

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council held in the Village Hall, Kirkgate, on Thursday 18th May 2023 at 7pm

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

In Attendance: Dave Watkins (Parish Clerk) and 3 members of the public

1. Election of Chair and declaration of acceptance of office

Lynn Devereux **Proposed by:** Robbie Burton **Seconded by:** Ermine Amies
Agreed unanimously

2. Election of Vice Chair

Martin Crown **Proposed by:** Lynn Devereux **Seconded by:** Stefan Seare
Agreed unanimously

3. Apologies for Absence and approval of reasons: To receive apologies and reasons for absence
County Councillor Andrew Jamieson and Borough Councillor Tom de Winton – both meetings clash

4. Declarations of Interest: To declare any personal or prejudicial interests

None

5. Minutes of the Council Meeting held on Tuesday 11th April 2023

5.1. Approval

These had been pre-circulated.

It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 11 April 2023 be confirmed as a true record and be signed by the Chair

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

(3.2) Rights of Way – Clerk confirmed finger post removal reported to Trails Team at NCC and acknowledged

(7.1) A149 Old Hunstanton to Sheringham and Burnham Overy Town Proposed Speed Limit Amendments – Clerk confirmed that Parish Council's comments had been submitted on time and an acknowledgement received but no response to queries raised,

(7.2) Wayleave request from UK Power Networks (UKPN) for land at Riverside Caravan Park
Clerk reported on discussions with UK Power Networks:

- Parish Council had asked that no works should proceed until after the caravan site has closed for the season (1 November 2023) to protect our tenant's interests. *UKPN response: This can be specified to the delivery team.*

Signed Chair

LS Devereux

Date 13/6/23

- Parish Council had asked that if the connection involves any above ground structures, like junction boxes or isolators, that the engineers liaise directly with its tenant before work starts to ensure the position of such structures do not create an obstacle which may obstruct future movements of caravans onto and off the site. *UKPN response: No above ground structures are required within the caravan park.*
- Parish Council had asked that all maintenance / non-essential work be undertaken out of season and with reasonable notice as specified in Clause 3c of the Wayleave Agreement. *UKPN response: The caravan park will be notified in advance of the planned works.*
- Parish Council had asked for confirmation that the overload problems currently experienced by users of the caravan park will not be made worse following the completion of the works. *UKPN response: Not aware of any overload problems and UKPN are upgrading the offsite transformer to supply the pump.*
- Parish Council had asked for confirmation that after works are completed, the supply of electricity will be separately metered so that the caravan site does not get charged for electricity used by Hunstanton Golf Club for its pump. *UKPN response: The pump will have its own metered supply.*

All of the above has been reported in writing to the Parish Council's tenant and followed up with a site visit by Councillor Crown and the Clerk. Tenant has also asked an independent electrician to inspect proposed works.

(7.3) Trees and hedges issues – Clerk has reported to Rangers Team who are addressing matters

(9.1) Thornham Farm Afforestation Project – Councillor Devereux had been contacted by consultant leading the project and a telephone meeting has been arranged for 22 May with the hope that a presentation can be made at a future Parish Council meeting.

6. Reports: To receive the following

6.1. County Councillor and District Councillor reports

Councillor Jamieson had sent an Annual Report which has been circulated to parish councillors. Suggested that this could also be published on the Village information Network (VIN)

Clerk to send copy to VIN for publication AJ's Annual Report

Councillor Amies suggested a meeting be arranged with new Borough Councillor, Tom de Winton, so that the Parish Council could brief him on key issues and challenges facing the village.

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

None

8. Planning matters

8.1. Applications for comment

- 8.1.1. – **22/01884/F** - Change of use from agricultural including the demolition of the existing barn and the replacement with five new dwellings at Eastgate Barn, Eastgate
– Expiry 18 May

Signed Chair

LS Devereux

Date 13/6/23

Owing to the Expiry Date being so close to the date of this meeting the Parish Council had discussed this Application via email circulation as allowed under Standing Order 15 xv (iv). Noted that the free-standing cart-shed had been reduced in size and that two car-parking spaces are there that appear to be for use by properties A and B which do not have garages. Issue previously raised about small gardens not fully resolved. Previous objection over size of some properties has returned and the plans for voids on first floors in some raised a concern. The cramped layout of the site creates very tight circulation for vehicles and restricts access. Safeguarding of hedgerows was also raised. A separate Application resulted in the Borough Council's Tree Officer giving permission for trees and hedges on the site to be removed on the basis that they were dead. The Parish Council has challenged this and provided evidence to support that much of the hedgerow is still alive and makes a positive contribution to the Conservation Area.

Decision: Object

8.1.2. – **23/00645** – Variation of Condition 2 attached to Planning Permission 21/01775/F: Erection of single storey insulated timber garden office to enable working from home. 15 Barnwell Cottages, Aslack Way, PE36 6LP – Expiry date 21 May
Variation is to move building from northern to southern boundary – no reasons given. Parish Council concerned about the potential loss of trees and hedges and will ask Tree Officer to take this into consideration with conditioning re-planting.

Decision: Send comments

9. Appointment of online banking and cheque signatories

Councillors Burton, Norman and Seare were re-appointed to continue in this role.

Agreed unanimously

10. To appoint a councillor to review Financial Control Procedures

Councillor Crown was re-appointed to continue in this role

Agreed unanimously

11. Review of Direct Debits, Standing Orders and Subscriptions

These were pre-circulated and **agreed unanimously**

12. Approval of insurance for 2023 / 2024

Clerk reported that the Parish Council had agreed a 5 year deal last year and the 2023/2024 premium (£1,220.22) had been paid 11 May 2023

13. Appointment to Outside Bodies

13.1. The Holley's Charity – Election of Trustee (For a four-year term)

Resolution: It is recommended that Steve Smith is appointed as a Trustee of the Holley's Charity for a four year term with immediate effect.

Proposed by: Lynn Devereux **Seconded by:** Martin Crown

Agreed unanimously

Signed Chair

LS Devereux

Date 13/6/23

13.2. The Village Hall Committee – election of two parish councillors for a four year term from the end of May 2023)

Councillors Burton and Norman were re-appointed to continue in this role

Agreed unanimously

14. Policy and procedures review

14.1. Review and adoption of the existing documents:

All the following documents had been pre-circulated to parish councillors

14.1.1. Asset Register

14.1.2. Code of Conduct for Councillors

14.1.3. Complaints procedure

14.1.4. Co-option policy

14.1.5 CPRE Solar Design Tips

14.1.6. Financial and Management Risk Assessment

14.1.7. Financial Internal Controls

14.1.8. Financial Regulations

Parish Clerk recommended that a section needed to be amended to reinforce more clearly the procedures followed to process online payments

Agreed unanimously. Clerk to amend and submit to Parish Council for approval and adoption

14.1.9. Information and Data Protection policy

14.1.10. Publication Scheme

14.1.11. Standing Orders

It was unanimously agreed to adopt all the above documents (apart from 14.1.8) for a further year and review again in May 2024

Clerk advised the Parish Council that they may wish to look at adopting policies that cover Communications (including social media and electronic communications) and a Retention and Disposal for the management of records.

Councillor Amies to work with Clerk to prepare Drafts for Parish Council to consider

15. Village Hall Accounts

Clerk had audited these accounts and pre-circulated them to parish councillors and found them to be in good order. Income amounted to £1203, helped by external grants of £700, and expenditure was £923.

16. Dates of meetings

16.1. 2023-2024 Meetings Calendar: Setting dates, time, and place of ordinary meetings of the full Council

These had been pre circulated to parish councillors and no issues with Bank Holidays or Public Holidays had been found.**Agreed unanimously**

16.2. Date of next meeting of the Parish: Tuesday 13 June 2023

16.3. Date of Annual Parish Meeting: Tuesday 14 May 2024 at 6pm

Signed Chair

LS Devereux

Date 13/6/23