

**HOLME-NEXT-THE-SEA PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 13th  
June 2023 at 7pm**

**Present:** Lynn Devereux (Chair), Martin Crown, Ermine Amies, Wendy Norman, Robert Burton, John Hulme

**In Attendance:** Tom de Winton (Borough Councillor) 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)

**2. Declarations of Interest:** To declare any personal or prejudicial interests

**3. Minutes of the Annual Parish Council Meeting held on Thursday 18 May 2023**

**3.1.** Approval

**3.2.** These had been pre-circulated

It was **RESOLVED** (unanimously) that the Minutes of the Annual Parish Council Meeting held on 18 May 2023 be confirmed as a true record and be signed by the Chair.

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

(5.2) Rights of Way – Clerk confirmed that the finger post removed from Eastgate had not yet been replaced by NCC

**Clerk to follow up**

(5.2) Thornham Farm Afforestation Project – Councillor Devereux confirmed that she had not yet had the proposed follow-up telephone discussion with the consultant leading the project

(5.2) Wayleave request from UK Power Networks (UKPN) for land at Riverside Caravan Park – Clerk reported that UKPN have been asked to add agreed items to Wayleave document. Awaiting revised form request to sign.

(6.1) Parish Council meeting with new Borough councillor, Tom de Winton – Councillor Amies reiterated the importance of convening this meeting

**Clerk to find a suitable date**

(13.1) The Holley's Charity – Reported that new Trustee (Steve Smith) has recently had a handover meeting with the soon to retire Chair (Tony Foster)

(14.1.8) Financial Regulations

**Clerk to circulate draft amendment before next Parish Council meeting**

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

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

Tom de Winton reported that, following the recent Borough Council elections, that the Council was now being run by a coalition of parties with the Conservatives in opposition. Restated his intention to represent local issues and "get things done." He has been appointed to the Planning and Audit

Signed Chair

*LS Devereux*

Date 11/7/23

Committees. He prefers his constituency to be described as the Brancaster Saxon Shore Ward. His immediate aims are to improve communications and ensure the area receives the attention it deserves as the largest contributor of Council Tax. Councillor Devereux asked if Councillor de Winton could speak to the Planning Department and impress upon them the importance of Holme's award-winning Neighbourhood Development Plan (NDP) which had received large local support. Councillor de Winton requested that he be sent a copy.

**Councillor Devereux to send copy of NDP to Councillor de Winton**

**4.2. Wash Barrier meeting – 10 May (Councillor Crown)**

Councillor Crown had pre-circulated a report to the Parish Council. The opinion expressed at the meeting attended was that costs and ecological concerns will prevent this project from happening. Plans for supporting infrastructure such as road and rail are not clear. Questions about where a bridge across The Wash would connect to Norfolk could not be answered until a geological survey had been conducted.

**4.3. Hun River Walk and Talk – 31 May (Councillor Crown)**

Work is almost complete on this project apart from two bridges required to cross the river. Planting has taken place. There will be no public access as the current tenant intends to continue farming as part of a Stewardship Scheme. Hunstanton Golf Club are opposed to reinstating meanders as they believe it create drainage issues on their course. Anglian Water are investigating ways of reducing the overflow of sewage into the river. The project team are planning to arrange a meeting for Parish Councils.

Councillor de Winton asked about the outcome of the NWT Dog Consultation. Reported that there had been no official announcement but there was uncertainty at how much authority the NWT had to make decisions and that approval would be required from the landowner, the Le Strange Estate.

**4.4. Feedback from Borough Council Planning Committee – 5 June (Councillor Norman)**

Councillor Norman reported that, despite an emphatic vote to refuse the Terns Application, one councillor did not appreciate that once adopted NDP's and hence NDP Policies become part of the Local Plan Framework .

Councillor Devereux added that she had received a letter from the Planning Department confirming that errors had been made in their analysis of the Application. Planners had recommended approval based on incorrect drawings presented to the Planning Committee.

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

None

**6. Planning matters**

**6.1. Applications received subsequent to this agenda**

6.1.1. – **23/00185/F** - Renovation and remodelling of existing dwelling with extension and proposed gallery. Larkin House, 36 Main Road, PE36 6L – Expiry date 28 June

The Parish Council was unclear as to why the garage/car port was not considered to be part of the dwelling when it was covered by the extended roof structure and had concerns over the

Signed Chair

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Date 11/7/23

nature, size and access of the Green Roof and the car port. Applicant has excluded the Green Roof and the car port from the Gross Internal Floor Area (GIFA) calculations. Parish Council to seek clarification from the Borough Council as to what guidelines they are using.

Neighbour objections have centred on the following issues: noise and privacy (for gardens and a living room / bedroom).

Borough Councillor (Tom de Winton) to call in this Application for Planning Committee consideration.

**Decision: Object**

**Councillor Devereux to provide Councillor de Winton reasons for objecting to this Application**

6.1.2. – **23/00418/F** - New Garage and Store. Flaxley House, Broadwater Road - Expiry date 29/6  
Re-consultation seeks to install additional fencing, plus a wall and gates. Parish have not previously objected but have expressed their concerns about developments which do not give sufficient attention to environmental issues.

**Decision: No further comments**

## 6.2. Applications for comment

None

## 6.3. Other Applications for information

6.3.1. - **23/00080/TREECA** - T1 - T5 Sycamores : remove significant dead wood, cut back to give 2m clearance to chimneys/roof T6 - T9 Acers : reduce crowns by approximately 20% (radius 4.5m to 3m) within Conservation Area. Whitehall Farm, 26 Kirkgate, PE36 6LH

6.3.2. - **23/00096/TREECA** - Fell 2 x Ash trees due to damage to the boundary wall shown on the submitted site plan. Home Farm House, 40 Westgate PE36 6LF

6.3.3. - **23/00099/TREECA** - 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. Emily Cottage, 27 Kirkgate, PE36 6LH

## 6.4. Comments made on Applications

The following applications were reviewed and agreed by circulation and details of the Parish Council's decision can be found at <https://online.west-norfolk.gov.uk/online-applications/>

6.4.1. - **23/00185/F** - Renovation and remodelling of existing dwelling with extension and proposed gallery at Larkin House, 36 Main Road

**Decision: Object**

6.4.2. - **23/00422/F** - Proposed dwelling on subdivided plot of an existing dwelling at Waxwings, Thornham Road

**Decision: Object**

6.4.3. - **23/00689/F** - Modification to the single storey roof structure to make it more in keeping with the age and style of the existing property and to secure the currently unstable chimney structure. Minor changes to the rear access arrangements to raise below head height internal ceiling area. at Emily Cottage, 27 Kirkgate, PE36 6L

**Decision: Support**

#### 6.5. Decisions reported

6.5.1. - **23/00080/TREECA** - Whitehall Farm, 26 Kirkgate, PE36 6LH. T1 - T5 Sycamores: remove significant dead wood, cut back to give 2m clearance to chimneys/roof T6 - T9 Acers : reduce crowns by approximately 20% (radius 4.5m to 3m) within Conservation Area. Tree Application. No objection 23 May 2023 *Delegated Decision*

6.5.2. - **22/02151/F** - Swedish Lodge, 55 Peddars Way, PE36 6LD - Single storey garage/workshop side extension. Application Permitted 1 June 2023 *Delegated Decision*

6.5.3. - **23/00645/F** - 15 Barnwell Cottages, Aslack Way, PE36 6LP - Variation of Condition 2 attached to Planning Permission 21/01775/F: Erection of single storey insulated timber garden office to enable working from home. Application Permitted 2 June 2023 *Delegated Decision*

#### 6.6. Appeals and Enforcement

Clerk reported on three on-going reports / investigations:

- Eastgate Barn – building materials reported as being deposited here. Enforcement have visited the site and are in the process of investigating.

**Clerk to monitor**

- Tanholt (Broadwater Road) – private report regarding an extension, spiral staircase and balcony. Extension added pre-1999 but Enforcement have investigated and are asking for a retrospective Application for the spiral staircase and balcony.
- Glamping site – site off Beach Road being advertised online offering bookings. Local resident attempted a dummy booking and told nothing available. Reported to Enforcement for advice. Trading Standards are also aware of the existence of the web site.

### 7. Village Matters

#### 7.1. Village Hall (Councillor Burton)

Councillor Burton expressed how offended he was by comments made at the Annual Parish Meeting by some parishioners about the Village Hall. He recounted the contributions he had made over many years on behalf of the Village Hall. As a consequence, he intends to resign his position as a Parish Council representative on the Village Hall Committee (VHC) after the August 2023 meeting.

Councillor Devereux was disappointed that Councillor Burton should feel this way and hoped he would re-consider his decision. Matter needs to be discussed at a VHC meeting and the Parish Council needs to agree a new representative at its next meeting in July.

Signed Chair

*L S Devereux*

Date 11/7/23

### 7.2. Grass-cutting (Councillor Crown)

Councillor Crown asked the Parish Council to consider adding cutting of the areas adjacent to the northside bus stops on the A149 to the current contractor's schedule.

Councillor Devereux also asked if Highways could look at the condition of the Launditch as the road surface was breaking up due to the extensive spread of weeds and needs attention.

**Clerk to contact Highways on both matters**

### 7.3. Community Infrastructure Levy bids (1 July - 1 August)

Clerk reported on the launch of the next round of CIL Funding Applications. Bids are open for infrastructure projects including: roads and other transport, schools and other education, community facilities, health, sport / recreation and open spaces. Funds are available to increase capacity of existing infrastructure or to repair failing infrastructure. Infrastructure Projects up to £30,000 are given more weight where significant match funding is present.

The Parish Council asked for two projects to be given consideration – improvement of drainage for Chalkpit Lane and a hard surface for disabled access to Park Piece.

**Clerk to investigate and report back**

## 8. Monthly Report from Responsible Finance Officer (RFO)

### 8.1. Report

This month's Village Hall Electricity Bill was £177.90 and British Gas have reminded the Parish Council that it is currently on a Variable Plan. Until recently, consumer advice has indicated that moving to a Fixed Plan would not bring noticeable benefits. As the energy market begins to calm down, companies are beginning to offer deals which the Parish Council may wish to consider.

**Clerk to investigate**

Westcotec informed the Parish Council that it is cancelling the contract for street lighting maintenance with 1 September being the effective date. Three alternative suppliers have been contacted with 2 replies received. Both have requested the Parish Council's inventory and status of lights regarding LED conversion. These have been sent along with a map showing locations. Quotes are expected to be available at the next meeting for the Parish Council to consider.

### 8.2. AGAR submission

Parish Council is asked to approve the 2022/2023 AGAR submission which has been prepared by the Responsible Financial Officer and audited by the Internal Auditor who has reported that "I am pleased to report that the books and records have again been maintained to a high standard with good internal controls over banking implemented throughout the year." Councillor Amies thanked the Clerk and Councillor Crown (who undertakes monthly financial checks) for their work.

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### 8.3. Payments for authorisation

These were agreed as follows:

PAYEE	REASON	AMOUNT	PAYMENT METHOD
Mr D.T. Watkins	Land Registry fees	£36.00	Bank Transfer-Paid 11/5/23
Zurich Insurance	Parish Council insurance	£1,220.22	Bank Transfer-Paid 11/5/23
Jamie Bridges	Grass-cutting	£280.00	Bank Transfer-Paid 11/5/23
Payroll	Staff salaries -April	£533.70	Bank Transfer-Paid 11/5/23
HMRC	PAYE on staff salaries - April	£133.20	Bank Transfer-Paid 11/5/23
BT plc	Telephone and broadband – April	£96.84	Direct Debit-paid 16/5/23
British Gas	VH electricity	£63.28	Direct Debit-Paid 12/5/23
Marianne Charles	Village sign garden works	£20.00	Cheque 101548
Mr D.T. Watkins	Land Registry fees	£36.00	Bank Transfer-Paid 11/5/23
James Johnson & Co	Payroll Services-annual fees	£156.00	Bank Transfer
Payroll	Staff salaries - May	£629.20	Bank Transfer
HMRC	PAYE on staff salaries - May	£161.35	Bank Transfer
BT plc	Telephone and broadband – May	£73.82	Direct Debit
ICO	Annual certificate	£35.00	Direct Debit-Paid 26/5/23
Mr D.T. Watkins	Land Registry fees	£3.00	Bank Transfer
British Gas plc	VH electricity	£177.90	Direct Debit-paid 8/6/23

## 9. Correspondence

### 9.1 Any correspondence not otherwise on the Agenda

- **“Introduction of a use of class for short term lets and associated permitted development rights”** – Parish Council sent its response to this government consultation by deadline of 9 June
- **NALC representative from Parish Council** – Councillor Devereux agreed to continue in this position
- **Vattenfall Community Benefit Fund (wind farm development off Sheringham)** – fund open next summer but doubts over whether HNTSPC qualifies geographically.
- **Mary Burton** – Parish Council had received a letter of resignation from Mary Burton informing them that she is resigning from the VHC as Secretary, Treasurer and Bookings Clerk to take effect after the next VHC meeting on 14 August. The Chair thanked Mary for her hard work and long service
- **Rural England Prosperity Fund launched 12 June, closes 2 August** –
  - open to both Parish Council and VHC
  - A new fund providing capital grants to support rural areas of west Norfolk
  - Divided into two parts, one for communities and one for businesses

Signed Chair

*LS Devereux*

Date 11/7/23

- Funding for communities will be available in two funding rounds – Year 1 (2023-24) and Year 2 (2024-25).
  - Year 1 will focus on wellbeing, reducing isolation and improving access to services and facilities. Capital grants of up to £10,000 can be awarded for year 1 projects that support impactful volunteering and social action through the purchase of equipment or improvements to premises. Match funding of 25% is required.
  - In Year 2, the emphasis will shift to building infrastructure and improving local facilities in communities, especially where projects can demonstrate that they will have a positive impact on the environment. Capital grants of between £10,000 and £50,000 can be awarded for year 2 projects that build capacity and infrastructure for local civil society and community groups through larger-scale capital improvements that can help communities to adapt to changing external factors.
  - Grants are open to a range of organisations, including charities and voluntary organisations, community groups, **parish** or town councils and social enterprises.
- **RTPI request** – Councillor Devereux reported that the Parish Council had been invited to present some information about its NDP at a meeting in London and a forthcoming event organised by to the Suffolk Coastal District’s AONB team. Due to a clash of engagements, Councillor Devereux is unable to attend, but Bernard Devereux, a member of the NDP Working Party has agreed to represent the Parish Council and was approved at the meeting.

**10. Date of next meeting of the Parish Council Tuesday 11 July 2023**

Signed Chair

*LS Devereux*

Date 11/7/23