

# HOLME-NEXT-THE-SEA PARISH COUNCIL

## Draft Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate, on Tuesday 14th June 2016 at 7 pm

Present: Kevin Felgate (Vice Chairman) Gillian Morley  
Lynn Devereux Robert Burton  
Margaret Easton Geoff Needham  
In Attendance: Christina Jones (Clerk)

There were 11 members of the public present including Borough Councillor Carol Bower. Councillor Felgate welcomed everyone and thanked them for their attendance.

### 1. Apologies for Absence and approval of reasons for absence.

There were no apologies for absence.

### 2. Declarations of Interest.

Councillor Lynn Devereux declared a non-pecuniary interest in Item 7(c)(iii) relating to 42 Main Road.

### 3. Confirmation of Minutes.

It was RESOLVED (unanimously) that the Minutes of the Meeting held on 10th May be confirmed as a true record and signed by the Chairman.

### 4. Matters arising - for information only.

With regard to Item 16 there had been a misunderstanding as Jamie Bridges was asking that the Parish Council arrange for the moles to be dealt with as it is not a job he could undertake. Councillor Morley agreed to deal with this matter.

### 5. Information Items

#### (a) Borough Council of King's Lynn and West Norfolk (BCKLWN).

The Clerk reported that there was nothing affecting Holme-next-the-Sea on the May Agenda and Minutes but congratulations were in order for Borough Councillor Carol Bower who had been elected Deputy Mayor and Vice Chairman of the Council. She thanked the Council and apologised for not always being able to attend Parish Council meetings but will attend as many as possible.

#### (b) Norfolk Coast Partnership (NCP).

The Wide Skies Newsletter and the invitation to the Conference on 14th July 2016 at Binham Village Hall had been circulated. Councillors Needham, Morley and Devereux will attend. It was also reported that the Community Representatives had been elected for the next five years and the two local to Holme-next-the-Sea were Mike Wade from Sedgeford (re-elected) and Clive Wakes-Miller from Thornham (new).

#### (c) Marine Management Organisation (MMO).

Information regarding workshops in support of the Call for Issues with Supporting Evidence had been circulated. Again, the nearest ones are to be held in London and Colchester which is too far away.

#### (d) Norfolk County Council (NCC).

Broadband Information Sheet 23 had been circulated but no improvements have yet been made affecting Holme-next-the-Sea.

#### (e) NCC.

An Invitation to Devolution Briefings to be held in Dereham and Norwich had been circulated.

### 6. Public Participation

It was RESOLVED (unanimously) that the meeting be adjourned for 15 minutes for public participation.

#### (a) Public Participation.

There were no issues raised by the public.

#### (b) Borough Councillor Report.

Councillor Bower said she was pleased at the number of people intending to go to the NCP conference as there are grants available and Holme-next-the-Sea would be a good area for a project relating to the Area of Outstanding Natural Beauty (AONB).

She explained there were considerable discussions about Devolution which the Government wants set up like Manchester with a Chairman and not a Mayor. Talks are going on with the Borough Council as it is all very unclear but a deal needs to be sorted out. The underlying intention is to put power in the hands of the people.

With regard to Planning issues which are largely about enforcement, the response obtained by Councillor Bower had been circulated. She is on the Planning Committee Panel and the five year plan is being fulfilled with more refusals and less approvals going through.

Regarding the Neighbourhood Development Plan (NDP) the Planning Committee use NDP criteria when looking at Applications and care should be taken when changing guidelines for policies in order to obtain the required impact. Guidance from Brancaster would be helpful as its NDP is affecting decisions.

Planning is clearly a big issue in Holme-next-the-Sea and the Parish Council should ask to meet with the NDP contact in the Borough Council to specifically talk through guidance and the law.

Councillor Felgate thanked her for all the information and she apologised that she would have to leave early for another meeting.

**(c) William Coker representing Hunstanton Golf Club.**

Mr. Coker had attended the meeting to give information regarding the consultation process that was being undertaken to establish a coast path around the country. It would appear that the Norfolk Coast Path will become part of the National Coast Path. Hunstanton Golf Club had been contacted regarding location not only to establish the Path but also an inland coastal margin which would be an additional area to be used should the Path become eroded. The indications from Natural England were that the inland coastal margin would be the land along the top of the dunes. The Golf Club want to establish it nearer the sea and are proposing to put in a post and wire fence to indicate the line and delineate the area. There are already notices stating that the Golf Club leases the land from the L'Strange Estate. Some users of the Coastal Path already walk below the level of the dunes although this is not the designated Path due to it being tidal. The Golf Club is trying to manage the land as best it can under the current proposals. Numbered posts already mark the shooting boundary. Miss Curtiss from Natural England expects to publish proposals for public consultation within a few months and the Parish Council should have been contacted although it will only affect a small part of the Parish boundary. Councillor Felgate thanked Mr. Coker for coming to the meeting and keeping the Parish Council informed and it was agreed it would be an item on the July Agenda. Mr. Coker will try to provide some plans of the proposals.

7.

**Planning Applications.**

**(a) Any Planning Applications received subsequent to this Agenda.**

The Clerk reported no Planning Applications had been received since the Agenda was published.

**(b) Planning Applications submitted.**

- (i) **16/00871/F** Relocation of tennis court and change from grass to hard surface at Holmbush, Drove Orchards, Thornham Road, Holme-next-the-Sea P36 6LS.

Councillors agreed this Application did not have an adverse affect on neighbours and it was **RESOLVED** (unanimously) that no objection be raised.

**(c) Other Planning Matters.**

**(i) Objections to Site Allocations and Development Management Policies (SADMP) Modifications (Policies DM2 and DM3).**

Councillor Devereux reported that the objections as agreed by circulation had been submitted. the proposed changes in these policies affect communities classified as Small Villages and Hamlets (SVH) and the next tier of rural villages with the boundaries between being blurred by the proposed wording. The NCP had objected on similar grounds. There were 16 pages of objections including some major ones concerning the environment. SVH currently have infill only but the new wording would allow development and intensive agriculture.

**(ii) Compliance Issues:**

**(1) 16/00226/BOC 32-34 Main Road, Holme-next-the-Sea.**

Councillor Bower had raised these concerns on behalf of the Parish Council and the response from the Enforcement Officer had been circulated. There were two conditions in breach:

- The wall built out on the access side is not in accordance with the plans and should include chalk but does not. It would appear the Case Officer has written off the conditions.
- On the east side the condition says 'prior to first occupation' which means any buyer will need to comply with those conditions unless the Parish Council tries to pursue the issue.

After discussion it was **RESOLVED** (unanimously) that the arguments should not be accepted and the issue pursued.

**(2) 15/02053/F Tractor Barn, Main Road, Holme-next-the-Sea.**

Councillor Felgate had been approached by the neighbour of the Tractor Barn who stated that there had been a condition of the development that the old tiles should be stripped off and re-used. This has happened on the road side but on the other side new Norfolk pantiles have been used. It was reported that the old tiles had been available but had been taken off site. Councillor Needham considered that the new tiles would like much like the old tiles within three years.

Discussion regarding the fact that a condition had been imposed within the Planning Approval and that if it was not enforced it was setting a precedent within the Conservation Area. The condition had already been in place when the current owner purchased the property. Councillors had been invited to visit to look at the work. It was **RESOLVED** (majority vote) that the objection submitted by the neighbour be supported by the Parish Council.

**(iii) 15/02038/F 42 Main Road.**

The website indicates the Case Officers are minded to refuse the Application but want to negotiate revised Applications.

**(iv) 15/01883/F Proposed mobile homes Eastgate.**

The Applicant, Ocean Breaks, has now submitted an Ecologist's Report and Traffic Survey and there are a large number of letters in a similar format from Hunstanton businesses. The response from Highways following the Traffic Survey is still negative. The Application would appear to contravene new policies in the SADMP and it is not understood why it is still pending and under consideration.

The Clerk reported receiving an email from a caravan owner in Sunnymead enquiring as to progress and it was agreed the above information be forwarded to him.

**(v) Drove Orchards.**

Councillor Easton reported visibility being affected by a Restaurant sign recently erected. After

discussion it was agreed this was an issue that could be discussed when the proposed meeting was finally arranged.

**(vi) BCKLWN Planning Error List.**

A suggestion was made, and agreed, that the Clerk keep a list of Planning Application errors.

**(vii) Peter Humphrey Associates Ltd.**

The offer of a Pre-Application meeting by this company of architects on behalf of Mr. Malcolm Starr was discussed. The original Application for Outline Planning 16/00697/O relating to land south of Kirkgate and west of Eastgate had been withdrawn and a new application was being proposed. After some discussion it was agreed Mr. Starr and his architect should be invited to present the new proposals during Public Participation at the July meeting which could be extended, if necessary and with Councillors' agreement, beyond the usual 15 minutes.

**(viii) White Horse.**

The recent colour change of the White Horse building requires Planning Permission and a retrospective application will be made. There are also planned signage changes which will be included in the Application. Information regarding the changes was circulated and the Application will be discussed when submitted.

**(ix) Listed Buildings.**

The Clerk had obtained some information regarding an application to obtain Listed Building status. Applications need to be made to Historic England and requires documentary evidence in support with maps, reports, books, articles and websites used in research. Applications will only be taken forward where a building is under serious threat of demolition or major alteration and is a priority under Historic England's Action Plan. The Clerk indicated this was clearly a huge body of work and it was suggested contact be made with the Borough Council to enquire whether any assistance was available.

**(x) Henry Bellingham MP.**

After discussion it was agreed Councillor Devereux would draft a letter to Mr. Bellingham raising the many Planning concerns within the village and circulate for approval. Any Councillor writing to Mr. Bellingham must make it clear they are writing in a personal capacity.

Councillor Carol Bower left the meeting at 8 pm.

**(xi) 16/00609/F** The Clerk reported the Application for Single Storey Workshop (for glass working) in rear garden at Brook House, 32 Beach Road, Holme-next-the-Sea PE36 6LG had been approved.

**(xii) 16/00070/TREECA** The Clerk reported the Application for T1 & T2 overhanging branches to be cut back to boundary line within Conservations Area at 1 Manor Court, Main Road, Holme-next-the-Sea PE36 6LN had been approved.

**8. Casual Vacancy.**

The Clerk reported that no request for an election had been made and therefore the process of co-option could now proceed. A notice had been sent to LINK for insertion in the July issue requesting applications be made by 30th July. Notices will be posted on the three Notice Boards. If there are multiple applicants it was agreed they could be asked to attend the September meeting to give some information about themselves and a vote taken at that meeting.

**9. Neighbourhood Development Plan.**

Councillor Devereux reported that there had been 206 completed questionnaires which represented 50% residents, 40% second home owners and 10% landowners and caravan owners. They had now gone to be entered and analysed. The next task is the Built Environment evidence to obtain design criteria and character statement to identify buildings which will all feed into the policy design. A parishioner, Bob Bowman, who is an architect is helping as are other villagers. Geographical information is being obtained with footpaths and archaeological information being incorporated. The Clerk reported an application was being made for anticipated expenditure during the next six months

**10. Norfolk Minerals Site Specific Allocations (Silica Sand).**

Following an earlier contact, Snettisham Parish Council had submitted information regarding a proposed Silica Sand extraction site affecting Snettisham, Dersingham and Ingleshorpe. The objections raised include traffic on the A149, the truck size and regularity, the proximity to villages and nature reserves and the introduction of industrial activity in a tourist area. After discussion it was **RESOLVED** (unanimously) that the objections submitted by Snettisham Parish Council would be supported. The consultation closing date is 27th June 2016.

**11. Norfolk Association of Local Councils (NALC)**

The Parishes 2025 Survey had been circulated attached to the 19th May Newsletter. It was attempting to investigate the strengths and weaknesses of Parish Councils now and how they may be placed in 10 years time. It was agreed Councillor Felgate would complete the return.

**12. Parish Partnership Scheme 2017/18.**

The Clerk had circulated information regarding the 2017/18 Parish Partnership Scheme. Possibilities were discussed including improvements to pavements. The closing date is 16th December 2016.

**13. Village Matters.**

**(a) Village Information Network (VIN).**

It was agreed all Planning Applications, including tree applications that were not consultations, be circulated through the VIN system. The Clerk is notified on weekly lists of all Applications and Decisions.

**(b) Holme Milestone.**

Councillor Felgate had been contacted by The Milestone Society regarding a 200 year old milestone with unusual features which had been located and was to be re-instated on Thornham Road. It was hoped that children from the area could be involved in the re-painting and names should be given to the Parish Council. It was **RESOLVED** (unanimously) that the Parish Council contribute the shortfall of £150. to enable the renovation to go ahead.

**(c) Recent Vandalism.**

Councillor Felgate reported two recent incidents of vandalism in the village:

- Someone had poured creosote over the Old Smithy door and floor and the camera being used for the Traffic Survey had been ripped out.
- Pheasant pens located up a track off Thornham Road by Drift House had been trashed and gates removed where cattle are kept.

This kind of activity had happened in the village in the past in relation to Planning Applications and needs to be discouraged. These episodes may not be linked to Planning Applications but responsible behaviour is to be encouraged and actions like this cannot be condoned.

**(d) Dog Waste Bin.**

New dog bins had been requested at Gore Pont Car Park and at the top of Chalkpit Lane during the Parish Meeting held in May. After discussion the Clerk was requested to contact the Borough Council to obtain confirmation that a Collection Truck would go up Broadwater Road.

**14.**

**Finance:**

**(a) Fourth Quarter Accounts and Budget Monitoring 2015/16.**

These Accounts had been circulated and no questions were raised.

**(b) E-on Deemed Contract increase from 01.07.16.**

It was thought this would increase the quarterly account by approximately £8.

**(c) Internal Auditor Report 2015/16.**

Malcolm Pitt had completed the Internal Audit to November before leaving the village and had completed the final audit with the assistance of Ann Rossington who had checked invoices and payments. He had completed the appropriate section on the Annual Return for 2015/16 although there were a few discrepancies between payments and amounts listed in Minutes. It was agreed these should be corrected and initialled by the Chairman.

**(d) External Auditor Annual Return 2015/16.**

The Annual Return had been completed and circulated. The Clerk explained the Return and it was **RESOLVED** (unanimously) that this be signed. The final return date is 30th June.

**(e) Exercise of Electors' Rights with regard to 2015/16 Accounts.**

Information had been circulated and notices will be posted on the three Notice Boards giving the dates accounts can be inspected starting at the beginning of July.

**(f) Disposal of Accounts prior to 2010/11.**

The Clerk explained that it was not a legal requirement to keep old accounts except for the last six years and the current year. Previously Councillors had stated all papers were to be retained and if so, a new filing cabinet will be required. After discussion it was agreed one should be purchased.

**(g) 2016-2018 National Salary Award.**

This award is to be implemented from April 2016 and will result in approximately a 10p per hour rise for the Clerk.

**(h) Form 35 (Year End Declarations).**

This Declaration now forms part of the real time tax returns and has been completed by the Accountants. It is no longer necessary for it to be signed by the Parish Council.

**(i) Approval of proposed payments:**

It was **RESOLVED** (unanimously) that the following payments be made:

|   |  |                              |
|---|--|------------------------------|
| Mr. Ben Catt                                    | Contribution to Village Hall Wall<br><i>(Replacement for Cheque No.101277)</i> | £4000.00. (Cheque No:101282) |
| HMRC  | Clerk's May PAYE   | 70.40. (Cheque No:101283)    |
| HMRC  | Clerk's June PAYE  | 70.40. (Cheque No:101284)    |
| Mrs. C.M.Jones                                  | Clerk's May salary & re-imbursements.  | 363.33. (Cheque No:101285)   |
| Jamie Bridges (Lawnright<br>Garden Maintenance) | May 2016 Grass Cutting.  | 305.00. (Cheque No:101286)   |
| Whitley Press Ltd.                              | Scanning questionnaires.   | 222.48. (Cheque No:101287)   |
| Mrs. L. Devereux                                | Display posters.   | 60.00. (Cheque No:101288)    |
| The Milestone Society                           | Contribution for Thornham Road milestone.                                      | 150.00. (Cheque No:101289)   |

**15. Date of next Parish Meeting.**

The next meeting will be held on Tuesday 19th July at 7 pm in the Village Hall.

Councillor Felgate thanked everyone both for their attendance.

The meeting closed at 9.15 pm.

Signed.....*Kevin Felgate*..... Chairman

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