

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of a meeting of the Parish Council held in the Village Hall,
Kirkgate, on Tuesday 12th June 2018 at 7pm.**

Present: Lynn Devereux (Chair) Gillian Morley Martin Crown

In Attendance: Mike Longley (Parish Clerk and Responsible Financial Officer), Andrew Jamieson (Norfolk County Councillor) and three members of the public.

1. Apologies for Absence and approval of reasons

Apologies had been received from Councillor Burton (away), Councillor Easton (family commitment), Councillor Felgate (family commitment) and Councillor Needham (family commitment).

2. Declarations of Interest

There were none.

3. Minutes of the Parish Council Meeting held on Tuesday 22nd May 2018

3.1 Approval

The Minutes had been pre-circulated and the only amendment required was for the reason for Councillor Easton's absence, which should read "injury". It was **RESOLVED** (unanimously) that, subject to the required amendment being made, the Minutes held on the 22nd May 2018 be confirmed as a true record and signed the Chair.

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

3.2.1 The Clerk confirmed he was waiting for a call back from KLWNBC regarding the Premises Licence.

3.2.2 The Clerk also confirmed he still had to issue a VIN Notice regarding problems with Black Bins.

4. Reports

4.1 County Councillor and District Councillor reports

4.1.1 There was no District Councillor report. Norfolk County Councillor Andrew Jamieson spoke about Buses and the Coastal Path.

4.1.2 Buses - He explained that Lynx had taken over the "Coasthopper" bus service and renamed it "Coastliner". Although the timetable is not what he would want he has held two meetings with Julian Patterson, the CEO, and from September the timetable should improve. At present, College Students are unable to catch the last bus. They are also looking into funding for an App in future. He is trying to obtain finance from NCC for a later route and trying to link it to train timetables. He closed by saying it was a "work in progress".

4.1.3 East Coast Path - Councillor Jamieson said NCC is waiting for Natural England to come back to them. There are three reasons for objection; Access, Route and Costs. **Access** – Need to create greater access as under the current proposals there are vast areas scrubbed out. Strong objections regarding the sections at Burnham Deepdale and Titchwell Bird Reserve. At Holme Dunes he people are respectful of the Trust's management practices.

Route - Between Thornham and Titchwell people will be walking along the A149.

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Cost - The budget is £17,000 to upgrade the path from Weybourne to Hunstanton, of which £9,000 is for signage. NCC is objecting about maintenance of the path. Holme to Old Hunstanton will deteriorate quite quickly, as will the dunes, necessitating a decent path along the sea defences. Officers are onside with Councillor Jamieson who is meeting with Natural England. The Environment Agency will have to work with Natural England as they are part of DEFRA. He closed by announcing he is now Norfolk's Walking and Cycling Tsar.

4.2 Update on the Neighbourhood Development Plan

The Chair gave an update on the NDP. Details are available on the NDP website <http://www.holme-next-the-sea-plan.co.uk>

5. Public Participation

It was **RESOLVED** (unanimously) that the meeting be adjourned for fifteen minutes for Public Participation.

5.1 A Parishioner spoke about the issue of emptied refuse bins being left outside properties where no one is present. She felt this was a crime risk, as well as being unsightly, as it is an indication that people are away. It was suggested that friends and neighbours could assist in returning bins to the relevant properties. The Clerk agreed to issue a more strongly worded VIN Notice.

5.2 A Parishioner asked about progress on Broadband in the Village Hall. The Chair responded by saying this will be looked at while the Clerk is away the following week.

6. Planning Matters

6.1 Applications Received subsequent to this agenda

There were none.

6.2 Applications for comment

6.2.1 18/00907/LB Single storey rear extension at 34 Westgate PE36 6LF. It was noted this was the same application as the previous one, but for Listed Building Consent.

6.2.2 18/00910/F Extension to dwelling at Cambrils, Broadwater PE36 6LQ. It was noted that the Parish Council had commented informally to the applicants by letter, already and that those comments could be used as the basis for the for the formal consultation response.

6.3 Decisions Reported

There were none.

6.4 Processing of Applications (Proposed meeting at Planning Department Offices)

Councillors Crown, Morley and Devereux are attending the meeting on 18th June 2018.

7. Consultations

7.1 Norfolk Access Improvements Plan

Holme-next-the-Sea Parish Council Response on Consultation

The Chair summarised the Parish Council's formal consultation response, which was shown on the big screen and was as follows:

“The Parish Council notes the priorities in the Draft Plan, in particular the following priorities (a) to create circular walks from the Norfolk Coast Path and (b) to identify gaps in the existing network.

Work on the evolving Neighbourhood Plan for the Parish has identified the need to enhance circular walks in the Parish and is promoting a link between the Coast Path and proposed Local Green Spaces within the village and views this as an opportunity to help dissipate

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pressure on the Coast Path itself (which also functions as a sea defence for the Parish). Our Neighbourhood Plan Questionnaire Survey also returned many suggestions for extending the Parish footpath network, notably by providing the following links:

- Eastwards from the main village to Drove Orchards parallel to the A149
- Westwards from the main village towards Old Hunstanton again parallel to the A149 – closing a gap in the existing footpath network and providing a valuable link into the National Trail / Peddars Way”.

7.2 East Coast Path

It was noted that the Parish Council’s response had been submitted earlier in the summer and had included a number of the points made by Councillor Jamieson in his report at 4.1 above.

8. Village Matters

8.1 Highways: Visit by Sally Bettinson (SB) on 7th June 2018.

Matters Discussed:

8.1.1 Marsh Lane – Damage to verges, parking to rear of Old Forge-SB to have a look at parking to rear of Old Forge and get back to the Parish Council. Marsh Lane is classed as a “soft road”, so a very low priority.

8.1.2 Marsh Lane – drainage / responsibilities- SB stated it was the landowner’s responsibility. The Clerk is to write to Peter Melchett and the Internal Drainage Board to establish who is responsible.

8.1.3 Eastgate - Damage to verges- SB stated as no kerbs, they would only repair if they have the budget and damage is serious, rather than cosmetic.

8.1.4 Potholes – Peddars Way north & south of A149 – SB stated these are now repaired.

8.1.5 Parking on The Green and triangle of land at Main Road / Peddars Way junction – could use of posts at 3m intervals (n.b. special Conservation Area Requirements, HA land control).

8.1.6 Parking of horse boxes on the verge opposite Holme House – ownership unverified.

8.1.7 Road works and road closures (including unnecessary weekend diversions / closures) / seasonal works restrictions on A149 (October to March Works window)- SB stated there was an extreme amount of concurrent road works earlier in the year and unlikely to be repeated for quite a few years.

8.1.8 Village Pond- SB confirmed Highways are responsible for front half of the pond and the landowner the remainder. She will look into the demolished retaining wall and report back. She will also email us contact details of the NCC’s “Pond Specialist”.

8.1.9 Overgrown brambles restricting visibility by the Hun Bridge on Beach Road- SB will see if she can add it to the Rangers Ticket for next week’s visit.

8.1.10 Parish Partnership Scheme: 2019-20 Call for bids for support- The Clerk is to circulate details to Councillors.

8.1.11 Village Gateways – to help control traffic – SB stated this could be considered as a traffic calming method and funding could be available in 2019/2020 with Parish Partnership.

8.1.12 Addition of traffic counters to SAM2 – SB estimated a cost of £250 plus fitting charge. Again, funding may possible through Parish Partnership in 2019/2020.

8.1.13 Quiet lanes – possibilities for undesignated parish roads (removal of street furniture, natural roadside environment to deter or slow down motorists).

8.1.14 TRODS – possible support for footpaths to Drove and Old Hunstanton (£10 / m2 basic cost, subject to clearance for pedestrians requires min 2m strip outside hedge).

8.2 VIN: Village Information Network

There were no matters.

8.3 Village Hall: Floor

The Village Hall Committee recently met to discuss replacing the main hall floor. A carpenter had removed some floor boards and exposed a pitch-based compound. The boards are nailed directly into the pitch base. The carpenter proposed to lay the new boards over the existing boards. Some sample floor boards were available to look at. Councillor Morley said the carpenter would level the floor and Councillor Burton will re-tile the entrance. The new floor will extend beyond the main hall towards the toilets and kitchen. The price quoted from Roland Rudd is for 18mm thickness, but 20mm thickness will probably will be needed. The quote for 18mm thickness and just for the main hall amounted to £4,580.30. We need to get two more quotes. Councillor Devereux suggested as well as two quotes, we get an opinion on damp proofing and guarantees.

9. Monthly Report from RFO

9.1 Annual Governance and Accountability Return 2017/18

The RFO explained that the Internal Audit Report 2017/18 had been completed and signed off by Patrick Chapman on the 4th June 2018. The Annual Governance Statement 2017/18 had been completed by Mrs C Jones (Locum RFO) and the RFO confirmed everything was in order and it was **RESOLVED** (unanimously) that the statement be approved by the signatures of the Chair and the Clerk. The RFO explained the Accounting Statements 2017/18 had been prepared by the locum RFO. The bank balances agreed to the attached reconciliation. The RFO read out explanations of variances exceeding 15% over the previous year. It was **RESOLVED** (unanimously) that the Accounting Statements be approved by the signature of the Chair. The RFO confirmed all relevant pages of the Annual Governance and Accountability Return 2017/18 will be emailed to PKF LittleJohn before the extended deadline of Monday 18th June 2018.

9.2 Village Hall Accounts 2017/18

The RFO ran through the key points arising on the accounts which were displayed on the big screen. Income from the heating meters and contribution from the Car Scheme towards electricity had fallen short of the cost of electricity used. It was noted that the Car Scheme are no longer contributing since leaving the office and RFO suggested the Parish Council should perhaps be making a contribution now that the Clerk was using the office. The Chair asked the RFO to calculate a fair and reasonable contribution. The RFO closed by mentioning that he had discovered some potential VAT issues. As this is a complex area more time was needed to carry out further research into the matter. The RFO is to report further at the July meeting. It was **RESOLVED** (unanimously) that the Village Hall Accounts 2017/18 be approved.

9.3 Payments for authorisation

9.3.1 The following payments were approved:

| PAYEE | REASON | AMOUNT | CHEQUE NO. |
|--------------------|--|---------|------------|
| Ward Gethin Archer | Legal fees re completion of Caravan Park lease | £909.00 | 101496 |

Signed....*L S Devereux*.....Chairman

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|----------------------------|----------------------------------|---------|--------|
| Fenland Fire Appliance LLP | Fire signs for Village Hall | £88.50 | 101497 |
| Jamie Bridges | Grass Cutting for May 2018 | £335.00 | 101498 |
| Mike Longley | Parish Clerk Salary for May 2018 | £587.34 | 101499 |

However, as no cheque signatories were present, the RFO stated he would obtain the required signatures after the meeting.

9.3.2 The RFO pointed out the Clerk's monthly salary will be the same amount each month, and under the circumstances for ease of administration recommended a monthly standing order be set up with the bank. This was unanimously **RESOLVED**.

10. Correspondence

10.1 Dune Slack Valley

There had been a complaint received from a parishioner regarding alleged damage caused to an area containing rare wild flowers along the route of the footpath between the dunes and the golf course from Holme to Old Hunstanton. The complainant was unsure whether this had been caused by the Golf Club or the Le Strange Estate. A satellite image/map was displayed on the big screen. This clearly showed the boundary between the parishes of Holme-next-the-Sea and Old Hunstanton and the conclusion drawn was the area in issue fell within the Parish of Old Hunstanton. It was agreed that the Clerk would contact Glynis Allen, the Clerk at Old Hunstanton to enquire whether she would be prepared to meet with the complainants to discuss the issue with them. The Clerk will then email the complainants to pass on to them Glynis Allen's contact details.

10.2 Any correspondence not otherwise on the agenda

The Chair had pre-circulated the details of a Licensing agreement for free access to aerial photography. It was **RESOLVED** (unanimously) that the Chair sign the Licensing Agreement on behalf of the Parish Council.

11. Date of next meeting of the Parish Council

The next meeting will be held on 17th July 2018 at 7pm.

- 12.** A **RESOLUTION** was passed unanimously to exclude the Press and public for the remaining agenda items under the Public Bodies and Administration of Meetings Act 1960 due to the nature of the business being discussed.

The Meeting closed at 8.25pm.

Signed....*L S Devereux*.....Chairman

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