

HOLME-NEXT-THE-SEA PARISHCOUNCIL

Minutes of the Annual Parish Council meeting held online Tuesday 4 May 2021 at 7pm

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

In Attendance: Dave Watkins (Parish Clerk) and 9 members of the public

1. Election of Chair and declaration of acceptance of office

It was proposed, seconded, and **RESOLVED** unanimously, that Councillor Devereux be elected Chair. The Declaration of Acceptance of Office form to be forwarded for signing.

Clerk to send Declaration of Acceptance of Office form

2. Election of Vice Chair

It was proposed, seconded, and **RESOLVED** unanimously, that Councillor Crown be elected Vice-Chair.

3. Apologies for Absence and approval of reasons: To receive apologies and reasons for absence Councillor Felgate (business commitments) and Councillor Lawton (meetings clash)

4. Declarations of Interest: To declare any personal or prejudicial interests
None

5. Minutes of the Council Meeting held on Tuesday 13th April 2021

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 13 April 2021 be confirmed as a true record and be signed by the Chair.

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

(3.2) Pond on Park Piece – Item to be placed on Agenda for next meeting.

(3.2) Community Infrastructure Levy (CIL) – Clerk reported that a bid has been submitted and that a decision should be received before the end of May.

(3.2) Endure meeting – Visitor Management Plan (VMP) – the Parish Council has not yet received a copy of the Plan.

(4.1) Community Renewal Fund and Environmental Land Management Schemes (ELMS) – Clerk confirmed that he had received details of both and circulated to councillors.

(9.1) Virtual meetings beyond 6 May 2021 – Clerk confirmed that a letter had been sent and comments submitted to the government’s consultation survey.

Signed Chair



Date 8/6/21

(9.1) Permitted Development Rights for campsites – Councillor Devereux had contacted the Norfolk Coast Partnership (NCP) who responded to say they are unable to intervene as campsites, as opposed to caravan sites, are not regarded as having a “lasting impact on the AONB landscape”. She had also contacted Natural England about the applicability of “Article 4” designations where there may be likely significant effects on a SSSI but not yet had a response. Intention is then to contact the Borough Council.

(9.1) BT Phone box – Clerk had contacted Community Heartbeat Trust and BT about removing the phone box and BT have agreed to remove and dispose of the box within 8 weeks. No mention of cost but clarification is being sought.

6. Reports: To receive the following

6.1. County Councillor and District Councillor reports

None

7. Public participation: Resolution: *To adjourn the meeting up to 15 minutes for Public Participation*

None

8. Planning matters

8.1. Applications received subsequent to this agenda

8.1.1. **21/00644/F** - Proposed demolition of existing outbuilding , new porch , removal of back door and replace with new window , enlargement of bathroom window and two new Velux rooflights at Church Cottages 8 Kirkgate Holme next The Sea Norfolk PE36 6LH

Parish Council noted that there was no application form listed online and therefore were unable to determine whether this is a Household Application or what materials are envisaged being used. The drawings submitted are of poor quality making it difficult to see what is being planned. The Parish Council felt that it needed more clarification on the work intended with better plans and would request input from the Borough Council’s Conservation team and Heritage England. Parish Council questioned the Velux windows in respect of the Dark Skies policy.

Parish Council to Object to this Application on the basis of the proposal to install Velux windows.

8.1.2. **21/00494/F** - Erection of closeboard wooden fence 2m high x 16.8m long inside existing 1.1m high brick and chalk front boundary wall at Prospect House, 39 Westgate, Holme next The Sea Norfolk PE36 6LF

As this Application was only received shortly prior to the meeting it was decided that this Application would be commented on via email circulation.

8.2. Applications for comment

None

8.3. Other applications for information

8.3.1. Application for a Full Variation of a Premises Licence - Drove Orchards Farm Shop – expiry date for comments – 14 May 2021

Signed Chair



Date 8/6/21

8.4. Comments made on applications

None

8.5. Decisions reported

8.5.1. **21/00251/F** - The Stables, 47 Main Road, PE36 6LA - Construction of Outdoor Riding Arena Application Permitted - *Delegated Decision*

8.5.2. **21/00038/TREECA** - Emily Cottage, 27 Kirkgate, PE36 6LH - T1 Walnut- 20-30 % crown reduction, due to excessive shading to Emily Cottage and Sybil Cottage, within a Conservation Area. Tree Application - No objection - *Delegated Decision*

8.6. Appeals and Enforcement

8.6.1. **18/00319/UNAUTH - APP/V2635/C/18/3216570** - Land S of 38 to 42 Main Road – update Second day of the Hearing proceeded on 20 April. Inspector’s visit is confirmed for the 22 June where he wishes to look at the site and visit residents directly affected.

9. Village matters

9.1. Proposal for PC to promote and coordinate Community Fibre Partnership for government-backed Fibre To The Premises (FTTP) scheme

Councillor Devereux outlined the details of the government-backed voucher scheme and how it could benefit Holme in receiving faster and more reliable broadband connections for both households and businesses. The village appears to fulfil the criteria required to take advantage of the scheme and the first steps would be to determine the level of interest locally and approach a registered partner to take the next step. Councillor Devereux proposed that the Parish Council sets up and promotes a scheme within the parish.

Councillor Amies supported this initiative both as a councillor and as a representative of the Broadwater Residents Association.

Agreed unanimously. Clerk to begin compiling a list of interested households and businesses.

10. Monthly Report from RFO**10.1. Report**

Internal Auditor has conducted the first part of the AGAR process, concluding that the Parish Council’s Cash Book and Accounts have been “maintained to a high standard”. A further £138.53 was found to be VAT recoverable which has been added to the existing amount to give a potential claim of £1331.44 for 2020/21.

The Auditor had some additional enquiries which have been answered satisfactorily and he will be returning later this month to provide the “wet signature” required for Parish Council and AGAR submission.

Quarterly internal financial checks, which were suspended during the pandemic, will now be reinstated for 2021/22 and done on a monthly basis.

The Village Hall Accounts have been received and checked by the RFO and found to have been maintained to a high standard.

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Signed Chair

Date 8/6/21

10.2. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
NALC	Councillors training	£36.00	Bank Transfer
D. Watkins	Signpost	£73.19	Bank Transfer
Information Commissioners Office	Annual Data Protection fee	£35.00	Direct Debit
Zurich Municipal	Insurance	£1190.92	Bank Transfer
L. Devereux	Zoom Subscription	£143.88	Bank Transfer
Payroll	Salary	£570.68	Bank Transfer
HMRC	PAYE	£142.60	Bank transfer
Lawnright	Grasscutting	£121.50	Bank Transfer
British Gas	VH electricity	£27.44	Direct Debit
G.W. Crown Ltd	Hedge cutting	£126.00	Bank Transfer / cheque?

Agreed unanimously

10.3. Review of the following documents

10.3.1. Standing Orders

Clerk reported that as far as he could determine the Parish Council was operating under Standing Orders adopted in 2013. NALC produced a revised Model of Standing Orders towards the end of 2020 and the Clerk suggested that now would be a good time for the Parish Council to review and update its own Standing Orders. Councillor Amies has been asked to chair a Working Party to do this and asked if other councillors wished to get involved.

The complexity of the new Model was noted and it was felt useful to see how other small parishes had approached this in terms of any simplifications made.

Clerk to contact other Parish Councils of a similar size to see how they had approached the issue of adapting the Model for their use

10.3.2. Financial Regulations

Clerk reported that details of how online banking is conducted need to be included.

Clerk to update Regulations.

10.3.3. Financial Internal Controls

Clerk reported that details of how online banking is conducted need to be included.

Clerk to update Controls

10.3.4. Financial & Management Risk Assessment

Clerk reported that details of how online banking is conducted need to be included.

Clerk to update Assessment

Signed Chair



Date 8/6/21

10.3.5. Membership of other bodies by the Council and employees
 Village Hall Committee – Councillors Burton and Norman
 Saxon Shore Parish Forum – Councillors Devereux, Crown, and Norman
 Wash and North Norfolk Marine Partnership – Councillors Amies and Crown
 Norfolk Association of Local Councils – Councillor Devereux

10.3.6. Complaints procedure

Clerk reported that the Parish Council does not currently have a Complaints procedure in place.

Clerk to draft a Complaints Policy for Parish Council's consideration

10.3.7. Publication Scheme

No changes required apart from updating above policies

10.3.8. Council's policy for dealing with the press/media

Reported that this is now included in the new NALC Model standing Orders which the Parish Council have agreed to review (see 10.3.1.)

10.3.9. Data Protection policy

Reported that this is now included in the new NALC Model standing Orders which the Parish Council have agreed to review (see 10.3.1.)

10.3.10. Direct Debits, Standing Orders and Subscriptions

Payee	Type
NALC	Subscription
Parish Online	Subscription
Zoom	Subscription
CPRE	Subscription
KLWNBC (Dog Waste Collection)	Direct Debit
British Gas (Village Hall Electricity)	Direct Debit
BT plc (Telephone)	Direct Debit
BT plc (Broadband)	Direct Debit
E-On (Street Lighting)	Direct Debit
Information Commissioners Officer (Data Protection)	Direct Debit
Norfolk Nature Trust	Standing Order

Agreed unanimously

10.3.11. Code of Conduct for Councillors

Local Government Association produced a new version in January 2021 which NALC are revising for use and adoption by smaller councils.

10.3.12. Insurance

See 10.2. Renewed as part of two-year deal.

Signed Chair



Date 8/6/21

10.3.13. Asset Register

Updated to 31 March 2021 as part of AGAR and internal auditor has approved it.

11. Correspondence**11.1.** Any correspondence not otherwise on the Agenda

- **Councillor Felgate's resignation** – Clerk had received an email from Councillor Felgate to say that work commitments prevented him from continuing as a councillor. Electoral Services to be contacted regarding the Casual Vacancy arising as a result.
Clerk to contact Electoral Services
Councillor Devereux to write a note of thanks to Councillor Felgate
- **Permissive Development Rights for campsites under 56 Day Rule** - A parishioner has been in contact with the Chief Executive of the Borough Council about exercising its powers to apply Article 4 designations to sites in Holme. Parish Council has been copied into communications. Councillor Devereux added that she had been in touch with Burnham Overy Staithe Parish Council which was also being affected in a similar way and was trying to progress via Trading Standards.
- **Clarification of the Enforcement Notice issued for Land S of 60 And E of 71 Beach Road**
A parishioner has asked the Parish Council to request an update and clarification on the Enforcement Notice issued for Land S of 60 And E of 71 Beach Road. BC's website says Notice issued. The Clerk reported that a request for clarification on what type of Notice had been issued had been sent to the Enforcement Manager.
- **Letter of condolence** – Councillor Devereux had sent a letter on behalf of the Parish Council to Her Majesty The Queen on the recent loss of her husband HRH The Duke of Edinburgh.

12. Dates of meetings

12.1. Date of next meeting of the Parish Council Tuesday 8 June 2021 (arrangements to be confirmed).

12.2. 2021-2022 Meetings Calendar: Setting dates, time, and place of ordinary meetings of the full Council

These had been previously circulated and no change to the current timing and frequency of meetings had been recommended. It was therefore agreed to continue to schedule Parish Council meetings for 7pm on the second Tuesday of each month (excepting August).

12.3. Date of Annual Parish Meeting Tuesday 10 May 2022 at 6pm (arrangements to be confirmed)

Signed Chair



Date 8/6/21