

HOLME-NEXT-THE-SEA PARISH COUNCIL

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

Present: Kevin Felgate (Chairman) Gillian Morley
Lynn Devereux Martin Crown

In Attendance: Christina Jones (Temporary Clerk)

There were 8 members of the public present. Councillor Felgate welcomed everyone and thanked them for their attendance.

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

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

2. Declarations of Interest.

Councillor Crown declared an interest in Item 11(c) as he is a member of the Parochial Church Council.

3. Confirmation of Minutes.

It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on 14th February 2017 be confirmed as a true record and signed by the Chairman after the following amendment:

Page 459 - The tenth line from the bottom should read'although there are currently some compensation schemes in place which may provide similar habitat on an alternative site.'

4. Matters arising (information only).

Councillor Devereux raised a number of issues from the Minutes of the meeting held on 14th February 2017 which were not Agenda items:

Item 5 - Policy and Partnership Officer, Norfolk Coast Partnership (NCP).

(i) With regard to the water samples mentioned in this report, these are necessary to establish that the marsh is not being flooded with polluted water. Some funding has now been offered for this work.

(ii) The Clerk was requested to ask Robin Jolliffe to report back to the Parish Council on any NCP meetings with the Norfolk Wildlife Trust (NWT) and/or the Royal Society for the Protection of Birds (RSPB) that he attends as a parishioner volunteer.

Item 8 - Enclosure Books.

The new Clerk should be requested to investigate the possible earlier deposit of books at the Norfolk Record Office and the temporary Clerk confirmed this had been done as part of the handover.

Item 10 - System for Response to Parish Council emails.

The temporary Clerk confirmed that the use of indicative words such as 'ACTION REQUIRED', 'IMPORTANT' and 'INFORMATION' above the salutation on emails had resulted in a better response. It was requested the new Clerk should continue this practice.

Item 14 - Planning Applications.

The new Clerk should be requested to obtain a response from Councillor Bower regarding the Scheme of Delegation queries that had been raised. The temporary Clerk confirmed this had been done as part of the handover.

5. Information Items.

(a) Borough Council of King's Lynn and West Norfolk (BCKLWN) – January / February Agenda and Minutes.

The Clerk reported that in the January Minutes there had been a report regarding the Task Group working on the Plan Review to 2036. The Task Group reports and agendas can be found on BCKLWN website. The 'Call for Sites' consultation had resulted in 550 locations across the Borough. In the February Minutes it was reported that BCKLWN Officers have now spoken to Snettisham, Brancaster, West Lynn, Hunstanton, Holme and Castle Acre regarding Neighbourhood Development Plans (NDP) and Gayton and East Winch are in the pipeline. It was stated there is an 'ever increasing emphasis on the role of these plans'.

(b) Norfolk Association of Local Councils (NALC) Newsletters 15.02.17. and 03.03.17.

These had been circulated for information.

(c) Better Broadband for Norfolk Information Sheet 25 dated 14.02.17.

This had been circulated for information and Broadband was also an Agenda item.

(d) Norfolk Coast Partnership Newsletter Issue 18 Spring 2017

This had been circulated for information.

(e) Highway Ranger Visit week commencing 03.04.17.

This had been circulated with a request for notification of any items requiring attention. Drain clearance had been requested but sweeping the road edges was not included in Highway Ranger duties.

The Clerk also indicated that the March Police Newsletter had been circulated and sent for use on the Village Website and the Village Information Network (VIN).

6. Mr. Andrew Jamieson (Drove Orchards).

Unfortunately Mr. Jamieson had been unable to attend.

7. Public Participation.

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

(a) Public Participation.

(i) Mr. M. Hubbard, the architect representing Mr. and Mrs. Smith who had purchased 11 Kirkgate spoke

on their behalf regarding Planning Application **17/00246/F**. They currently live in Hertfordshire and intend to move to the property as their main residence on retirement. Originally it was intended to alter the house although it is not an attractive property in the Conservation Area opposite the Church. The Parish Council had not objected to the alteration proposal but BCKLWN had issues which were leading to a refusal so it was decided to withdraw that Application and consider replacement. The current Application proposes a property which is slightly smaller, particularly in the width from the front with the height of the roof not increased and also stepped. It is traditional in style and character using traditional materials. The plans have already been discussed with both neighbours who have raised no objections to date. Completion will probably be early next year. Both the Planning Officer and the Conservation Officer now support the Application. An objection has been posted on the Planning website raising concerns about knocking down a perfectly serviceable property, albeit a 1980's style, but the proposed property will have visual interest and proportions with the scale and windows being similar to other properties and will use less heat. A query was raised about the size of the entrance hall but it is smaller than that proposed on the alteration Application. There was discussion as to the use of flint as opposed to chalk and carstone which is more common in the village but it was agreed that flint is used in some buildings including the Church. The flint used will not be knapped. The floor has been raised about 6" at the suggestion of the Environment Agency (EA) which resulted in a roof rise of 4". A member of the public raised the issue of there being yet another building site in the village with the resultant mess and potential road blockage. It was suggested a Planning condition be requested regarding working hours, parking and site clearance but it was acknowledged that although this could be done BCKLWN do not have a good record regarding Planning Condition enforcement. Mr. Hubbard said he would be the Contract Administrator visiting the site weekly and would ensure consideration for the residents who should contact him direct with any problems. This comment was much appreciated and Mr. Hubbard was thanked for attending the meeting.

- (ii) A parishioner referred back to the Highway Rangers proposed visit and said despite raising a number of issues by letter, the work stated to have been completed had not been carried out appropriately.
- (iii) The same parishioner said he had arranged for the names Eastgate, Westgate and Kirkgate to officially have the additional word Street removed. (An Agenda item refers to Eastgate.)
- (iv) It was stated that VIN now has 117 recipients which it was agreed was excellent.
- (v) The Clerk said a resident of Barnwell Cottages who could not be present at the meeting had sent concerns regarding the design of the proposed extension at 16 Barnwell Cottages. There was no objection to an extension in principle but the design was considered to be totally at odds with the rest of the row of cottages. Concerns were also raised regarding disturbance and parking as with the property in Kirkgate. These concerns will be registered on the BCKLWN website by the resident.

(b) Borough Councillor Report.

The Borough Councillor had not submitted a new report but had sent in a notification for the February meeting which had not arrived in time. She was drawing attention to the fact that Hunstanton, Heacham, Snettisham, Ingoldsthorpe and Dersingham were all consulted about contributing through Section 137 to the cost of coastal flood defences. All had refused. It was discussed at the Hunstanton Town Council meeting in February when six reasons why no contribution should be made had been accepted.

8. Planning Applications.

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

The Clerk reported on Application **17/00465/F** relating to amended details for the erection of a residential annexe at Vine Cottage, 49 Main Road, Holme-next-the-Sea PE36 6LA. The response date appears to be 4th April although official notification had not been received.

It had been reported at the February meeting that Application **12/02033/NMA-1** for amended details for the erection of two residential annexes at this property had been refused on 16th January 2017. The new application is for one annexe. It was clarified that a new application had been required as it is a separate building to the main property and it would give more control of accommodation conditions. The previous application had a condition that it was not to be used as holiday accommodation. There were no objections raised but it was **RESOLVED** (unanimously) that the Clerk make a response requesting the condition preventing use as holiday accommodation be retained.

(b) Planning Applications submitted.

- (i) **16/02122/O** Amended details (ecology report and indicative proposed building levels) submitted in respect of subdivision of existing site for new dwelling at The Tower, Broadwater Road, Holme-next-the-Sea PE36 6LQ.

It had been agreed by email that an extra meeting was not required for this amendment and it had been **RESOLVED** (majority) that the original objections should remain with a circulated response being agreed.

- (ii) **17/00246/F** Demolish existing house and garage and erection of replacement dwelling with integral garage and summer house to the rear at Little Meadow, 11 Kirkgate, Holme-next-the-Sea PE36 6LH.

This Application had been discussed in Public Participation and the following points were made:

- (1) The current building is not attractive and the replacement is more acceptable.
- (2) In principle it was agreed but concerns regarding its impact on residents were re-iterated.

- (3) A reservation regarding the garage was raised as this has been moved further across the plot thereby reducing the parking area in front of the proposed house. This is a four bedroomed house with two bedrooms above the garage.

It was **RESOLVED** (unanimously) that the Clerk make a response raising no objections but requesting that conditions regarding working hours and site clearance be applied.

- (iii) **17/00419/LDP** Application for a Lawful Development Certificate for a proposed enlarged opening combining existing single door and adjacent existing window between existing reveals on ground floor north elevation and replacement windows and doors throughout at Greenacres, Thornham Road, Holme-next-the-Sea PE36 6LR.

No objections were raised and it was **RESOLVED** (unanimously) that the Clerk respond accordingly.

- (iv) **17/00407/F** Attic conversion and two storey side extension at 16 Barnwell Cottages, Aslack Way, Holme-next-the-Sea PE36 6LP.

A neighbour's concerns had been raised in Public Participation and other residents have objected. This property is in the Conservation Area and the proposal doubles the size of the property. Whilst there were no objections to an extension in principle various concerns regarding this proposal were raised:

- (1) It is an ultra modern design in the Conservation Area.
- (2) The roof terrace and the scale of the dormer windows means neighbours will be overlooked.
- (3) The building materials are not suitable for the Conservation Area being larch cladding and zinc. Reference is made to buildings using similar materials but these are in Peddars Way and Broadwater Road which are not in the Conservation Area.
- (4) The proposed extension stands on the right of way for access to the back of the other cottages and this may be an issue.

After discussion it was **RESOLVED** (unanimously) that an objection by submitted raising these issues and Councillors Morley and Devereux would draft and circulate a response for agreement before submission.

Mr. Hubbard and two other members of the public left the meeting.

(c) Other Planning Matters:

- (i) **16/01918/F** Inglenook, 32 Main Road, Holme-next-the-Sea PE36 6LA - Variation of Conditions 1, 3, 4, 6 and 7 attached to Planning Consent **15/00657/F**. **Application Permitted** (Delegated decision).

This was an information item.

- (ii) **16/01838/F** Clarification of Parish Council decision regarding removal of BT payphone located in Westgate, Holme-next-the-Sea. (Incorrectly officially listed as situate in Beach Road.)

It was reported that originally when the proposal for the BT payphone on Main Road had been discussed it had been agreed that it may be necessary to retain the one in Westgate as the mobile phone signal was poor there. However, when the proposal to remove it had been discussed at a later date, BT had provided data showing that it had not been used for 12 months and it had been agreed it should be removed. Councillor Needham had not been present at that meeting.

Some discussion of the removal of the actual kioks resulted in a suggestion that defibrillators be installed and the Clerk was requested to include this as an Agenda item for the next meeting.

Two members of the public left the meeting.

(d) BCKLWN Statement of Community Involvement Consultation.

This is effectively a new Code of Practice and Councillor Devereux had circulated a suggested response as agreed at the February meeting. There had been no additions or alterations to that response and it was **RESOLVED** (unanimously) that the Clerk submit the response be submitted by the due date, 20th March.

9. Neighbourhood Development Plan:

(a) Working Party Report.

Councillor Devereux reported the following:

- (1) The draft Vision and Objectives statement has now been completed and the Strengths, Weaknesses, Opportunities and Threats (SWOT) list compiled from the Consultation Day in January. Both these had been circulated to Councillors.
- (2) The EA had agreed the wording of the section of the Environmental Designations Report relating to the Shoreline Management Plan (SMP). This has been circulated to Councillors for comment.
- (3) The Heritage Assets data has been received but unfortunately after waiting seven weeks for a response from Historic Environment Service it was to be told an application needs to be made.
- (4) Meetings with local landowners are being undertaken to ascertain their aspirations for their land but unfortunately the ownership of land in the parish is fragmented and there are a large number to consult. It may be necessary to write to some seeking information by letter.
- (5) Work has started on policies and Richard High is following up on some issues.
- (6) There had been a meeting with Liz Moynihan discussing ideas for improving footpaths. She is very knowledgeable and has published books on Norfolk walks. She will write up her ideas.
- (7) Gary Hibbard at NWT wants to locate ponds and a request has gone out via VIN for anyone who is interested in being involved. He will help with the mapping when information is available.
- (8) Norfolk Rivers Trust (NRT) have agreed to provide £400. - £500. for water testing.

(9) The process is two or two and a half months behind the original programme as the amount of work involved had been underestimated as well as the complexity of the environment situation becoming apparent. Also Richard High, the Planning Adviser had been very ill for a period of a few weeks.

(10) There had been very helpful discussion with Strumpshaw which has a lot of similar environmental issues to Holme. It was one of the first NDPs to be produced and had been highly acclaimed. It had apparently taken about 1500 hours of work with one person working 15 hours per week for 15 months.

(b) Website.

The proposed website has been circulated to Councillors and this has been received favourably. It was agreed this could now go public with, hopefully, a link to the Village Website. Additional information is being added as it becomes available.

Councillors were very appreciative of all the work that is being done and Councillor Devereux was thanked for all the time being spent on the NDP.

10. Highways.

(a) New Road Name - Eastgate.

The response from BCKLWN regarding the section of lane extending from the corner of Eastgate and Kirkgate had been reported at the January meeting. It would appear from information on the BCKLWN website that the creation of new street names should involve liaison with the Parish Council. After discussion it was **RESOLVED** (unanimously) that the Clerk contact BCKLWN to ascertain whether there should have been any such consultation in this instance. The system whereby the name can be changed to Marsh Lane should also be investigated.

(b) New House Name - Rhubarb House, 31 Kirkgate.

This was an information item.

(c) Drainage Works at Drove Orchard.

Information regarding the road closure during this work between 20th March and 7th April had been circulated to Councillors and sent out with VIN. There will be access to Drove at all times but it is not guaranteed from which direction. The early information stated the road would be open during evenings and weekends but the official notice does not give that assurance.

11. Village Matters.

(a) Village Information Network (VIN).

There was no further information other than that provided in Public Participation.

(b) Beach Road and Orchard Trees.

Councillors Felgate and Morley had inspected these trees and indicated that three of the four willows on Beach Road were dead with some small signs of life in the fourth. There is also a small ash tree on the orchard land which has ash die back and one tree that has fallen over. After discussion it was **RESOLVED** (unanimously) that the following action be taken:

- (1) A quotation be obtained from Adam Fryatt by Councillor Felgate to remove all the trees in question, leaving the willow stumps to prevent parking encroaching.
- (2) The Clerk to obtain a quotation from CGM, the company that pollarded the trees following the December 2015 inundation, for the same work.

A decision as to replacement trees can be made at a later date.

(c) Holme Parochial Church Council (PCC) - Churchyard grass cutting contribution.

A letter had been received from the PCC secretary seeking a contribution to the costs of the churchyard grass cutting. A contribution of £1,000. per year has been made for at least the last five years. It would appear remedial work to trees and hedges has been necessary this year. After discussion it was **RESOLVED** (unanimous but with one abstention) that a contribution of £1,100. be made with the Clerk to make a request for more information regarding the remedial work undertaken when a one-off contribution to that work may be made.

(d) Broadband.

The Clerk reported that a parishioner whose property had been one of the 11 properties for which there would be no fibre solution planned as indicated in the Norfolk County Council (NCC) letter dated 17th November 2016 had obtained some additional information. This indicated that it is now proposed that 10 of those 11 properties will now be covered in the forthcoming programme. It was agreed the Clerk make this information available to Tony Foster for circulation via VIN.

(e) Highway Ranger Visit.

This had been discussed earlier in the meeting.

12. Village Hall.

(a) Charity Commission submission.

In December 2016 the then new Clerk, Maxine Hayes, had been appointed contact for the Charity Commission. Following her resignation, it was **RESOLVED** (unanimously) that the Parish Clerk, Murdo Durrant, be appointed the official person for all contact with regard to the Village Hall.

13. Park Piece.

The problem of dog waste near the Park Piece entrance in Peddars Way was raised. There are currently eight dog bins in the village with a possible additional one to be installed just past the entrance to the NWT reserve. They are emptied every week at a cost of £1.30p per bin per week. After considerable discussion it was **RESOLVED** (unanimously) that the Clerk speak to John Hussey at BCKLWN to see if there was any information about which of the existing bins are used the least to see if it would be possible to relocate one instead of providing another new one.

14. Finance.**(a) Third Quarter Accounts 2016/2017 - April to December 2016.**

These has been circulated with explanatory notes and were discussed with the following points noted:

- (1) There had been slightly more expenditure than income during the period.
- (2) The large overspend on the Village Hall resulted from the toilet refurbishment continuing longer than anticipated into the financial year 2016/17.

(b) Third Quarter Budget Monitoring 2016/2017 - April to December 2016.

This had been circulated with explanatory notes and no queries were raised.

(c) Budget Plan 2017/2018.

This had been circulated with explanatory notes and the Clerk explained the reasoning behind the allocations. The anticipated carry forward at the end of this year will be an increase on the current year.

(d) Parish Partnership Funding 2016/17.

It was reported the Bus Shelter is currently under construction and the roof tiles have now been delivered. The footpath from the Shelter to the Bus Stop waiting area has to be tarmac at the request of Norfolk Highways department. The contractor has submitted two invoices, one for materials which can be paid immediately, and the other for payment on completion. Both these invoices need to be submitted by the Clerk to Norfolk County Council before the end of March to obtain the 50% refund.

(e) Bank Authority for Parish Clerk.

A Bank Authority for the Parish Clerk to receive Bank Statements and raise queries on the account had been completed in January but the Personal Details form had not been completed by Maxine Hayes. It was **RESOLVED** (unanimously) that the new Clerk, Murdo Durrant, use the same Form of Authority for submission to Barclays Bank.

(f) Deemed Contract Street Lighting Rates.

The Clerk reported that the Deemed Contract price would increase on 1st April 2017 by 1.35p per kWh and that this will probably result in an increase of approximately £5.50p per quarter. It had last risen in July 2016 which resulted in a quarterly increase of approximately £9. but the accounts were currently below £60. having been over £200. before the LED replacement lights.

(g) Rejected Cheque Proposal.

This had been circulated and it was **RESOLVED** (unanimously) it be agreed and incorporated in the Standing Orders during the next review.

(h) Laptop, Projector and Hard Drive Costings.

First quotations had been circulated and following queries being raised a new quotation had been requested. There was discussion of the intended use of the proposed equipment and the specification of the laptop being dependant on the software ultimately chosen for the accounts. Equipment could be stored in the Village Hall Office if necessary. A second quotation will be sought in due course.

(i) Electronic Accounts Proposal.

The Clerk reported the discussion with Gary Kite, a computer technician, which had also been reported to the new Parish Clerk. After discussion of account systems it was agreed the new Clerk should contact Patrick Chapman, the internal auditor, and James Johnson, the accountant who runs the Parish Council payroll, to seek their advice and report back at the next meeting.

Two members of the public left the meeting.

(j) Approval of proposed payments:

The Clerk had received notification of the Direct Debit payable on 8th March from BCKLWN for Dog Waste disposal amounting to £540.80p plus VAT.

HMRC	Clerk's December 2016 PAYE	£ 71.20. (Cheque No:101341)
Mrs. C.M. Jones	Clerk's February salary (40.75 hours as per approved timesheet) & re-imburements.	405.02. (Cheque No:101342)
NALC	Council Textbook by Arnold-Baker. (RRP £90)	70.00. (Cheque No:101343)
Jamie Bridges (Lawnright Garden Maintenance)	Park Piece: Anti-slip matting (supply and installation)	189.60. (Cheque No:101344 part)
	Park Piece: Picnic bench base x 2 (materials and installation)	801.00. (Cheque No:101344 part)
Norfolk Record Office	Digital photography of 3 books deposited.	85.14. (Cheque No:101345)
Historic England	Heritage Assets Search Fee re NDP	66.00. (Cheque No:101351)
JDS Construction Norfolk Limited	Bus Shelter materials.	7,151.80. (Cheque No:101347)
	Bus Shelter completion.	8,045.80. (Cheque No:101348)
Westcotec Ltd.	Street Lighting Maintenan	62.64. (ChequeNo:101349)
Holme PCC	Church yard grass cutting costs contribution	1,100.00. (Cheque No:101350)

15. Correspondence Circulated:

Clerk's and Councils Direct Magazine Issue 110 March 2017 was being circulated.

16. Date of next Parish Council Meeting - Tuesday 11th April at 7 pm in the Village Hall.

Councillor Felgate thanked everyone for their attendance.

The meeting closed at 9.25 pm.

Signed..... Chairman

Dated.....

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