

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 10th
March 2020 at 7pm**

Present: Councillors Lynn Devereux (Chair), Ermine Amies, Kevin Felgate, Martin Crown, Robert Burton, Wendy Norman

In Attendance: Dave Watkins (Parish Clerk), Councillor Bob Lawton (Brancaster Ward) and 4 members of the public and Mr B Lucas (AR&V)

1. Apologies for Absence and approval of reasons

Councillor Andrew Jamieson (Norfolk County Council business)

2. Declarations of Interest

Councillor Crown declared an interest as a member of the PCC in item 8.1

Councillor Devereaux declared an interest as a near neighbour in item 7.4

3. Minutes of the Council Meeting held on Tuesday 11 February 2020

3.1. Approval

These had been pre-circulated with no comments arising. It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 11 February 2020 be confirmed as a true record and be signed by the Chair.

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

(3.2) Coastal Futures Initiative – Councillor Lawton had received a letter which he will send to Councillor Devereux – not yet received.

(3.2) Donation for Park Piece - Councillor Jamieson to provide contact details for someone who could advise the Parish Council – this has been provided by Councillor Jamieson to the Clerk.

(3.2) East and South Marine Plan Monitoring Surveys – response sent by Councillor Devereux

(3.2) West and North Norfolk Marine Partnership – Councillor Amies to represent Parish Council.

(6) Dark Skies Festival (18th September – 4th October) – Clerk had contacted North Norfolk Astronomy Society, King’s Lynn and District Astronomy Society, CPRE Norfolk and Norfolk Wildlife Trust regarding holding events in Holme.

(8.1) Defibrillator - Community Heartbeat Trust had purchased the phone box on Main Road for a £1 under BT’s “Adopt a Kiosk” scheme in 2015. They can provide a defibrillator at a cost of £2k at any location. Can also arrange for demolition of kiosk. Old Hunstanton and Thornham Parish Council defibrillators provided free by East of England Co-Op. Gayton Parish Council raised theirs through donations – cost £1500.

Clerk to contact East of England Co-Op to enquire about current policy

(10.1) Norfolk Local Transport Plan Consultation – Clerk confirmed that he had submitted a response

Signed Chair *LS Devereux.*

Date 11 April 2020

- (10.1) Late night buses to / from King's Lynn - Letter of support from Holme-next-the Sea Parish Council had been sent in support of initiative by Ingoldisthorpe Parish Council to get additional buses to run after 9pm.

4. Reports

4.1. County Councillor and District Councillor Reports

Councillor Lawton reported that KLWNBC have launched a campaign to crack down on fly-tipping.

Councillor Devereux had previously asked Councillor Lawton a question about how CiL payments were processed and he is still looking into it.

Councillor Lawton also reported that the plan to build an incinerator – this time just over the County border in Wisbech (Cambridgeshire) is again under discussion. Borough Council are concerned about the effects on communities in North West Norfolk.

4.2. Neighbourhood Plan update

Councillor Devereux reported that the Decision Statement had been issued by KLWNBC on 12 February which allows for a referendum on the NDP to proceed. Now waiting for a date to be announced.

4.3. Endure Project update

Councillor Devereux recapped the project and reported on latest developments. Principally these relate to the Parish Council's response to the Draft questionnaire and the purchase of an additional SAM2 unit on Beach Road to provide more accurate counts of visitor numbers. A Stakeholder Workshop is planned for 31 March at Wells Maltings. Councillors Burton Amies and Devereux to attend.

4.4 Footpaths Project

Clerk had attended a meeting organised by NCC about the role Parish Councils can play in helping to register and maintain records of Public Rights of Way and keep the Definitive Map for the County up-to-date. Guidance was given on the process / documentation required to add / amend paths to the Definitive Map.

Clerk to circulate information pack to Councillors

5. Annual Parish Meeting preparations

Councillor Devereux outlined the purpose of the meeting which is required by law to be held between 1st March and the 1st June. Customary to invite local clubs and societies to talk about their work, the Chair of the Parish Council to give an Annual Report, the Clerk to give a financial report, a report from the Village Hall Committee, Village Trust, Hollys Charity and the Village Information Network. Councillor Devereux asked for suggestions for Guest Speakers – Norfolk Fire and Rescue, Internal Drainage Board and Endure Project to be considered.

Suggestions to be sent to Clerk

6. Public Participation

It was **RESOLVED** (unanimously) to adjourn the meeting for up to fifteen minutes for Public Participation

- Ann Rossington (Church Warden) spoke in support of item 8.1. The Church had been very grateful for past contributions and relatives of those buried in the churchyard appreciated it being looked after and looking nice. The PCC raises money to maintain services. The Parish Council thanked her for the explanation to help them understand why a donation was requested.
- Mr B Lucas (AR&V) asked if, at February's meeting, the Parish Council had set aside £15,000 for legal costs regarding the Enforcement Appeal on the Poplars site. Councillors replied that the monies had been allocated in next year's Budget to respond to any legal challenge to the Neighbourhood Development Plan.
- A member of the public reported that a hedge on the A149 approaching Ringstead required cutting back.
- A member of the public enquired about a litter bin near the car park and toilets in Beach Road which was being under-used due to its partially obscured location.
Clerk to contact John Hussey (Operations Manager – Cleansing Dept.)
- A member of the public suggested that KLWNBC's Emergency Planning Officer be requested to attend the Annual Parish Meeting to present details and respond to questions regarding plans relating to Holme-next-the-Sea
Clerk to contact Emergency Planning Officer

7. Planning Matters

7.1 Applications received subsequent to publication of Agenda

None

7.2 Applications for information

7.2.1- **20/00051/TREECA** - Eucalyptus (T1)- light reduction to west side (approx. 1 to 4 m) to suitable growth points. Light crown lift in two areas to approx. 4 m. Prunus (T2) - Crown reduction of 1 to 1.5 m within a Conservation Area Whissons Cottage 57 Kirkgate Holme next The Sea Norfolk PE36 6L

7.3. Decisions reported

7.3.1 - **19/01950/F** - Broadwater Cottage, 39A Kirkgate Holme next The Sea Norfolk PE36 6LH - New detached garage and alterations to existing house, converting existing attached garage into living space. *Application permitted – delegated decision* 7.3.2 -
20/00032/F - Ivy Cottage, 21 Eastgate Holme next The Sea Norfolk PE36 6LL - Proposed Extension & Renovation. *Application permitted – delegated decision*

7.4. Appeals and Enforcement

7.4.1 - Enforcement Appeal Public Hearing: Land S of 38 to 42 Main Road, Holme-next-the-Sea (The Poplars) –Alleged Unauthorised Use. Borough Council Reference - 18/00319/UNAUTU; Planning Inspectorate Reference APP/V2635/C/18/3216570: Arrangements for hearing scheduled for 24-25 March 2020.

Councillor Devereux reported that the venue for the Hearing had been changed today from Lynnsport to the Town Hall but would still proceed on 24 and 25 March. She went on to inform the meeting of who could attend and what format the Hearing would be conducted in. All [documents](#) should now be on the Borough Council's website.

8. Village matters

8.1 Donation Request from Church

Ann Rossington (Church Warden) had spoken in support of this request under item 6.

AGREED that the Parish Council would contribute a donation of £1100 to the Church towards the cost of churchyard maintenance. **Proposed:** Councillor Felgate **Seconded:** Councillor Norman. **AGREED UNANIMOUSLY.**

8.2 Drainage from Marsh Lane

Councillor Crown was thanked by Councillor Devereux for all his work on the pursuing outstanding issues with the village drainage system. The IDB's 4-year maintenance on Marsh Lane has been undertaken on their adopted drain. There is currently no local representative on the local IDB. Councillor Crown had contacted Jay Melchett (local landowner) who was concerned at the state of the drain further south. Courtyard Farm to pay to have that drain restored so that the IDB can adopt.

Clerk to confirm with IDB about a local representative and chase NCC regarding the By-way

8.3 Damage to Village Green

Councillor Crown reported that a stall had been set up on Beach Road just north of the junction with Westgate which has led to cars parking on the Village Green and causing damage. Erecting posts to prevent this not an option as NCC Highways would not approve. Application to NCC Parish Partnership Scheme for the laying of a trod / footpath to be investigated. In the meantime, owners of the property operating the stall to be asked to consider damage being caused and request cars to park elsewhere.

Clerk to investigate Parish Partnership Scheme, write to owners of stall and add item to list of discussion points with NCC Highways

8.4 SAM2 – Initial results from Beach Road

Councillor Devereux presented preliminary results showing traffic flows for the period January 13 to March 4. Figures reveal average two-way flow of 244 vehicles per day which increases at weekends and expected to do further so as we enter spring.

9. Monthly Report from RFO

9.1 Report and Payments for Authorisation

9.1.1 Parish Clerk has continued transferring accounts from former RFO to his name. One outstanding issue is Barclays Bank, but acknowledgement received so hopefully will have access to account and online banking soon.

9.1.2 Payments for authorisation

PAYEE	REASON	AMOUNT	CHEQUE NO.
BT Group PLC	VH Office February 2020 Broadband and telephone	£47.16	Direct Debit
King's Lynn & West Norfolk BC	Annual bill for weekly collection of dog waste	£831.17	Direct Debit
High Associates	Support for preparation of NDP	£350	101538
D Watkins	Clerk salary February 2020 Council Tax – Beach Road Total	£464.00 £15.05 £479.05	101539
HM Revenues & Customs via James Johnson	PAYE on Clerk's salary December 2019	£116.00	101540

9.1.3 Accounts - Third Quarter Summary

Clerk presented a report and informed Councillors of the following key points:

- Income:
 - Rent collected from 27 Beach Road less than anticipated due to essential sewage works. Tenant only able to move in from January 1 2020
 - NDP – no new funding this year
- Expenditure:
 - Dog waste collection underspend – annual bill (£831.37) not received until 4th Quarter
 - Gardening maintenance underspend – delays in invoicing?
 - Insurance underspend – new policies cheaper
 - Section 137 / donations – require separation
 - Election underspend – no elections required
 - 27 Beach Road overspend – works more expensive than anticipated
 - Staff salaries overspend – posts of RFO and Clerk combined requiring training for new Clerk and a new PC

9.1.4 Revised Draft Budget for 2020/2021

Following some adjustments to the Draft, the Clerk asked the meeting to note that a full year's rent for 27 Beach Road is anticipated and that Section 137 payments and external donations had been separated for clarity.

AGREED UNANIMOUSLY

9.2 RESOLUTION: That the Parish Clerk's current duties and responsibilities be extended to include those of the Responsible Finance Officer.

AGREED UNANIMOUSLY

10. Correspondence

10.1 Any correspondence not otherwise on the Agenda

10.2 Clerk reminded the Parish Council that the deadline for responses to the Local Government Boundary Commission for England's consultation on division boundaries for Norfolk is 24 March 2020.

11. Calendar of PC meetings for 2020-2021: Proposed dates

Clerk provided a list of proposed dates for Council to consider. Meetings to take place at 7pm on the second Tuesday of each month except for August (no meeting) and September (1st Tuesday to compensate for no August meeting). Clerk pointed out that April's date was day after Easter Monday, but Council agreed to proceed with that date.

AGREED that April meeting should take place on 14 April. All other dates as reported to the Parish Council to be circulated to Councillors and published via noticeboards and Village Information Network

12. Date of next meeting of the Parish Council: Tuesday 14 April 2020

Meeting finished at 8.30pm