

## HOLME-NEXT-THE-SEA PARISH COUNCIL

### Minutes of the Annual Meeting of the Parish Council held online Tuesday 12<sup>th</sup> May 2020 at 7pm

**Present:** Councillors Lynn Devereux (Chair), Robert Burton, Wendy Norman, Martin Crown, Ermine Amies, Stefan Seare

**In Attendance:** Dave Watkins (Parish Clerk), Councillor Andrew Jamieson (Norfolk County Council) and 6 members of the public

#### 1. Election of Chairman and Declaration of Acceptance of Office

Nomination received from Councillor Lynn Devereux

**Proposed:** Councillor Burton    **Seconded:** Councillor Norman

**AGREED unanimously**

Lynn Devereux duly elected to post of Chair of Holme-Next-The-Sea Parish Council for one year.

**Parish Clerk to send Declaration of Acceptance**

#### 2. Election of Vice-Chairman

There being no nominations this post was not appointed to and remains vacant.

**Post to be placed on Agenda for next meeting**

#### 3. Apologies for Absence and approval of reasons:

Councillor Bob Lawton (Kings Lynn and West Norfolk Borough Council) – Borough Council commitments

#### 4. Declarations of Interest

None

#### 5. Minutes of the Parish Council Meeting held on Tuesday 14 April 2020

##### 5.1. Approval

These had been pre-circulated with no comments arising. It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 14 April 2020 be confirmed as a true record and be signed by the Chair.

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

(4.2) Dark Skies Festival – organisers are going to decide in early June following on from the government's next review of coronavirus regulations.

(4.2) Defibrillator – **East of England Ambulance Service** had been contacted for impartial advice. Installation estimated at £2000 with ongoing maintenance costs relating to pads (every 18 months) and batteries (every 4 years). Electrical supply required for maintaining heat and providing light to cabinet.

Signed Chair

*LS Devereux.*

Date 9/6/20

**Clerk to request further advice from East of England Ambulance Service regarding best location.**

(4.2) Litter bin (adjacent to Beach Road toilets) – photograph taken and sent to John Hussey (KLWNBC)

**6. Appointment to Outside Bodies**

Councillors Norman and Burton were re-appointed to represent the Parish Council on the Village Hall Committee

**7. Reports**

**7.1. County Councillor Report**

Councillor Jamieson has been impressed at how the local government emergency structures have operated. NCC is part of the Norfolk Resilience Forum which is an umbrella organisation involving key public bodies and other agencies and enables uniform messaging.

Normal Hospital capacity had been reduced to 30% to allow space for coronavirus patients. Testing in care homes had presented some problems where people were being released by NHS back into homes without test results being known. This process has now stopped. NCC has been directed to go into care homes to undertake tests.

NCC is preparing for the easing of lockdown measures particularly in relation to car parks, beaches etc. Councillor Jamieson will be contacting local Parish Council's regarding this. Councillor Devereux highlighted issues of privately owned car parks, such as the one owned by Hunstanton Golf Club in Holme. Councillor Amies reported that residents of Broadwater Road wished access to remain closed to visitors and that the NWT are also keen to stay closed. Access from car parks to the beach is narrow and social distancing remains an issue on narrow public footpaths. Councillor Devereux also added that the configuration of the village meant that a number of properties in Holme shared their boundaries with the car park and the dunes adding to social distancing considerations. A request was made for signs to be sited at junctions with the A149 warning visitors about closure of car parks. Cllr Jamieson indicated that NCC would be able to assist with the arrangements for this.

Councillor Norman highlighted that the protection of elderly and vulnerable residents was put at risk by the increase of visitors.

Councillor Jamieson has been appointed Chair of Norfolk Trails.

Councillor Jamieson also talked about the challenge of funding following the outbreak of coronavirus.

## 7.2. Chair's Report

Councillor Devereux provided an overview of the Parish Council's role which is to represent the views and interests of parishioners, to act as a channel of communication with the Borough and County Councils plus higher level authorities and to manage the resources/assets and finances of the Parish Council.

Three new councillors had joined the Council in May 2019 – Councillors Amies, Norman and Seare. Each bring their own knowledge and experience but also represent geographic area of the village not previously covered. The support of partners is recognised as being very important to councillors performing their roles.

Public attendance at meetings has averaged around 5 which has been maintained during coronavirus lockdown and the move to online Zoom meetings.

Holme-Next-The-Sea was moved from the Hunstanton to the Brancaster ward of the Borough Council in 2019. Borough Council elections in May 2019 saw Councillor Bob Lawton elected to represent the ward. Councillor Devereux acknowledged Councillor Lawton's appreciation of local issues and his willingness to act on concerns expressed. County Cllr Andrew Jamieson has continued to represent parish interests at County level and after a brief absence in Norwich his recent input to meetings was welcomed and meant that the Parish Council is better informed of County Hall actions and thinking.

Parish Council continues to be financially sound and close to budget for 2019/2020 despite the loss of some income from the property it lets due to improvement works undertaken and no tenant. Balances at the bank are about £80,000 so there has been no requirement for a Precept. Expenditure was about £40,000 which included £12,000 upgrading the sewage system on a property owned by the Parish Council, £1300 in donations. Capital expenditure included a new computer for the Parish Clerk and improvements to road safety monitoring equipment.

Traffic data from the SAM2 unit on Main Road, comparing statistics before and after lockdown restrictions imposed were displayed. Although there had been an overall reduction of traffic between 70 -80% there had been an increase in the number of vehicles exceeding 30mph – 45% before and 60% after. Beach Road monitoring had been briefly interrupted by an equipment malfunction but information available showed the extent to which traffic flow was influenced by the weather.

Council was consulted on 17 Planning Applications, down on 26 the previous year. Three objections made, one of which was part of an Enforcement Inquiry and two for Lawful Development Certificates. The growing issue of unauthorised and unlawful development is on the increase and of concern both to the Parish and Borough Councils. Property continues to be acquired for speculative development.

With regards to the NDP, the referendum has been postponed beyond 6 May 2021 in line with new government legislation covering all local elections and referenda. However, the MHCLG have confirmed that Plans which were awaiting a referendum date will carry significant weight where policies are material to the consideration of planning applications.

Two projects led by outside organisations currently have relevance to the Parish - The Hun feasibility study led by the NCP and NCC's ENDURE project which is investigating the potential of coastal dunes as low-cost, living sea defences as alternative to engineered solutions and is expected to recommend a Visitor Management Plan for Holme Dunes.

Finally – a word on the Coronavirus situation. It was noted that in common with other coastal communities Holme has a particularly vulnerable resident population, mainly linked to age profile and occupation - specifically a large proportion of elderly people and much higher than average proportions of employees working in the most “At Risk” sectors including food retailing, health and residential care where exposure and contact-based risks are particularly high. Maps were displayed highlighting that the incidence of coronavirus cases in Norfolk is now similar to Outer Metropolitan Areas and, given the vulnerability of the local population, until the situation improves parishioners do therefore need to continue to be especially careful in order to stay safe. .

### **7.3. Saxon Shore Parish Forum held on 27 April 2020**

Noted that Holme-Next-The-Sea Parish Council was the only one to date that had held online meetings. Items discussed included Covid-19, planning, environment, Highways and future representation. Next meeting due in September to be hosted by Old Hunstanton.

## **8. Delegated powers to make decisions during the period of the coronavirus legislation**

**RESOLUTION:** In the event that the full Parish Council is not available for a meeting, or that decisions are needed urgently during the period of the coronavirus legislation it is proposed:

- i) to delegate powers to the Chair, Vice Chair and Parish Clerk to make decisions on behalf of Holme-next-the Sea Parish Council
- ii) to delegate powers for financial decisions to The Chair, Vice Chair and Parish Clerk
- iii) that in the event of incapacity of one of these members, another councillor will act as a replacement.
- iv) that motions (i) and (ii) and (iii) above are subject to seeking consultation with other parish councillors where possible.

**Proposed:** Councillor Devereux    **Seconded:** Councillor Seare

**AGREED unanimously**

## **9. Public Participation**

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

- National Trails – questions about maintenance to Councillor Jamieson who replied that since being appointed Chair of the group he wanted to increase local participation.

**Councillor Jamieson agreed to follow up separately with the questioner.**

- Village Pond – the deteriorating state of the pond was highlighted.  
**Clerk to contact owner of 57 Beach Road for an update on repairs.**
- Village Green – attention required to potholes. Councillor Crown had reported these and is waiting for a response marked up.
- VIN – now has 167 subscribers.
- Footpath between Holme and Drove Orchard – Member of the public enquired of any plans for a footpath between the village and Drove Orchard. The Parish Council has previously approached local landowners but there had not been a great deal of support. Councillor Amies felt that the provision of a cycle lane / footpath would encourage less driving and more walking and it was noted that the NDP includes provision for more footpaths and these had been supported in an NCC / National Trails study.

## 10. Planning Matters

### 10.1. Applications received subsequent to publication of Agenda

None

### 10.2. Applications for comment

10.2.1.- **20/00575/F** - Proposed extension and alterations and the construction of a new detached garage. Retrospective application for the burial of surface water drain Brook Bungalow 36 Beach Road Holme next The Sea Norfolk PE36 6L – expiry date for comments, 15 May 2029

Main issues for consideration were regarded as sensitivity of the site, scale of development and cumulative impact. Some concern also expressed about whether appropriate details for drainage had been included. Appropriate habitats and heritage impact assessments are required and the effects of lighting on AONB Dark Night Skies need to be considered. Limitations also requested on using the outbuildings for holiday accommodation.

**Application not supported.**

## 11. Village matters

### 11.1. IDB – drainage

Drain in Marsh Lane now adopted by the Internal Drainage Board. This will also be documented in the minutes of the next IDB meeting and made available on their website. The online maps showing the drain length will also be updated within the next 6 months.

## 12. AGM Agenda review requirements

### 12.1 Update from Parish Clerk

The Clerk gave an update on the status of regulations and policies that the Parish Council is required to maintain and review

- Financial Regulations / Controls – **NALC model January 2016 adopted by PC 9/4/19**
- Risk Assessment **27/3/19**
- Asset Register – **31/3/20**
- Standing Orders – conduct of meetings – **PC using NALC 2013 model? Draft update proposed 2016 (not agreed). NALC has 2018 model available to incorporate Data Protection**
- Membership of other bodies – **reviewed annually**
- Complaints Procedure – a formalised process is required for clarity
- Data Protection Policy – requires incorporation to Standing Orders
- Policy for Dealing with Press and Media - included in Standing Orders
- Scheme of Publication – **3/6/19**
- List of Direct Debits / Standing Orders / Subscriptions - **3/6/19**

## 13. Monthly Report from RFO

### 13.1 Report including new banking arrangements

Parish Council now has access to online banking with Barclays. At the last meeting, as a result of delays in implementation the Parish Council owed creditors over £2000. Now all cleared. Two of our four signatories are now registered to authorise cheques.

Apart from ability to access accounts and pay invoices the Council is now registered with the government website which means claiming back VAT is simpler and checking PAYE is possible.

Internal Auditor has been contacted about arrangements for this year's review in advance of AGAR (see Item 13.3). Accounts being delivered by end of week.

### 13.2 Review Insurance quote for Local Council and Village Hall insurance - renewal due 01/06/20

Circulated to councillors on 27/4/20. For 2019/2020 total premium was **£1027.47**. Quote for 2020/2021 is **£1165.74**. That is a 13.5% increase over last year, but this is explained by the fact that last year the Village Hall was only covered mid-term. **AGREED to renew for a further year at a cost of £1165.74**

### 13.3 Annual Governance and Accountability Return (AGAR) Update

The purpose of the Annual Governance Statement (AGAR) is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.

Coronavirus outbreak has meant an adjustment to the timetable:

- Submission deadline for the receipt of the approved AGAR and supporting documentation is **Friday 31 July 2020**.
- Wet signatures still required
- deadline by which the (AGAR) together with any certificate or opinion issued by the local auditor must be published from **30 September 2020 to 30 November 2020**. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. **Under the new regulations there is no requirement for a common period for the exercise of public rights**. Smaller authorities are still required to set a period for this purpose, but the only requirement is that **the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020**.
- HNTSPC has been selected for intermediate review for the 2019/20 reporting year as part of the required 5% sample of those who would otherwise be subject to a basic review.

#### **13.4 Village Hall Management Committee 2019/20 accounts**

Clerk has received and checked amounts on the spreadsheet which balance. Unable to verify with invoices and bank statements at the moment.

**Clerk to make arrangements to collect invoices and bank statements**

*CONTINUED ON NEXT PAGE*

### 13.5 Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
E.ON Ltd	Street Lighting	£89.92	Direct Debit
BT Group PLC	VH Office March 2020 Broadband and Telephone	£37.90	Direct Debit
HM Revenues & Customs	PAYE on Clerk's salary – April 2020	£116.60	Bank Transfer
L. Devereux	Parts for Beach Road SAM2	£17.27	Bank Transfer
Information Commissioners Office	Data protection fee under GDPR/DPA 2018	£40.00	Direct Debit
Zurich Municipal	Council and Village Hall Insurance renewal	£1165.74	Bank Transfer
D. Watkins	Clerk's salary	£467.03	Bank Transfer
BT Group PLC	VH Office April 2020 Broadband and Telephone	£41.59	Direct Debit
Lawnright Garden Maintenance	Grass Cutting	£464.50	Bank Transfer

## 14. Correspondence

### 14.1 Any correspondence not otherwise on the Agenda

- A request from a resident had been received to install 30mph speed limit signs on Eastgate and Peddars Way which are straight roads. Signs already exist on Beach Road and Westgate.

**Clerk to contact NCC Highways for advice and information.**

- Active Norfolk are offering free "Exercise at Home Packs" packs to support vulnerable adults who are isolating at home and have limited access to online health resources.

**Clerk to order copies for distribution**

## 15. Date of next meeting of the Parish Council: Tuesday 9 June 2020

Meeting finished at 9.00pm