENT 19/01894/F: Two storey side and rear extension, front porch and detached cart shed. Little Bird Cottage 4 Aslack Way. Noted.

7.3.3. 19/01662/NMA_1 - NON-MATERIAL AMENDMENT TO PLANNING CONSENT 19/01662/F: Construction of new porch, modifications to windows and doors, reconstruct ground floor bathroom with more appropriately pitched roof above, modifications to existing garage. Kitley Cottage, 3 Westgate. Noted.

7.4. Comments made on applications

7.4.1. 20/00663 - Outdoor swimming pool to rear garden. Cambril, Broadwater Rd. PE36 6LQ

7.5. Decisions reported

7.5.1. 20/00566/PACU6 - Drove Orchards Thornham Road Holme next The Sea HUNSTANTON Norfolk PE36 6LS - Notification for Prior Approval for change of use of

agricultural building to a flexible use (Schedule 2, Part 3, Class R) - *Prior Approval – Refused. Delegated Decision*

8. Funding opportunities

8.1. Norfolk Parish Partnership

NCC inviting bids from Parish Councils for 2021/2022. Deadline of 4 December 2020. Ideas put forward were a trod on the Village Green, speed control measures on Beach Road and a footbridge over the River Hun.

Clerk to contact Sally Bettinson (NCC Highways) to discuss and report back to next meeting.

8.2. Norfolk Coast Partnership small grant fund

For community projects within the AONB. £500 - £3000 available for each project which should focus on encouraging people from diverse ethnicities, age groups and those with accessibility needs to experience and enjoy the area. Ideas suggested were improving accessibility to the coastal footpath and increased visibility through more directional and interpretational signage.

9. Village matters

9.1. Restoration / repair / replacement of village benches (Councillor Crown)

Councillor Crown had been contacted about the poor state of the Nelson Memorial bench adjacent to the Village Sign on Main Road. Inspired to check the state of other benches within the village and concluded they all required some restoration. A quote (£1250) for 5 benches was received. After discussion it was decided to replace 4 benches with new recycled plastic ones (estimated cost of £260 each) and ask contractor to restore Nelson Memorial Bench (cost to be confirmed).

Clerk to purchase x4 new recycled plastic benches and obtain revised quote for Nelson Memorial bench. Costings for fixing new benches also required.

9.2. New dog waste bin (adjacent to golf course) Following the wearing through of an existing bin the Clerk requested approval to replace it with a more durable plastic one at a cost of £188.84.

AGREED UNANIMOUSLY

9.3. Thanks to Marianne Charles: Parish Council wished to express their thanks to Marianne Charles who looks after plants by the Village Sign on Main Road.

Clerk to send a letter.

10. Monthly Report from RFO

10.1 Report

10.1.1 Annual Governance and Accountability Return (AGAR) Update

Papers for submission had been previously circulated to councillors. Final date for

submission is 31 July 2020. A wet signature is still required by the Chair despite coronavirus restrictions and guidance. Recommendation that date for Exercise of Public Rights be Monday 20 July to Friday 28 August inclusive.

AGREED UNANIMOUSLY

10.1.2 VAT Claim

A claim for £2881.72 was made to HMRC on 15 May 2020. Full amount agreed by HMRC and paid into bank account 23 June 2020.

10.1.3. 1st Quarter Accounts

1st Quarter Accounts had been circulated to councillors prior to this meeting. Points to note:

- Scheduled for monthly payments therefore quarterly / annual payments sometimes show large variances
- INCOME - Large balance for VAT due to Internal Auditor advising claim should be made for sewage works (£1456) and two payments from tenant in same month (June)
- EXPENDITURE - Underspends due to delay on NDP but some unexpected capital expenditure on signage
- 1st Quarter surplus of £4,400

10.2 Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
BT Group plc	Emergency telephone	£45.46	Direct Debit
British Gas	VH electricity	£66.95	Direct Debit
Machine Mart Ltd	Strimmer and nylon line	£497.98	Bank Transfer
Builders Equipment	x3 Fire safety signs	£43.20	Bank transfer
BT Group plc	VH Broadband and telephone - July	£49.75	Direct Debit
Lawnright Garden Maintenance	Grass cutting	£303.00	Bank Transfer
HMRC	PAYE on Clerk's salary	£128.20	Bank Transfer
D. Watkins	Clerk's salary	£504.55	Bank Transfer
Eon	Street lighting	£89.92	Direct Debit

AGREED UNANIMOUSLY

11. Correspondence

11.1 Any correspondence not otherwise on the Agenda

- **Overgrown hedge in Peddars Way South** – complaint received and Clerk has sent a letter to the owner outlining their responsibilities.
- **Poplars Hearing** – several dates had been set which were not convenient for the Appellant and the Borough Council. New date to be set for December.
- **Barrow Common** – email received from Brancaster Council who are intending to purchase this land and requesting support for their plan.
- **Letter from Councillor Moriarty re: operation of Borough Council's Planning Sifting Panel** – Councillor Devereux had responded on behalf of the Parish Council.
- **Norfolk Rivers Trust** – email received asking if the Council wished to continue newsletters of NRT's work. Clerk sent a positive request with emphasis on receiving reports of water quality in the River Hun. Having lost their funding to undertake this work, Councillor Devereux suggested some potential funding sources. Future sampling of the River Hun may be undertaken by volunteers.
- **LINK article** – request to include a summary of Parish Council meetings was received
Clerk to produce copy for the LINK magazine
- **SLCC membership for Clerk** – request for an annual subscription to be taken out for the Clerk to this professional association for Town and Parish Clerks. Sliding scale of fees based on hours - £126pa plus £10 one-off registration.
Proposed: Councillor Burton **Seconded:** Councillor Crown
- **Traffic / fly-camping / illegal campervan parking** – request from Colin Venes (Chair of Thornham Parish Council) to meet and discuss with SSPF and other stakeholders the issues involved.
- **Clay-pigeon shooting** – complaint had been received about the noise generated by a shooting party. Landowner who gave permission was contacted and has agreed that any future meetings will be located to another part of the field.
- **Alleged vandalism report at Old Smithy** – report from the owner of this property via Councillor Felgate that broken wine bottles had been thrown over his wall. CCTV footage has been sent to the Police. Coincidentally, part of the wall adjacent to this property has been removed to accommodate a larger gate. Planning Enforcement

Signed Chair

LS Devereux

Date 1/9/20

had been made aware but responded that no infringement of planning regulations had taken place. The field is of archaeological interest but not yet recorded on Norfolk's Historic Environment Record. Clerk has sent an email requesting details of process for registering to NCC.

- **Saxon Shore Parish Forum** – next meeting on the 10 September 2020 to be hosted by Old Hunstanton Parish Council.

12. Date of next meeting of the Parish Council: Tuesday 1 September 2020