

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 11th
July 2023 at 7pm**

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

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 Seare (work commitments), Councillor Hulme (family commitment), Councillor Burton (sickness) and Borough Councillor Tom de Winton

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

3. **Minutes of the Annual Parish Council Meeting held on Tuesday 13 June 2023**
 - 3.1. Approval
These had been pre-circulated
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 13 June 2023 be confirmed as a true record and be signed by the Chair.

 - 3.2. Matters arising from the minutes (non-agenda items)
 - (3.3) Rights of Way (RB7) – finger post has now been replaced but a request has been received to tidy up the path. Councillor Devereux asked that a VIN regarding dumping of garden waste be issued
Clerk to contact NCC and issue a VIN
 - (3.3) Wayleave request from UK Power Networks (UKPN) for land at Riverside Caravan Park – now signed and waiting for UKPN to return their signed copy for Parish Council
 - (3.3) Parish Council meeting with new Borough Councillor, Tom de Winton – unable to find a convenient date prior to this meeting. Now looking at August.
Clerk to organise
 - (7.2) Grass-cutting – both matters reported

4. **Reports:** to receive the following
 - 4.1. County Councillor and District Councillor reports
None

 - 4.2. Saxon Shore Parish Forum– 21 June (Councillors Norman, Devereux and Crown)
Meeting was well attended, with all 5 parishes represented plus Borough Councillor Tom de Winton and Leader of King’s Lynn and West Norfolk Council, Terry Parish.
A presentation was provided by Sue Andrews who is seeking community support in setting up a new charity that assists older people who fall. Aim is to improve the current response times and ease the pressure on other services such as the NHS and the County Council’s SWIFT service. Idea is

Signed Chair

LS Devereux

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that Parish Council's could act as locations where specialist equipment can be stored and accessed when required by trained volunteers.

There was a discussion on the Wash Barrier proposals with Terry Parish informing the group that he has appointed Councillor Michael de Whalley (Cabinet Member for Climate Change and Biodiversity) to monitor developments.

Parishes expressed their concerns about the administration of planning processes at the Borough Council and how delegated powers are being exercised.

Next meeting will be hosted by Old Hunstanton Parish Council on Wednesday 6 September.

4.3. WNNMP Update (Councillors Crown and Devereux)

A discussion took place on the restructuring of the Protected Landscapes Team, through an amalgamation of the Norfolk Coast Partnership (NCP) and the Wash and North Norfolk Marine Partnership (WNNMP). The aim is to improve the delivery of nature recovery, climate change mitigation and sustainable development. Staff are currently being recruited to new posts within the new structure. Concerns expressed over planning support, previously provided by NCP and Borough Council representation post-restructure.

Councillor Devereux to contact Council Leader, Terry Parish, regarding Parish Council's concerns

4.4. NCP Green Recovery Challenge Fund Projects Closing Event (Councillor Devereux)

Noted that there has been a high level of staff turnover at NCP. Presentations on Coastal Resilience and Two Chalk Rivers projects were given and reported that 11 community-based projects were also funded, including the Bio-Blitz events held in Holme and Thornham. Norfolk Rivers Trust and NWT officers spoke at the event.

Questions were asked about monitoring the quality of water in the rivers, but lack of funding was given as a reason why this is not being undertaken at present. There is no public access at present to the River Hun scheme but can be viewed from the footpath, although noted that vegetation on the path needs cutting back. New bridges to cross the river are out for tender. A meeting / tour will be offered by NRT specifically for the Parish Council to look at the Hun Project to date .

4.5. Feedback from Borough Council Planning Committee – 3 July (Councillor Norman)

Good result re S106 but Cllr Hulme has questioned why PC comments on farm access were not addressed. Unanimous decision of Planning Committee

Parish Council felt they had achieved a good outcome and pleased to have received unanimous support from the Planning Committee for a Section 106 agreement.

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

A new local resident in attendance was welcomed by the Parish Council and made some complimentary comments regarding the work of the PC.

6. Planning matters

6.1. Applications received subsequent to this agenda

6.1.1. – **23/00977/F** - Erection of single storey outbuilding to serve as home office. Driftwood, 31 Main Road, PE36 6LA. Expiry 27 July

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Noted that entire property, including proposal, is outside the Development Boundary, due to out-of-date OS mapping and regarding neighbours comments the Application is not Permitted Development (PDR) as it is more than 20m from the main dwelling.

NDP Policy HNTS 17 acknowledges importance of home working, but Parish Council wanted to ensure NDP Policy HNTS 20 relating to Dark Skies is also given consideration.

Decision: Comment and request conditions to prevent use for holiday accommodation or commercial purposes and control further development of the site by curtailing or removing permitted development rights.

6.2. Applications for comment

6.2.1. - **22/02107/F** - Proposed extension and alterations to existing dwelling and detached garage. Beamish, Broadwater Road. Expiry 20 July

The Parish Council has previously objected on issues relating to flood risk, drainage, size, parking arrangements and cumulative impacts on AONB, Protected Species and Biodiversity. It was felt that these had still not been adequately addressed.

The agent's interpretation of what constitutes PDR in this development was challenged particularly as it relates to specific requirements within an AONB. Furthermore, no Site-Specific Flood Risk Assessment has been provided and no evidence that the Environment Agency have been contacted for comment by the Case Officer.

Decision: Maintain Objection

6.2.2. - **23/00185/F** - Renovation and remodelling of existing dwelling with extensions at Larkin House, 36 Main Road, Holme-next-the-Sea, Norfolk PE36 6LA. Expiry 25 July

Noted that privacy screens are now shown as being provided on both sides of the balcony and that the north wall has been removed from the garage, making it more like a car port. Discussion ensued as to whether this is now classed as an outbuilding and how it contributes to calculating Gross Internal Floor Area (GIFA). Size still exceeds NDP Policy HNTS17 limit. To comply, the roof terrace would need to be classed as an inaccessible roof and the car port removed. A suggested solution would be to reconfigure the rear extension, treat it as PDR and remove the balcony.

Decision: Councillor Devereux to first contact the Case Officer with a view to looking at solutions for reconfiguration that would be policy compliant and acceptable to all those concerned. Depending on the outcome conditions may need to be re-considered.

6.3. Other Applications for information

6.3.1. - **23/00116/TREECA** - T1, T2, T3 - Thuja. Fell. Outgrown their location and potentially dangerous. Severely unbalanced after shedding several major limbs. Westgate Cottage, 37 Westgate, PE36 6LF

6.4. Decisions reported

6.4.1. - **22/02113/F** - Terns, 49 Peddars Way, PE36 6LD. Variation of Condition 2 of Planning Consent 21/01394/F. Extensions and alterations to dwelling (Retrospective). Application Refused, 9 June 2023. *Committee Decision*

6.4.2. - **23/00096/TREECA** - Home Farm House, 40 Westgate, PE36 6LF. Fell 2 x Ash trees due to damage to the boundary wall shown on the submitted site plan Tree Application. No objection, 14 June 2023. *Delegated Decision*

6.4.3. - **23/00422/F** – Waxwings, Thornham Road, PE36 6LR. Proposed dwelling on subdivided plot of an existing dwelling. Application Refused, 21 June 2023. *Delegated Decision*

6.4.4. - **23/00099/TREECA** - Emily Cottage, 27 Kirkgate, PE36 6LH - T2 Walnut (of the MWA Arboricultural Report) - Remove (fell) to near ground level and treat stump to inhibit regrowth. TG2 Holly, Blackthorn (of the MWA Arboricultural Report) - Remove (fell) to near ground level and treat stump to inhibit regrowth. Reason is clay shrinkage subsidence damage at neighbouring property within a conservation area Tree Application. No objection, 19 June 2023. *Delegated Decision*

6.4.5. - **23/00418/F** - Flaxley House, Broadwater Road, PE36 6LQ. New Garage and Store. Application Permitted, 3 July 2023. *Delegated Decision*

6.5. Appeals and Enforcement

Clerk reported on the Eastgate Barn case (23/00326/BOC). Enforcement was waiting for a decision by the Planning Committee on Application (22/01884/F) before deciding on how to proceed.

Clerk to contact Enforcement for an update

Councillor Devereux had received a report of a shepherd hut located on agricultural land behind Eastgate and asked for this to be investigated.

Clerk to contact Enforcement for information and advice

7. Village Hall Committee - election of a parish councillor to the Committee

Councillor Seare was proposed by Councillor Devereux and seconded by Councillor Amies to be a Parish Council representative on the Village Hall Committee.

AGREED unanimously

8. Village Matters

8.1. Village Hall (Councillor Burton)

Due to Councillor Burton being absent this item was deferred.

Councillor Norman reported that following the resignations of both Councillor Burton and Mary Burton from the Village Hall Committee, a formal meeting was planned to appoint new officers.

9. Monthly Report from Responsible Finance Officer (RFO)

9.1. Report

AGAR submission has been officially logged and external auditors have confirmed that they are now working on it.

9.2. Approval of amendment to Financial Regulations

Parish Council were circulated a draft amendment prior to this meeting which seeks to reinforce the procedure for online banking payments.

Signed Chair

LS Devereux

Date 05/09/23

RESOLUTION: That Parish Council adopts the amendment to Section 6 of the Financial Regulations to include more detailed procedures for online banking authorisation and payments.

AGREED unanimously

9.3. First Quarter Accounts

Parish Councillors were circulated a statement of the First Quarter Accounts for 2023 / 2024. Most budget lines are as expected and on track

9.4. Payments for authorisation

| PAYEE | REASON | AMOUNT | PAYMENT METHOD |
|-----------------|--|---------|----------------------------|
| Lawnright | Grasscutting - May | £330.00 | Bank Transfer-Paid 15/6/23 |
| BT plc | Emergency telephone | £45.46 | Direct Debit |
| Mr D.T. Watkins | Land Registry fees | £14.00 | Bank Transfer |
| Mr D.T. Watkins | Land Registry fees | £56.00 | Bank Transfer |
| Mr D.T. Watkins | ACRE document | £10.00 | Bank Transfer |
| NALC | Councillor Induction training | £36.00 | Bank Transfer |
| NALC | Planning for Parish Councillors training | £45.60 | Bank Transfer |
| Payroll | Staff salaries | £629.20 | Bank transfer |
| HMRC | PAYE on staff salaries | £161.35 | Bank Transfer |
| BT plc | Telephone and broadband - June | £78.82 | Direct Debit |
| Lawnright | Grasscutting - June | £310.00 | Bank Transfer |
| nPower | Street lighting - April-June | £119.25 | Direct Debit |
| NALC | Councillor training course | £52.04 | Bank Transfer |
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AGREED unanimously

10. Correspondence

10.1 Any correspondence not otherwise on the Agenda

- **Park Piece Disability Audit** – following a recommendation based on the Park Piece Public Survey the Clerk had contacted the West Norfolk Disability Information Service (WNSIS) regarding an audit in advance of a potential project to improve access. WNSIS can provide a service and charge £25ph. Clerk requested that Parish Council approve and accept this charge

AGREED unanimously

- **Fire Hoses** – following on from a discussion at a recent SSPF about hose adaptors being purchased in Brancaster following last year's fires, the Clerk reported on how this might impact on Holme
 - Norfolk Fire and Rescue's Water Department (NFRWD) have a map of all the fire hydrants in Holme on public land which comply with all residential areas of the village and are accessible to all fire appliances. Away from hydrants, appliances are only able to carry enough on-board water for 4 minutes supply.

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- They were aware of the Brancaster incident last year and arrangements made with the PC there to purchase an adaptor. This was only possible with the agreement of local farmers to allow the Fire Service access to their water supplies. An audit of farm-based systems is being conducted to check compatibility with fire appliances to see if they will work with an adaptor. Some farm systems water pressures are too high to be used and can result in damage to appliances.
- Norfolk Fire and Rescue have set up a "Farmers Project" that seeks to contact farmers in Norfolk and ask them what water supplies they have available, whether they will allow the Fire Service to use them in an emergency and what adaptations are required. They stressed this has been difficult and time-consuming but welcome any help the PC can provide in creating an inventory for the County.

Clerk to check farm supplies

- **Local Nature Recovery strategy**

- Norfolk County and Suffolk County Councils have been formally appointed by the Government as responsible authorities for preparing a Local Nature Recovery Strategy for their respective counties
- Norfolk to receive £330,000 over 2 years
- Focus on how to improve habitats and protect the natural environment
- Will work with other local planning authorities, the Broads Authority, Natural England and a wide range of stakeholders and partners, including farming and landowner groups.

- **Crassula on Park Piece – reported that** plastic sheeting and fencing removed. Next step is to follow up on the agreement to fill in the scrape subject to permission from Natural England. This is likely to require a licence.

Clerk to contact NOA to thank them for their help, check regarding costs owed and next steps.

- **Parish Partnership Scheme – trod from Hun Bridge to bungalow** – following a request from the Parish Council the Clerk had been in contact with Highways for their advice:
 - Main issue is the ditch beside the verge. At the moment, people are protected from falling into the ditch by the verge itself. Installing a trod along here would require the verge to be lowered, but this increases the risk of vehicles driving up onto the verge / trod and collapsing it into the ditch. Additionally, members of the public will be walking right next to the ditch on the trod and could fall in, especially at night or during low light levels.
 - To overcome this, a small fenceline would be required bankside to prevent people entering the ditch, and plastic reflectors roadside to prevent vehicles from driving up onto the trod.
 - These safety measures will drive costs up to a £10k minimum.
 - PPS also involves 50% contribution from the Parish Council

AGREED – Parish Council not to proceed with this bid based on safety concerns and cost

11. Date of next meeting of the Parish Council Tuesday 5 September 2023

12. Resolution: It was resolved to exclude the Press and Public for subsequent Agenda items under the Public Bodies (Admission to Meetings) Act 1960 due to the nature of the business being discussed

Signed Chair

LS Devereux

Date 05/09/23

Signed Chair *LS Devereux*

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