

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate, on Tuesday 13th June at 7 pm

Present: Kevin Felgate (Chairman and Minutes) Lynn Devereux (Vice Chairman)
Gillian Morley Martin Crown
Margaret Easton Geoffrey Needham
Robert Burton

There was one member of the public present. The Chairman welcomed him to the meeting and thanked him for his attendance.

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

The Chairman confirmed that the Clerk had tendered his resignation (notified by email on 12.06.17) and would not be attending the meeting. It was agreed that arrangements for appointment of a replacement Clerk would be discussed following the close of the meeting.

2. Declarations of Interest.

There were no declarations of interest.

3. Confirmation of Minutes.

It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on 9th May 2017 be confirmed as a true record and signed by the Chairman after the following amendment:

The correct spelling of Councillor Devereux's surname.

4. Matters arising (information only).

There were none arising.

5. Draft Minutes of Parish Meeting held Tuesday 9th May 2017.

It was noted that the Minutes required a number of changes and Councillors Burton and Morley asked for specific revisions to clarify particular points that they had made. The Minutes would need to be agreed at the next Annual Parish Meeting in May 2018.

6. Public Participation.

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

(a) Public Participation.

No member of the public present wished to speak.

(b) Borough Councillor Report.

No report had been received.

7. Planning Applications.

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

17/00099/TREECA Light prune of T1 Hawthorn at Rhubarb House, 31 Kirkgate just notified. No comments but Councillor Devereux to follow up and report back.

(b) Planning Applications submitted.

17/01079/F High Farm Bungalow, Thornham Road. Single storey rear and side extension, roof extension and dormer window. **No objections.**

17/00978/F Patio area to front and rear with seating and lights of Eric's Fish Bar, Drove Orchards. **No objections to plan but two points were to be raised regarding light pollution and protection of endangered species.**

Councillor Devereux to submit the Parish Council's comments. Chair to ask Mr. Durrant to forward official notices and forms for submission from the BCKLWN.

8. Neighbourhood Development Plan:

(a) Working Party Report.

Work continuing on the zoning system and policy options. There had been an application submitted for a further grant of about £4,500. to continue the development of the Plan and as this had not been confirmed it was proposed by Councillor Felgate that the Parish Council should cover this £4,500. if the Grant failed to materialise, seconded by Councillor Morley with one abstention.

(Post meeting note - Full amount of Grant applied for subsequently confirmed at £4,189.)

Councillors Devereux and Morley would be attending the forthcoming Norfolk Coast Partnership Annual Conference where the work on the NDP would be presented. It was agreed that Councillor Crown could also book a guest ticket and purchase a hard copy of an NCP publication from the website.

9. Highways.

Nothing to report.

10. Village Matters.

(a) Village Information Network (VIN).

Nothing to report.

(b) Beach Road Willow Trees.

Councillor Felgate had obtained quotes for the removal of the five willow trees and the ash tree that has ash die back on Beach Road. One from Garden Works for £800. and the other from Adam Fryett Tree Surgery for £750. It was **RESOLVED** (unanimously) to accept the quote of Adam Fryett. Councillor Felgate will instruct him to carry out the work.

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

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(c) Collapsed Culvert Eastgate. Responsibility for maintenance of the drain was discussed. It was possible that this lay with the IDB but agreed to first contact land owner Lord Melchett and inform him of the Culverts condition.

(d) Damage to Holme Village Sign. The Missing section of the sign had been found in the church grounds and Cllr Needham has agreed to carry out the necessary repairs. It was proposed by Cllr Felgate and seconded by Cllr Morley to cover expenses incurred by Cllr Needham - carried unanimously

(e) Beach Road sign A149: Due to the obstruction of the sign and its poor visibility it was agreed to contact Sally Bettison (highways) to see if she could rectify the problem and also the cutting of the grass on the land owned by Highways around the village sign / bus stops. It was suggested that we get permission for the village to carry out the grass cutting by its contractor if the Highways are no longer doing it. It was also agreed to contact Martyn Brown the owner of the Bungalow at the top of Beach Road to see if he would cut his hedge back. This was proposed by Cllr Felgate and Seconded by Cllr Devereux and carried unanimously

(g) Adult Gym Equipment Park Piece: It was discussed and agreed by the majority of the councillors that we would not need gym or any equipment on Park Piece because the likely level of use could not be justified and there are these facilities in the surrounding villages for people to use. A similar argument was applied with respect to children's play equipment.

11. Finance:

(a) Annex A Payments by the Parish Council in June 2017 These were all agreed

Supplier	Cheque/DD	Description	Amount
Mr M Durrant	101364	Clerks Salary as per timesheet	£269.85
Mr M Durrant	101365	Clerks expenses	£28.65
HMRC	101366	PAYE tax re clerks salary	£67.47
G. W. Crown (Ringstead) Ltd	101367	Invoice for 03/11/2016 - grass cutting	£60.00
Lawnright Garden Main	101368	Invoice for May (cheque for Jamie Bridges)	£335.00
Mr R Burton	101370	New fire extinguisher for Village Hall	£201.00
TOTAL			£961.97

(b) Fire extinguisher Agreed to cover the cost

(c) Electronic accounts : It was reported by Cllr Felgate that the internal Auditor (Patrick Chapman) was happy to work from Excel spreadsheets for the accounts.

(d) Village Hall reclaim of Vat 2016-17: nothing to report

(e) Work place pension for Mr M Durrant: letter received by the Chairman stating that he had declined the work place pension.

(f) Appointment of internal Auditor 2017-18: It was advised that Patrick Chapman would continue to act as Internal Auditor

(g) Vat Return and reclaim: Reported that this would be available shortly.

(h) Voters rights with respect to Accounts: Acknowledged. To be actioned in tandem with the completion of the accounts.

Annex B : Calendar of Meetings : Agreed for publication

12. Correspondence Circulated: All correspondence had been circulated by email or by hard copy to Cllr Needham.

13. Meeting closed: 2030hrs

14. Date of next Parish Council Meeting - Tuesday 18th July 2017 at 7 pm in the Village Hall.

The meeting closed at 20.30 hours

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

Dated.....**29.06.17**.....