

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of the Annual General Meeting of the Parish Council held in the Village Hall, Kirkgate,
on Tuesday 22nd May 2018 at 7pm**

Present: Lynn Devereux (Chair) Gillian Morley Robert Burton
Martin Crown Kevin Felgate (Vice Chair)

In Attendance: Mike Longley (Parish Clerk and Responsible Financial Officer) and four members of the public.

Councillor Devereux welcomed everyone and thanked them for their attendance.

1. **Election of Chair and declaration of acceptance of office**
Councillor Morley proposed, Councillor Burton seconded and it was **RESOLVED** (unanimously) that Councillor Devereux be elected Chair. The Declaration of Acceptance of Office was signed and witnessed.
 2. **Election of Vice Chair**
Councillor Devereux proposed, Councillor Burton seconded and it was **RESOLVED** (unanimously) that Councillor Felgate be elected Vice Chair.
 3. **Apologies for absence and approval of reasons**
Apologies had been received from Councillor Easton (injury) and Councillor Needham (family ill health).
 4. **Declarations of Interest**
There were none.
 5. **Minutes of the Council Meeting held on Tuesday the 10th April 2018**
 - 5.1 **Approval**
It was **RESOLVED** (unanimously) that the Minutes of the Meeting held on the 10th April 2018 be confirmed as a true record and signed by the Chair.
 - 5.2 **Matters arising from the minutes (non-agenda items)**
 - 5.2.1 It was confirmed that the pot hole near the Green has been filled in.
 - 5.2.2 It was suggested that kerbs, rather than posts, might be more effective along the edge of the Green.
 - 5.2.3 The Clerk still has to check the entertainments licence position.
 - 5.2.4 The consultation on the Norfolk Access Improvement Plan relating to Rights of Way closes shortly. Comments, if any, to the Chair before 2nd June 2018.
 6. **Reports**
 - 6.1 County Councillor and District Councillor reports
There were none.
 - 6.2 Update on the Neighbourhood Development Plan
This had been covered at the Annual Parish Meeting.
 7. **Public Participation**
It was **RESOLVED** (unanimously) that the meeting be adjourned for fifteen minutes for public Participation.
 - 7.1 A Parishioner pointed out the repairs to the pot holes in Middle Lane have not lasted long as they subsided again. Also, the road outside Home Farm Stables has erupted. The Parishioner was informed it had been reported, but on checking discovered it had not. When reporting online it takes a long time to get through to anybody. It is much better to telephone and speak to someone, as you get a faster response. There is a one hundred metres stretch of water main that needs replacing. The Parish Clerk to contact Anglian Water to reinforce the point.
 - 7.2 A parishioner mentioned damage to the Village Green, suggesting that a temporary
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barrier could be put in place for protection when contractors were working nearby. It was pointed out that contractors could erect temporary tapes on the green to protect it and could be asked to do this in future.

7.3 Contractors had been spotted parking on the hard standing reserved for emergency vehicles.

8. Planning Matters

8.1 Applications received subsequent to this agenda

17/02359/F Holmefields amendment details. The drawings were viewed on the big screen. Two areas of chalk dressings were noted on the gable end but the design was still felt to be unsympathetic to the site/location. The original objections were looked at and it was agreed most points still stand. The PC agreed to maintain their position and object to the application.

8.2 Applications for comment

8.2.1 18/00795/F Single story rear extension at 34 Westgate PE36 6LF (Comments by 1st June 2018). It is a Listed Building. The Drawings look to be in keeping. Agreed no objections to the application.

8.2.2 18/00852/F New Summer House in garden at Skyfall, 29 Peddars Way PE36 6LE (Comments by 4th June 2018). It was noted the proposed structure cannot be seen from the road. Agreed no objections.

8.3 Comments submitted subsequent to April meeting

8.3.1 18/00717/O OUTLINE APPLICATION: Proposed detached dwelling at The Meadows 9 Peddars Way PE36 6LE. The Consultation response has been submitted.

8.4 Decisions reported

8.4.1 18/00372/F: High Farm Bugalow PE36 6LR – Variation of condition 2 of previous permission permitted.

17/02188/F: Replacement dwelling house. Application permitted (Delegated Decision).

8.5 Processing of Applications (Reply from Deputy Director of Planning to Parish Council's letter of 29th March 2018). The PC have been invited to meet the planners at Kings Lynn and a number of Councillors would be keen to have a look at what they do. Proposed dates will be circulated.

8.6 Cambrils pre-application consultation feed back

The plans had been viewed by all Councillors prior to the meeting and comments recorded. It was agreed that based on the comments the Chair will compose a letter of feedback to be sent to their home address.

9. Village Matters

9.1 The Holleys Charity: Election of Trustees (For a four-year term from May 2018)

Three parishioners (all existing Trustees) had responded to the Parish Council's invitation for nominations earlier in the year. The Chair proposed, Councillor Morley seconded and it was **RESOLVED** (unanimously) that T Foster, J Foster and L Scott be re-elected as Trustees.

9.2 Highways: Visit by Highways Community Rangers on 11th June 2018

It was noted brambles were overgrown next to the bridge but as they are partly on Highways land this job will be put on the list for the next visit.

9.3 VIN: Village Information Network

This had been covered at the Annual Parish Meeting.

9.4 Village Hall: Broadband update

Once security arrangements are in place a public use password will be made available to groups using the Village Hall.

10. Finance Report: From Responsible Financial Officer

10.1 Monthly Report from RFO

The RFO confirmed the VAT repayment in respect of the previous quarter had now

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Date.....12/06/2018.....

been received.

10.2 Annual Review of the following documents:

10.2.1 Standing Orders and Financial Regulations

These had been reviewed in March 2018 as noted in that month's minutes and there have been no material changes in the interim.

10.2.2 Financial Internal Controls

These had been reviewed in March 2018 as noted in that month's minutes and there have been no material changes in the interim.

The RFO confirmed Councillor Crown will be getting involved in reviewing bank reconciliations on a quarterly basis.

10.2.3 Financial and Management Risk Assessment

These have been reviewed in March 2018 as noted in that month's minutes and there have been no material changes in the interim.

10.2.4 Membership of other bodies by the Council and employees

It was noted the Council is a member of Norfolk ALC and CPRE. The Clerk intends to become a member of SLCC.

10.2.5 Establishing the Council's complaints procedure

The Clerk to draft a Policy in the coming weeks after referring to NALC.

10.2.6 Publication Scheme

This is published on the Village Website and requires updating by the Clerk.

10.2.7 Establishing the Council's policy for dealing with the press/media

The Clerk to draft a Policy after referring to NALC.

10.2.8 Insurance (Local Council: a 3 years agreement to 06/19 and Village Hall: 3 years agreement to 09/19)

These will be reviewed next year.

10.3 Direct Debit/Standing Order list and subscriptions

These had been reviewed in March 2018 as noted in that month's minutes.

10.4 Asset Register

The RFO explained this had been covered by the Locum RFO at the April meeting however, the Internal Auditor has raised a few queries. Primarily, the Bus Shelter should be stated at cost after deducting the grant received. Some Councillors questioned this but the RFO confirmed this was correct accounting policy.

10.5 Accounts and Budget Monitoring

These two documents had been circulated and considered prior to the meeting and as there were no questions arising, were considered to be self-explanatory and accepted by the Council.

10.6 Payments for authorisation

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

PAYEE	REASON	AMOUNT	CHEQUE NO.
BCKLWN	Dog Waste Collection Service 27.03.17 to 25.02.18	£ 658.94p	DD (04.04.18)
E-On	Electricity account April 2018	£ 63.39p	DD (12.04.18)
Norfolk ALC	Annual Subscription 2018-19	£100.91p	101488

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Date.....12/06/2018.....

Christina Jones	April 2018: RFO/Minute Recording (23.5 hrs) Expenses NDP admin support (3.5 hrs)	£235.00p £ 31.49p £ 32.33p ----- £298.82p	101489
Norfolk ALC	GDPR Training 23.04.18 Parish Clerk	£30.00p	101490
BHIB Ltd	Local Councils Insurance Renewal	£ 1168.92p	101492
Jamie Bridges	Grass Cutting for April 2018	£171.00p	101493
Mike Longley	Parish Clerk Salary for April 2018	£ 587.34p	101494
Norfolk ALC	Training: The Role of the Clerk 16 & 23.05.18 Parish Clerk	£132.00p	101495
I C O	Data Protection Registration and subscription	£ 35.00p	Direct Debit

11. Correspondence

- 11.1 Complaint:** Improper use of neighbouring black bin allegedly by village hall users
The Councillors acknowledged this is a general problem in the village that should be addressed. It was also noted that bins left outside properties following emptying were unsightly and created an obstruction on narrow village roads and further that properties used as holiday accommodation should have blue bins as they can become overloaded with rubbish and are considered by the Borough Council to be operating commercially with a view to a profit. There are notices already in the Village Hall instructing users to take home their rubbish. The Clerk to issue a notice via VIN and report back to the complainant.

12. Dates of Meetings

12.1 Date of next Meeting

12th June 2018 at 7pm.

12.2 2018/19 Meetings Calendar

The Clerk confirmed there were no objections to the list of proposed dates which had been circulated and agreed to forward them on to VIN.

12.3 Annual Parish Meeting

14th May 2019 at 6pm. The Clerk to forward to VIN.

- 13. 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 8.10pm.

Signed..... *LS Devereux*.....Chairman

Date.....12/06/2018.....