

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of a Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 13th March 2018 at 7 pm

Present: Lynn Devereux (Chair) Gillian Morley
Robert Burton Martin Crown
Geoffrey Needham Margaret Easton

In Attendance: Christina Jones (Locum Responsible Finance Officer and Minute Recorder)

There were two members of the public present.

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

Apologies had been received from Councillor Felgate (business).

2. Declarations of Interest.

There were no Declarations of Interest.

3. Minutes of the Council Meeting held on Tuesday 13th February 2018.

3.1 Following discussion it was **RESOLVED** (unanimously) that Minutes should be anonymised with regard to discussions but Councillors should be named when agreeing to action an item. The draft Minutes had been pre-circulated and it was **RESOLVED** (unanimously) that the Minutes of the Parish Council (PC) Meeting held on 13th February 2018 be confirmed as a true record and signed by the Chairman.

3.2 Matters arising from the Minutes (non Agenda items):

3.2 6(2) Councillor Felgate is still to speak to the owners of Brook House regarding the damage to the verges and the Green.

3.2 6(3) The dog bin for the entrance to the Norfolk Wildlife Trust (NWT) Reserve had been purchased, there had been a meeting with the Warden at the Reserve to clarify location and it should be installed next weekend.

The information regarding observations of Protected Species at Brook House had yet to be passed to the Enforcement Officer.

5 (1) The application at Barnwell Cottages had been approved as a Householder Application. A parishioner is clarifying the procedures under which this permission was granted and the PC is clarifying the use of delegated powers for this category of application (The Planning Scheme of Delegation being a later Agenda item).

6.5.1-2 The Chair had still to write to the Borough Council regarding concerns raised relating to planning application processes and procedures. It was confirmed that none of the concerns relate to the civil matters linked to the applications.

7.2.1. The Chairman had spoken to Daphne Potter, the administrator of the Burnham Market Car Scheme, and they are happy to vacate the Village Hall Office by May and have started to move items already. It had been agreed the desk could be left in situ as it may be difficult to move. As there will be no contribution in kind in future, the Car Scheme may seek a donation. (Parishes contribute between £200. and £1,000.) The Scheme now regularly goes as far as Papworth and organises 50/60 car journeys per week.

10. A notice had been sent via VIN regarding parking on pavements and it was reported there had been an improvement in relation to contractors working on the bungalow in Main Road. It was agreed that was sufficient at present and a decision as to whether to contact Norfolk County Council (NCC) could be reviewed at a later date.

4. Reports.

4.1 County Councillor and District Councillor Reports.

No reports had been received.

4.2 Update on Neighbourhood Development Plan (NDP).

The Chairman reported that no feedback had yet been received from the Development Control section of the Borough Council Planning Department with comments on draft policies that had been submitted. Little work had been undertaken on the Draft Plan due to the constraints imposed by the Parish Council workload while there was no Clerk.

5. Public Participation.

It was **RESOLVED** (unanimously) that the meeting be adjourned for up to 15 minutes for Public Participation.

Issues raised:

- (1) A parishioner stated that the mud in Marsh Lane (signed as Eastgate Street) was particularly bad. It had apparently been ploughed up by contractor vehicles planting a hedge around the land at the rear of the Old Forge. It will cause problems for caravan owners on the small park there which will shortly re-open. Another parishioner pointed out that it was a known Natterjack Toad migration route and although the damage had already been done, the Wildlife Crime Officer investigating the issues at Brook House should be informed. Finally, it was noted that a new car parking space had been created at the rear of the Old Forge. After discussion it was agreed that Sally Bettinson at NCC Highways should be notified of the damage and parking as it is possible the upper part of Marsh Lane is in NCC ownership.

- (2) Discussion of the possibility of installing PC edging posts along the Green to prevent future damage. There are NCC posts edging grass on Main Road and it was agreed this proposal be raised with Highways.
- (3) It was stated that the gullies needed clearing alongside the new road surface as there was considerable water collection following recent rain. Another issue for NCC Highways.
- (4) Two potholes at the bottom of Peddars Way need repair.
- (5) It was agreed a complaint should be made to Highways about the number of concurrent road works being carried out in the area resulting in multiple road closures. A request should also be made that closure signs be removed at weekends when work was not in progress.

Public participation was then formally closed.

6. Planning Applications.

6.1 Any Planning Applications received subsequent to this Agenda.

None had been received.

6.2 Applications for Comment.

6.2.1 18/00372/F Variation of Condition 2 of Planning Permission 17/02188/F: Replacement dwelling house at High Road Farm Bungalow, Thornham Road PE36 6LR.

Previously reported that the existing semi had been demolished before permission was granted creating a hole in the adjoining property. The variation is a request to change the garage to a cartshed. After discussion it was agreed there were no objections.

6.3 Decisions reported.

6.3.1 Land North of Apple Lodge, Thornham Road PE36 6LS: Advertisement application 1 x Non-illuminated free standing sign. There had been no opportunity to comment but the approval had been notified.

6.4 Scheme of Delegation.

Information had been circulated. It had been agreed at the last meeting that the PC would write to the Borough Council regarding concerns arising from two recent applications. Information had been received from Old Hunstanton PC regarding changes to the Scheme of Delegation. This allows decisions to be made by a "Sifting Committee" which would previously have been submitted to the Planning Committee. In the past if the PC recommendation differed from the Planning Department it would be referred to the Planning Committee for determination and a PC representative would be invited to speak but the new system allows applications to be reviewed by a sifting committee which recommends those to be submitted to the Planning Committee. It is understood that the new committee met last week but there appeared to be no public agenda or list of committee members.

Borough Councillor Moriarty had telephoned the Chairman following the concerns being raised. He had unsuccessfully opposed the new system as he believed it to be undemocratic. The new system was believed to have been introduced on 25th January 2018, although when a copy of the Scheme had been requested by the Parish Council in February it had been the old one that had been sent by the BC. There appear to be discrepancies in interpretation particularly with Householder Applications which are not explicitly mentioned. It is understood that the new system is to operate for a trial period of 12 months and it was agreed the PC concerns should be submitted to the Borough Council (added to the letter referred to in 3.2(6.5.1-2) and the process be monitored. Councillor Crown will raise issues at a Planning Training session he is due to attend shortly.

In future if the PC has strong objections it will be necessary to request a Ward Borough Councillor to 'call in' the application to ensure it is submitted to the Planning Committee. If such a request is made it is understood that the Borough Council is obliged to deal with it accordingly.

7. Village Matters.

7.1. Village Hall.

7.1.1. Fire Safety Compliance.

It was reported the fire extinguishers had been serviced and replacements made where necessary. A recommendation had been made that signage be updated and replaced. An estimate of £88.50p (inc.VAT) had been received. It was confirmed that the Village Hall Committee had not made any request for regular funding from the PC and it was unanimously agreed the PC would meet this cost.

7.2.1. Office.

Dealt with under 3.2 (7.2.1.).

7.2 Village Information Network (VIN)

There was no report.

8. Hun Project.

The Heritage Lottery Fund (HLF) proposal forwarded by Estelle Hook, the Acting Manager at Norfolk Coast Partnership (NCP) had been circulated. Notes from the recent NDP meeting joined by the Norfolk Ornithological Association (NOA) Warden and two Trustees had also been circulated. At that meeting it was felt that many questions remained unanswered although at the previous NCP meeting Estelle Hook had given an assurance that there was no link with the Shoreline Management Plan (SMP) although this leaves a residual concern that there is an unexplained link in the Hun Catchment Report between the project (Hunstory) and the SMP. It is now a £1m. project with a delivery phase. The Hunstory project focus is on changing the course of the river, to reinstate meanders mainly in the Old Hunstanton Golf Course section.

The results of the water testing carried out in connection with the NDP clearly show considerable pollution in both the river and Broadwater Lagoon giving cause for concern if water levels are raised to flood the marshes. A wider issue was raised in that when the Hun was straightened and dykes constructed, ponds were created and the water level was raised. It was queried whether any further alterations would raise the water level more and affect low lying properties in the village. It was also reported that two apprenticeships in connection with the project had been mentioned at the meeting with the NCP, eight were now included in the proposal but 18 had been specifically mentioned at the NALC Spring Conference.

The proposal states it expects to attract 3,500 more visitors. There is concern that this will exacerbate the traffic / parking issues prevalent in the village and noted that this conflicts with the thrust of NDP proposals which aim to dissipate visitor pressure from the Protected Sites.

Following discussion it was agreed the best course would be to see if the NCP would agree to amend the proposal to address the major issues of concern to the village so that the Parish Council could be involved. Meanwhile The NCP have agreed to delay submission until the end of May and Holme have been asked to organise a further meeting on 23rd March 2018 in Holme Village Hall. The Environment Agency and NCC are attending and Councillors would be welcome. The NCP have also suggested a wider meeting for Holme and Old Hunstanton communities.

9. Reports on Training and Conferences attended.

Reports were made by the two attendees of the NALC Spring Conference:

- the National Association of Local Councils is working with a group led by Cromer Town Council and including Sheringham to consider second home owner issues. It is also lobbying central government regarding the consequences of the new General Data Protection Regulations (GDPR) for small councils and trying to obtain finance for small councils working on affordable housing legalities etc.
- Priviness, a commercial company, offer services in support of GDPR and BHIB Insurance Brokers offer cover against data breaches and it may be worth contacting them for support.
The Chairman reported that Borough Councillor Watson was encouraging the Borough Council to provide support for the smaller parishes and that North Norfolk District Council are using Eastlaw for advice. It is also possible that a local group will be set up to share resources and it will be necessary to look at all options.
- The Parkinson Partnership LLP gave advice on transparency regarding public funds and the importance of training.
- The importance of PCs engaging with communities was stressed with a plea for more powers to be given to PCs to empower communities.

Reports were made by the two attendees at the Audit Training:

- External Audit is now called 'Limited Assurance Regime Framework'.
- New external auditors PKF Littlejohn appointed for five years and already audit other councils.
- Final submission date for Annual Return now 2nd July not 30th June.
- Councils with a turnover of less than £25K required to complete paperwork and publish but can opt out of formal assessment.
- An explanation will be required if reserves are more than double the precept.

10. Finances:

10.1 Monthly Report from the Responsible Finance Officer (RFO).

This had been circulated previously. It was noted:

- the VAT Return had been completed for the period July to December 2017 totalling £358.44p.
- the Internal Audit had been completed for the period April to September 2017 satisfactorily but raising outstanding issues from the previous year end and requiring sight of the new Lease for the Caravan Park when completed.
- an overpayment of PAYE could not be refunded until the next financial year and the account with HMRC had been closed pending the appointment of a new Clerk.

10.2. Review of the following documents:

The RFO reported that a number of documents were being presented for review in readiness for the completion of the Annual Return:

10.2.1 Standing Orders and Financial Regulations.

Councillors were aware that a complete review of the Standing Orders had been outstanding for some time and this was again postponed until the appointment of a new Clerk when a working party could deal with the matter.

It was reported there had been no Financial Regulations update required. Financial limits included at items 1.14, 4.1, 11.1 b, f and h as well as 13.2 could be amended but were set at the recommended limits and had not been changed in the past. It was agreed no change would be made. It was noted that the relevant Standing Order reference would need to be inserted at 11.1 g when that review had been completed.

Under item 2.2 it was agreed Councillor Crown would act on behalf of the PC to verify bank reconciliations at least quarterly and report accordingly.

10.2.2. Financial Internal Controls.

No changes were made but it was noted that an amendment may be necessary under 'Employee Payments' depending on the salary processing for the new Clerk.

10.2.3. Financial & Management Risk Assessment.

In the PC Risk Assessment no changes were made but it was agreed that under 'Public Liability' the new Clerk needed to clarify whether the Borough Council checked the Entertainment Licence for the Village Hall every three years as it was thought this was no longer the case.

In the Financial and Management Risk Assessment the Data Protection section will require review for the implementation of the new regulations. Also, information regarding electronic data storage will need updating and reference to salary processing may require amendment for the new Clerk.

10.2.4. Publication Scheme.

No changes were made but the Clerk's information will need updating in due course.

10.2.5. Insurance.

The RFO reported:

- The Parish Council insurance which also covers the property at 27 Beach Road is held with Aon Insurance on a three year agreement ending in June 2019. The proportion of the premium relating to the property is recovered from the Tenant. When new quotations were last sought it had not proved possible to obtain an alternative quotation that included flood risk.
- The Village Hall insurance is held with Allied Westminster on a three year agreement ending in September 2019. *This insurance does not include risk from subsidence.* There had been some subsidence of the end wall caused by a tree which has since been removed, in about 2009/10.

10.3. Direct Debit / Standing Order List and Subscriptions.

This had been circulated previously. It was explained that the payment of £5 p.a. to the NWT related to shooting for common rights holders and was to last for 999 years. The agreement dictates no more than six guns at any one time, shooting only in season and the areas covered by the licence. Applications need to be made to the Clerk who must check a variety of regulations.

10.4. Asset Register.

The RFO requested information regarding items to be included or deleted within the previous 12 months. The completed Asset Register will be presented at the April PC meeting.

10.5. External Audit - Compliance with new Regime.

This varies little from previous years and had been reported under Training.

10.6. Internal Audit.

Patrick Chapman was confirmed as the Internal Auditor for the current and next financial year.

10.7. Charity Commission.

The RFO reported that the Return had now been completed and the contact changed following receipt of the relevant password.

10.8. Overpaid PAYE.

This item was covered in the RFO Report.

10.9. Increase in Street Lighting Costs.

It was reported the Deemed Contract electricity supply costs with E-on would increase from 9th April 2018.

10.10. Payments.

Cheque 101476 was cancelled due to an error in the Payee.

PAYEE	REASON	AMOUNT	CHEQUE NO.
Norfolk Nt. Trust (NWT)	Annual payment to secure Common Rights Holders shooting rights.	£ 5.00p	SO (02.01.18.)
Holme Village Hall	VAT paid on fire Extinguisher for Village Hall Office in February 2017.	£ 40.20p	101480
Glasdon UK Ltd.	35 Litre dog bin and post kit.	£ 233.67p	101477
Christina Jones	February 2018: RFO/Minute Recording (25.25hrs) Expenses NDP admin support (8 hrs)	£ 252.50p £ 17.12p £ 73.90p ----- £ 343.52p	101478
NALC	Spring Conference (2 delegates)	£ 132.00p.	101479

10.11. Correspondence (not otherwise on the Agenda).

There was none to report.

11. Date of next Parish Council Meeting - Tuesday 10th April 2018 at 7 pm in the Village Hall.

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 8.35 pm.