

# HOLME-NEXT-THE-SEA PARISH COUNCIL

## Draft Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate, on Monday 10th May 2016 at 7.30 pm

Present: Kevin Felgate (Vice Chairman) Gillian Morley  
Lynn Devereux Robert Burton  
Margaret Easton  
In Attendance: Christina Jones (Clerk)

There were 18 members of the public present. Councillor Felgate welcomed everyone and thanked them for their attendance.

1. **Election of Chairman and Declaration of Acceptance of Office.**  
Councillor Morley proposed, Councillor Burton seconded and it was unanimously agreed that Councillor Felgate be elected Chairman. The Declaration of Acceptance of Office was signed.
2. **Election of Vice-chairman.**  
Councillor Morley proposed, Councillor Burton seconded and it was unanimously agreed that Councillor Devereux be elected Vice-Chairman.
3. **Apologies for Absence and approval of reasons for absence.**  
Apologies had been received from Councillor Needham.
4. **Declarations of Interest.**  
Councillor Burton declared an interest in Item 11(c)(iv) as the Application related to land at the rear of his residential property.
5. **Confirmation of Minutes.**  
It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on 12th April 2015 be confirmed as a true record and signed by the Chairman.
6. **Matters arising - for information only.**  
It was reported by the Clerk that the suggestion under Item 7 regarding approved Minutes being posted on the Village Website was now being implemented
7. **Confirmation of Minutes.**  
It was **RESOLVED** (unanimously) that the Minutes of the meeting held on Monday 25th April 2016 be confirmed as a true record and signed by the Chairman.
8. **Matters Arising (for information only)**  
There were no information items from the Minutes of 25th April 2016, not on this Agenda.
9. **Information Items**  
**(a) Borough Council of King's Lynn and West Norfolk (BCKLWN)**  
The Clerk confirmed there were no items affecting Holme-next-the-Sea in the April Agenda and Minutes.
10. **Public Participation**  
It was **RESOLVED** (unanimously) that the meeting be adjourned for 15 minutes for public participation.  
**(a) Public Participation.**  
It was reported that Gurney's Fish Bar is now open and trading illegally if permission has not been granted. Also, another retail outlet has opened selling furniture. This needs checking.  
Tony Foster, as a regular user of the Village Hall, thanked Councillor Burton for his overview of the toilet refurbishment which was a great success.  
A breach of a Highways safety condition in relation to a property on Main Road had been reported to the Planning Department by a Parishioner. This issue had now been passed to the Borough Councillor as there had been an inspection by Highways who were now recommending retrospective approval. General concerns were expressed and it was agreed this matter would be taken up, together with other Planning matters, with Henry Bellingham MP.  
**(b) Borough Councillor Report.**  
Apologies had been received from Councillor Bower but there was no report.
11. **Planning Applications.**  
**(a) Any Planning Applications received subsequent to this Agenda.**  
**16/00767/F** Demolition of lean to stable and erection of new timber table block on land on the West side of Beach Road, Holme-next-the-Sea. This Application had been received and circulated subsequent to the Agenda and after discussion it was **RESOLVED** (unanimously) that no objections be raised.  
**(b) Planning Applications submitted.**  
None had been received.  
**(c) Other Planning Matters.**  
**(i) Five Year Land Supply.**  
Notification by BCKLWN that the five year land supply criteria had now been met had been circulated. The soundness of this statement will be tested at the Heacham hearing which starts on 16th May.

**(ii) Listed Buildings.**

The Clerk had not yet established the registration process but Councillor Easton understood that an emergency order can be made while investigations are undertaken and that anyone can make an application. Listings apply to buildings before 1700 and can also apply to land. This item will be on the Agenda for the June meeting.

**(iii) 12/01835/F Salty End, Broadwater Road, Holme-next-the-Sea.**

Parishioners had reported a Breach of Condition 3 restricting building use to specific periods to the Planning Department but had received no clear response and the Parish Council had taken up the complaint. The case officer, Heidi Wedge, had written to the owners reminding them of the conditions and that occupation had been reported during both Christmas 2015 and Easter 2016. The owners had been told the result of non-compliance would be formal action. However, the non-compliance needs to be witnessed by the case officer. It was agreed that it was necessary to obtain photographic evidence and a diary record for submission to the Planning Department with regard to any future breaches and the Parishioners would be advised accordingly.

**(iv) 16/00697/O Land South of 9 Kirkgate and West of 11-23 Eastgate, Holme-next-the-Sea.**

It was reported David Parkin, Principal Planner, had requested 'scaled plans in so far as access, layout, appearance and scale of the development' together with a heritage statement be provided. The Parish Council had been informed by Chris Fry, Senior Planner, that the application had 'had its clock stopped' but would be notified when new information was received. However, there would then only be a 14 day consultation period. It was understood that all the original comments submitted in relation to this Application would be retained. It was agreed this was another Planning issue to be brought to the attention of Henry Bellingham MP.

**(v) 16/00196/F Hope Cottage, Busseys Lane, Holme-next-the-Sea PE36 6NU.**

It was reported that an Appeal had now been lodged regarding the permission refusal for the erection of two storey side extension.

**(vi) Proposed Main Modifications to Site Allocations and Development Management Policies (SADMP)**

Councillor Devereux raised a number of concerns regarding changes to policies DM2 and DM3 which would open up the possibility of bringing inappropriate development to designated Smaller Villages and Hamlets which includes Holme-next-the-Sea. There were also proposed changes which put all villages on the same development platform and blurred the distinction in the settlement hierarchy creating a loophole that could lead to completely inappropriate types of development in the village. It was **RESOLVED** (unanimously) that Councillor Devereux should formulate the necessary response and submit by 18th May when the consultation ends.

**12. Standing Orders AGM Agenda review requirements:**

**(a) Standing Orders.**

The Clerk stated that a review was required as new model Standing Orders had been circulated by Norfolk Association of Local Councils some time ago. It will be undertaken as soon as possible and circulated to all Councillors although possibly reviewed by a Working Party giving recommendations.

**(b) Financial Regulations and Internal Controls.**

These had been reviewed last October.

**(c) Asset Register.**

An update was required and Councillors Morley and Easton agreed to undertake a check.

**(d) Publication Scheme.**

This was reviewed last year and is available on the Village Website.

**(e) Local Council and Village Hall Insurance.**

These insurances were reviewed three years ago when it had proved impossible to obtain an alternative quotation for the Local Council policy which included flood cover for the property in Beach Road. It was **RESOLVED** (unanimously) that the existing policy with Aon be renewed. New quotations for the Village Hall policy due in September will be obtained if possible.

**(f) Setting dates, times and place of ordinary meetings of the full Council for the year ahead.**

A list, in the usual format had been circulated and it was **RESOLVED** (unanimously) it be agreed.

**(g) Setting date and time for Annual Parish Meeting.**

It was **RESOLVED** (unanimously) the Annual Parish Meeting be held before the Parish Council May Annual General Meeting.

**13. Neighbourhood Development Plan.**

A report had been given at the preceding Annual Parish Meeting.

**14. Village Hall .**

The boundary wall was now complete and a VAT invoice received. The agreed payment was listed under Finance.

**15. Village Matters.**

**(a) Village Information Network (VIN).**

It was reported there were 94 participants. Any Parish Council information should be provided through the Clerk but not Social items. The Parish Council information must not include any advice.

**(b) Parish Partnership 2016/17.**

The plans for the existing Bus Shelter had been located. Suggestions were made as to possible contractors for the proposed Bus Shelter quotations and the Clerk was instructed to make contact and send out plans accordingly.

**(c) Parking.**

It had been agreed previously that Park Piece could be used for car parking, with the Council's permission, for specific events. There will be a village wedding in June and permission was granted, subject to weather and ground conditions.

**16. Park Piece.**

Councillor Morley had been contacted by Jamie Bridges as the molehills on Park Piece were catching in his machinery. There would be a cost involved but it was **RESOLVED** (unanimously) that he be instructed to deal with them and Councillor Morley agreed to contact him.

**17. Clerk's Employment.**

**(a) Form P35 (End of Year Declarations).**

This had not been received from the Accountant for completion.

**(b) Workplace Pension Scheme Regulations.**

The Clerk reported the required registrations had been made and the regulations became effective from May 2017.

**18. Finance.**

**(a) Village Hall Accounts 2015/16.**

The Clerk confirmed the internal audit of the Village Hall accounts had been carried out.

**(b) Transfer of Funds from Deposit Account.**

A transfer of £7,000. was agreed to meet anticipated expenditure and the Letter of Authority signed.

**(c) Approval of Direct Debit and Standing Order List.**

The list had been circulated and was unanimously agreed.

**(d) Approval of proposed payments.**

It was **RESOLVED** (unanimously) that the following payments be made:

Whitley Press Ltd.	Questionnaire printing.	450.00.(Cheque No:101273)
HMRC	Clerk's April PAYE	70.40.(Cheque No:101274)
Mrs. C.M.Jones	Clerk's April salary & re-imbursements.	414.02.(Cheque No:101275)
Holme Village Hall	Refund VAT 2015-16	280.77.(Cheque No:101276)
B.C. Landscapes	Agreed Contribution to Wall.	4,000.00.(Cheque No:101277)
M.W. McGinn Construction Ltd.	Grass levelling at Village Hall.	480.00.(Cheque No:101278)
Magpas	Donation	150.00.(Cheque No:101279)
Jamie Bridges (Lawnright Garden Maintenance)	Grass cutting April 2016.	243.00.(Cheque No:101280)
Aon UK Limited	Local Council Insurance 01.06.16 - 31.05.17.	1,298.25.(Cheque No:101281)

**19. Correspondence circulated.**

The Clerks & Councils Direct Magazine Issue May 2016 No.105 was circulated.

**20. Date of next Parish Meeting.**

The next meeting will be held on Tuesday 14th June at 6.30 pm in the Village Hall..

Councillor Felgate thanked everyone both for their attendance.

The meeting closed at 8.35 pm.

Signed.....*Kevin Felgate*..... Chairman

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