

## HOLME-NEXT-THE-SEA PARISH COUNCIL

### Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 8<sup>th</sup> June 2021 at 7pm

**Present:** Martin Crown (Chair), Ermine Amies, Wendy Norman, Stefan Seare

**In Attendance:** Councillor Bob Lawton (Brancaster Ward), Dave Watkins (Parish Clerk) and 1 member of the public

**1. Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence Councillor Devereux (family commitment), Councillor Burton (holiday)

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

**3. Minutes of the Annual Council Meeting held on Tuesday 4 May 2021**

**3.1. Approval**

These had been pre-circulated.

(10.2) Clerk had corrected Information Commissioners Office £40 to £35 as discount for smaller authorities received.

It was **RESOLVED** (unanimously) that the Minutes of the Annual Parish Council Meeting held on 4 May 2021 be confirmed as a true record and be signed by the Chair.

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

(5.2) Community Infrastructure Levy (CIL) – Clerk reported that no decision had yet been received from the Borough Council as expected at the end of May.

**Clerk to contact CIL team for status report**

(5.2) Permitted Development Rights for campsites – Councillor Devereux has contacted the Assistant Director of Planning at the Borough Council to enquire about Article 4 status being assigned to the proposed pop-up campsite on Beach Road. Noted that she had also contacted Natural England and the Norfolk Coast Partnership for their advice and support.

(5.2) BT Phone box – this has not yet been removed

**Clerk to follow this up**

(9.1) Fibre To The Premises (FTTP) scheme – 49 households / businesses have signed up (6 businesses and 1 unknown) following an appeal from the Parish Council for expressions of interest. Open Reach have been contacted on what the next steps are if parties want to proceed

(10.3.1) Standing Orders – Councillor Amies reported that the Working Party had met three times and had also begun to look at other policies as well

(11.1) Councillor Vacancy – Notice of Vacancy had been posted and there being no requests for an election the Parish Council will now proceed to fill the vacancy through co-option

Signed Chair

*LS Devereux*

Date 13/7/21

**4. Reports:** To receive the following:

**4.1.** County Councillor and District Councillor reports

Councillor Lawton reported on the campaign for a new Queen Elizabeth Hospital in King's Lynn. A march has been organised and Councillor Lawton will send details when available to be published on the VIN.

**4.2.** Norfolk Association of Local Councils AGM – 20 May (written report from Councillor Devereux)

The Clerk reported on Councillor Devereux's attendance at the Norfolk Association of Local Council's AGM. Several presentations were made, the first of which was from Giles Orpen-Smellie, the recently elected Police and Crime Commissioner for Norfolk. His first tasks are to appoint a new Chief Constable and prepare a Police and Crime Plan which Parish Councils will be invited to comment on. There will also be consideration of the impact of the Spending Review and it is expected that there will be an increase in the precept but with the intention to keep this in line with inflation.

There were also presentations from Jackie Weaver (Cheshire County Officer) and Westcotec. Jackie had recently found "fame" after her experience of attending Handforth Parish Council's Zoom meeting went viral. Despite all the attention, she believed the positive outcome was that it had highlighted the work of Parish Councils and the growing responsibilities of both Councillors and Clerks. Westcotec, provided information on some new products which included a range of solar-powered signs and a new monitoring device to measure harmful pollutants.

**4.3.** "Finance for Councillors" training – 27 May (Councillor Crown)

Councillor Crown reported on the training course he had attended, delivered by Norfolk Association of Local Councils (NALC) which he found especially useful in ensuring the Parish Council is compliant and transparent in financial matters.

**4.4.** Saxon Shore Parish Forum – 3 June (Councillors Devereux, Norman, and Crown)

Councillors Norman and Crown gave an account of the Saxon Shore Parish Forum (SSPF) meeting they had attended. Amongst topics discussed were the on-going issues related to increased visitor pressure and how different parishes are responding, flooding and management of the AONB given the anticipated changes in governance recommended by the Glover Report.

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

Member of the public expressed concern at the proposed campsite on Beach Road and the environmental pressures this would bring to the village. Noted that there seems plenty of information available online on how to take advantage of 56-day rule on Permitted Development Rights but not on how to object to it on environmental grounds. They were also concerned that other areas of the village would be subject to the same pressures.

Councillor Crown sympathised with the member of the public and the Clerk informed the meeting that Councillor Devereux had written to the Assistant Director of Planning at the Borough Council regarding designating this site as having Article 4 status.

Councillor Amies suggested that a letter be sent to James Wild MP from the SSPF, expressing these concerns.

## 6. Planning matters

### 6.1. Applications received subsequent to this agenda

None

### 6.2. Applications for comment

6.2.1. **20/02070/F** - Construction of a two-storey dwelling following demolition of existing dwelling at The Tower, Broadwater Road, PE36 6LQ – Expiry for comments 11 June

Noted that original proposals had been objected to by the Parish Council, Norfolk Coast Partnership, Natural England, Norfolk Wildlife Trust, Norfolk Ornithological Association, and neighbours on grounds of size; design: materials; height (impact on AONB views); impact of glazing on Protected Species / Sites; neighbour amenity; viability of sewage disposal to mains. Revised designs submitted in February but only NWT consulted which has caused confusion.

Acknowledged that effort has been made to reduce scale and incorporate more materials in keeping with the local area. However, objections still exist from NE, NWT, NOA and NCP which highlight the tension between achieving a design that maximises the views and home environment for private individuals whilst maintaining an environment enjoyed by the wider community / visitors. Concern also that the labels on drawings of the north and south elevations had been switched and this was misleading particularly in relation to the impacts of the large area of fenestration on the north elevation. The Parish Council's previous objection was maintained.

Councillor Lawton asked if the Parish Council wanted this Application to be "called-in" and discussed at the next Borough Council Planning Committee.

**Chair of Parish Council to discuss with Councillor Lawton regarding call-in.**

6.2.2. **20/00737/F** - New dwelling following change of use of builders yard at Builders Yard, Thornham Road - Expiry for comments 11 June

Noted that the Parish Council objected to the original Application on grounds of design, scale, materials (impacts on street-scene and views) and impacts of large areas of glazing on AONB. Other issues relating to contamination on site and drainage were also raised. Revised design and materials have provided considerable improvement but the house is still very large. Noted that there did not seem to be a drawing of the north elevation provided and that the NCP were maintaining their objection regarding impacts on AONB and Dark Night Skies. The drawings are confusing / potentially misleading. In particular the drawings of the west and east elevations are inconsistent with the proposed floorplans and appear to have been switched.

The Parish Council was not minded to support this Application without further drawings and asked that a restriction be placed on any further development of the adjacent field. The Parish Council's previous objection was maintained.

### 6.3. Other Applications for information

6.3.1. **21/00083/TREECA** - 570754 343386 G1 - Conifer hedge group - Fell & replant. G2- five Thorn - Fell & replant. Church Cottages, 8 Kirkgate, PE36 6LH

6.3.2. **21/00049/TPO** - 570840 343126 2/TPO/00051: Install a root barrier due to issues with subsidence. 1 Manor Court, Main Road, PE36 6LN

**Clerk to write to Borough Council's Tree Officer thanking him for taking the Parish Council's concerns into consideration**

**6.4.** Comments made on applications

**6.5** Decisions reported

6.5.1. **21/00199/F** - Broadwater Cottage, 39A Kirkgate, PE36 6LH - Variation of Condition 2 of Planning Permission 19/01950/F: New detached garage and alterations to existing house, converting existing attached garage into living space. Application Permitted. *Delegated Decision*

6.5.2. **21/00083/TREECA** - Church Cottages, 8 Kirkgate, PE36 6LH - G1 - Conifer hedge group - Fell & replant. G2- five Thorn - Fell & replant. Tree Application - No objection. *Delegated Decision*

6.5.3. **21/00239/F** - Holmbush, Thornham Road, PE36 6LS - Re location of private drive to Holmbush. Application Permitted. *Delegated Decision*

**6.6.** Appeals and Enforcement

6.6.1 **18/00319/UNAUTH - APP/V2635/C/18/3216570** - Land S of 38 to 42 Main Road – update Planning Inspector's visit is still scheduled for Tuesday 22 June.

Councillor Seare reported that he had observed that the septic tank had been filled in.

## **7. Village matters**

**7.1.** Wash and North Norfolk Marine Partnership - PROWAD Limit of Acceptable Change study (Councillor Crown)

WNNMP looking at three undisclosed sites in West Norfolk where pressures are challenging their capacity to cope and what steps can be taken to mitigate them. Councillor Crown suggested that the Parish Council contact WNNMP and volunteer Holme-next-the-Sea as an additional site in response to the effects of additional visitors on the village and coastal erosion.

**AGREED. Clerk to contact WNNMP**

## **8. Monthly Report from RFO**

**8.1.** Report

The Parish Council submitted its VAT Claim to HMRC on 6 May 2021, which was agreed in full, with a sum of £1292.72 deposited into the Parish Council's Current Account on 19 May 2021.

Monthly internal financial checks (previously quarterly) were reinstated for April 2021's Accounts and carried out by Councillor Crown. Everything was found to be in order. Recommendation is that for transparency and financial accountability these checks should be presented at Parish Council meetings and approved.

Councillor Amies felt that best procedure would be for checks to be circulated via email for information and noted.

**AGREED**

**8.2.** Approval of Annual Governance and Accountability (AGAR) Return 2020/21

Parish Council is required, as part of the AGAR submission to:

- Receive and note The Annual Internal Audit Report
- Approve The Annual Governance Statements (Section 1)

Signed Chair

*LS Devereux*

Date 13/7/21

- Approve The Accounting Statement (Section 2)
- Agree the commencement date for the Exercise of Public Rights

**AGREED UNANIMOUSLY**

### 8.3. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
BT plc	Broadband and internet - April	£46.07	Direct Debit
D. Watkins	Land Registry fee	£3.00	Bank Transfer
Payroll	Salaries	£546.96	Bank Transfer
HMRC	PAYE on salaries	£136.60	Bank Transfer
BT plc	Broadband and internet - May	£62.34	Direct Debit
British Gas	Village Hall electricity	£53.25	Direct Debit

**AGREED UNANIMOUSLY**

## 9. Correspondence

### 9.1. Any correspondence not otherwise on the Agenda

- **Classic Car Rally** - Councillor Seare had been contacted with a proposal to hold a classic car rally on Park Piece. Parking issues were raised and what benefits would accrue for the village.
- **Visitor Management Plan** – Councillor Amies asked that Councillor Devereux should formally request a copy of the Plan which is now long overdue
- **Live music on Holme beach** – Councillor Amies has written to the Borough’s Noise Officer about late-night music and the effect it has on wildlife.

**Clerk to contact Le Strange Estate to bring the issue to their attention and also place item on next month’s Agenda**

- **Telecom mast** - site adjacent to the pumping station in Eastgate / Marsh Lane has been suggested as a possible location. NCC have been contacted and although not entirely sure of ownership in the absence of detailed plans, felt that an Application would be considered.
- **CIL Payments** – Clerk reported that Councillor Devereux had written to the Chief Executive of the Borough Council asking for clarity on how CIL payments are applied to different properties as there appeared to be inconsistency in how the policy was being applied in Holme
- **Dog waste bin relocation** – Clerk reported that two complaints had been received and replied to from users of the Sunnymead Holiday Park in Marsh Lane about the recent moving of the bin. Explanation had been given on how decision had been made and approved.
- **Request to contact owner responsible for overhanging hedge (south of Park Piece / western side of Peddars Way** – Clerk had contacted landowner and received quick response to say work would be undertaken in September after nesting birds had departed.
- **NDP Referendum** – provisional date set for 2 July 2021 – awaiting confirmation

## 10. Date of next meeting of the Parish Council Tuesday 13 July 2021

Signed Chair

*LS Devereux*

Date 13/7/21